

Arizona's Way in ESA

ARIZONA COUNCIL EPSILON SIGMA ALPHA INTERNATIONAL Procedures and Policies

Guidelines for Executive Board
Guidelines for Appointed Board
Policy Manual
Guidelines for Chapter Offices

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ARIZONA COUNCIL HISTORY

It is important to know the history of the Arizona Council and the role it plays in ESA's "chain of blue and gold". A chain is only as strong as its weakest link, and Arizona's link has survived the stress test with strength and pride for more than 75 years. With the involvement of each member, the Arizona Council will continue to survive for the next 75 years. But, to become involved, each member should understand the purpose, structure, and responsibilities of the Council.

Epsilon Sigma Alpha came to Arizona in 1938, when Marion Chase made the suggestion to what was then National Headquarters. Alpha Alpha Chapter #141 was chartered in October 1938. Through the efforts of Gladys Bagley Schaefer, ESA in Arizona continued to grow. Over the next five years, chapters were formed in Tucson, Yuma, and Prescott, as well as several others in the Phoenix area.

At this time, Gladys felt the need to coordinate the efforts of the Arizona chapters in their educational and philanthropic endeavors, and to strengthen the bond of sisterhood. She made several trips to southern California to study their council. Then, with the assistance of Marge McKemy, she drafted the Arizona Council's first Constitution and By-laws. These were presented to a group of interested chapter members at a closed meeting in April 1943. The first open meeting of the Arizona Council was held in June 1943, with four chapters represented.

The first State Philanthropic Project was decided on at that meeting when the members voted to serve two nights a month at the Service Men's Center. Arizona Council's State Philanthropic Project is now joined with the international projects of St. Jude Children's Research Hospital and Easter Seals.

As the Arizona Council continued to grow in membership, many things were accomplished which we proudly share with members throughout the ESA world. Patsy Tracy, a former Arizona Council member, established the educational program in Arizona and it was adopted by many other state councils. She and her committee also provided guidelines for yearbooks, awards, training sessions and files for speakers and programs. Arizona Council awards several scholarships each year to students attending Arizona colleges and universities. Many state councils and the ESA Foundation have used Arizona's guidelines in establishing their own scholarship programs. Arizona's scholarships are now managed by the ESA Foundation.

The Arizona Council works within the framework of other state councils and the International Council; yet it is quite different. Arizona has no districts, zones, or city councils as some states do. Arizona holds more state council meetings during the year than most other councils. Four meetings: September, November, January, and April are held in various parts of the state, in addition to an annual State Convention. Arizona has two Vice-Presidents and is the only state in which all nominations for state officers are made from the convention floor with no Nomination Committee.

The Arizona Council is governed by an Executive Board consisting of the President, First Vice President, Second Vice President, Secretary, and Treasurer; all of whom are elected by the membership. The Past President also serves on the Executive Board as the Parliamentarian and Disaster Fund Chair. The duties of these officers and the requirements for nomination can be found later in this document as well as the Arizona Council By-laws.

The first Arizona Council Advisory Board, formed to help the fledgling council, was made up of members who had made an outstanding contribution to Arizona ESA. The present Advisory Board is comprised of past State Presidents and other members appointed to the board by the Advisory Board because of their outstanding ability and leadership, and their value in providing continuity to the Arizona Council. Over the years, the Advisory Board has been instrumental in the formation of many programs, such as the "Bulletin", State Philanthropic Event, the State Preferential event honoring new members, and the President's Appreciation event. Most of these programs are now the responsibility of the Executive Board. Members of the Advisory Board, affectionately called NPOBs (nit-pickin' old broads), are active in acting as advisors to the Executive Board Officers and Appointed Board positions.

It is by attending council meetings, working on various state committees, and getting involved with the council that members learn to know what the council is, and what it does for the chapters and the general membership. This knowledge and participation can lead to serving the council on the Appointed Board, the Executive Board and even to serving ESA on the International Council level.

Many outstanding Arizona Council members have served on the International Council.

Arizona has hosted five International Conventions. The first one was in 1960. The second one was in 1973. Fern Mitchell Porter was installed at the 1973

Convention as the first International Council President to be installed in her home state. Arizona bid to host the 1985 International Convention so that Grace could also preside in her own state but was defeated. Arizona then hosted its third convention in July of 1993. Then, in July of 2005, Arizona hosted its fourth IC Convention in Phoenix at the Wigwam Resort. In 2018, Arizona hosted its fifth IC Convention at the Sheraton in Downtown Phoenix.

THE ESA SPIRIT

The letters of ESA stand for Education, Service, and Association. The experiences that we derive from each of these aspects of membership combine to create opportunities for personal growth that exceed those of single-purpose organizations.

The ethos of ESA calls for the development of a well-balanced lifestyle that encourages the membership to develop personal talents to pursue excellence in all aspects of their daily life. The program, projects, and people of ESA create opportunities for each individual member to identify skills that enhance self-esteem and make significant personal accomplishments possible. Combined in a chapter unit, motivated ESA members create a positive difference for the communities in which they live. On an international level, their achievements set a high standard and are an excellent example of what can be accomplished through quality volunteer service.

ESA members will tell you that their only right is "the right to be of service". This "right of service" is an important cornerstone that forms the spirit of ESA. Members SERVE each other, their communities, and the world at large by designing educational programs, by organizing projects that put their educational efforts to practical use, and by sharing their skills and resources with others who are in need.

As a result, ESA members are people who WANT to make a difference, who welcome a challenge, and who are gratified by personal involvement. They are people who enjoy working with others and who are touched by the testimonials of others. They are particularly interested in causes which affect families and children. They respond readily to individuals and are especially supportive of fellow members.

The words "caring" and "sharing" are important buzzwords, and they characterize the basic spirit of the membership. We are people who care enough to share "unconditionally". Membership success and satisfaction are

measured by the degree to which individual members and chapters have been able to achieve these ideals.

While the orientation of how to achieve these ideals has changed over the years, the basic SPIRIT OF ESA has remained constant over its history. Over the last several years, membership has been of concern and a priority. The Arizona Council membership continues to decrease due to deaths and retention issues. In 2005, three men became members. The first men's chapter, Gamma Tau, was formed in Arizona in 2011. While the loss of long-time members is always an issue, we are constantly gaining new members as well.

A BRIEF HISTORY OF ESA INTERNATIONAL COUNCIL-ESA

In the summer of 1929, a group of women in Jacksonville, Texas met to organize a group whose purpose would be to learn, to grow, and to serve. Five months later, in February 1930, the purpose of the Jacksonville meeting was fulfilled when ten outstanding women signed the charter of the first chapter, which made Epsilon Sigma Alpha, a national sorority.

This "Founder's Chapter" was organized largely through the efforts of Adelia Prichard. Ms. Prichard, who had extensive club experience, having served as the National President of the Business and Professional Women's Organization, had a vision of providing women of her era with educational programs that would assist them in entering the workplace and which would provide continuing education to women throughout their lifetime. As a result, ESA initially focused almost exclusively on the educational development of the membership. A reading program known as "The Writings of Mankind" was distributed to the membership. Members began and completed lessons and tests at meetings as they studied the history of various countries, great writers, etc.

Aside from the formal study program, social activities began to thrive. These events, along with book reviews and articles on parliamentary procedure, began to form the format for the first entirely ESA magazine, THE EPSILON SIGMA ALPHA SORORITY NEWS. In 1933, the "Versatility in social activities is one of the necessary arts these days, since more and more families, friends, and groups are depending upon some form of original and home entertainment". The magazine began to feature more ideas for "socials" and chapters were wanted to assist needy members of their communities who had been hard hit by the financial problems of the era.

As time went on, ESA chapters put their social skills to work to raise funds for community projects such as children's clinics and needy families. By holding bridge parties and teas, they were able to use chapter funds to provide resources to meet some of the human service needs of their communities. Chapters began to report the pride and personal satisfaction that their membership gained from such activities. They asked other chapters to share ideas for projects through THE JONQUIL and other newsletters.

By the time World War II erupted, ESA members were ready to organize service projects to support the war effort. A variety of activities, from rolling bandages for the Red Cross, to the management of local USO canteens, were supported by the membership. ESA also volunteered thousands of hours of direct service through visits to veteran hospitals. In addition, many members signed up to be active members of the armed forces.

As the war progressed, ESA members developed a door-to-door campaign to collect scrap metal for recycling as armaments. With ESA communities across the country taking part, ESA's effort made an impact that brought government commendations.

After the war, ESA chartered chapters in different parts of the world. Today's international chapters in Australia are a result of this post-war effort.

In 1952, the call went out to identify an appropriate national service project for ESA. The March of Dimes (National Foundation for Infantile Paralysis) became the unofficial favorite as ESA joined the Mother's March to fight polio. At the same time, new educational programs were introduced that focused on "discussion" sessions where chapter members designated appropriate study guides for their chapters. More and more, emphasis shifted to encourage chapters to maintain a balanced approach to chapter activities including educational, service, and association (social) activities throughout the year.

During this era, the ESA Disaster Fund was instituted to provide immediate assistance to ESA members who had experienced personal catastrophes. In 1961, the fund received the first widespread opportunity to assist ESA members as Hurricane Carla struck the Gulf coast. And, once again, these members have been struck by Hurricane Katrina in 2005. Individuals received gifts of assistance from this fund that had been established for the exclusive use of ESA members. Through the Disaster Fund, ESA proved its desire to take care of its own during times of trouble. Since that time, many states have created "Love" funds to

supplement the grants from the Disaster Fund for members of state councils

Early in the 1970's ESA spearheaded an important letter-writing campaign to save Prisoners of War who had been held in Vietnam. Philanthropic projects of all kinds were designed on a bigger scale and, in 1972, ESA pledged to raise \$1,000,000 for the benefit of St. Jude Children's Research Hospital. The effort began with a cross-country bike ride and formed the basis for St. Jude to become ESA's first internationally sponsored philanthropic project. Since that time, more than **\$300 million** has been donated to the hospital, and a floor of St. Jude Children's Research Hospital has been named in honor of ESA. In 1984 the Easter Seal Society was adopted as the second internationally sponsored philanthropic project. Over **\$6,000,000** has been raised for Easter Seals in the past 40 years. Perhaps of more value are the thousands of volunteer hours that our members contribute each year.

In the late 1980's, ESA expanded its scope to include chapters on college campuses. The effort, which began with the first collegiate chapter at Ball State University in Indiana, has grown to include more than 70 campuses. College students are indicating that the ideals of ESA are shared by youth around the globe.

Today, ESA maintains chapters in 39 states and two foreign countries (Australia & Canada). In addition, prospective chapters are being developed in several new states. ESA is on the move! Congressional, Presidential, and Gubernatorial recognition has been received in many states also.

The goals of ESA remain to create confidence, competence, and career opportunities that will assist our members in achieving their goals to lead successful lives as they create hope for others. While ESA tradition provides a long history of achievement, it marks only the beginning of what is to come.

Through the years, the following ORGANIZATION has evolved to assist the membership in achieving its purpose. Today, both the system and the people who serve it stand ready to enhance ESA's prospects for growth and the future.

THE ORGANIZATION OF ESA

Throughout the years, a unique organizational structure has governed the workings of ESA. Each part is essential to meet the needs of the membership. Often, local members do not distinguish between the different entities, noting that something is either a function of the chapter, state, or international. Usually,

this is not a big problem since both the state and international officers and staff work together to meet the needs of the membership. If members are in doubt about who should answer a question, send it to ESA Headquarters. HQ will either handle the issue or direct it to the appropriate person at the state or international level.

THE INTERNATIONAL LEVEL OF ESA

Since 1948, ESA has been an international organization. ESA services are provided by three entities:

ESA Headquarters - Founded in 1929

Headquarters consists of paid staff members who provide services that cannot be accomplished by volunteers. Headquarters holds the ESA trademark and provides guidance for all ESA projects. The staff provides professional assistance for educational, membership, and philanthropic programs. It provides the resources for researching potential projects and works with the International Council Board and the ESA Foundation Board to provide long-range plans for the organization.

ESA Headquarters provides list maintenance for the organization and individual membership records for every ESA member. It also does the billing for INDIVIDUAL MEMBERS. By contract, it provides accounting services for the ESA Foundation. In essence, Headquarters acts as the Home Office for the organization.

The International Council of ESA - Founded in 1938

The International Council was organized to provide an avenue for the membership to participate in the planning and promotion of Epsilon Sigma Alpha. It is a volunteer member board and elections are held annually. The International Council Executive Board is elected by members who belong to the International Council for the purpose of providing policy guidance to the organization. Chapters pay dues to the International Council to gain voting rights for their members and to participate in the activities of the council.

Activities of the International Council include:

- Making committee and general board appointments.

- Organizing and putting on the International Convention.
- Administering the Disaster Fund.
- Providing representatives to state, national, and international meetings that require international ESA representation.
- Preparation of the International Council budget and billing procedures for the collection of International Council dues.
- Administration of special International Council awards.

This body is non-profit, and tax-exempt; however, contributions to the International Council, such as dues, etc. are NOT tax deductible. Chapters may use the International non-profit tax number to be included in the tax-exempt filing for the International Council.

The ESA Foundation - Incorporated in 1972

The ESA Foundation was founded as the non-profit, tax-exempt, and tax-deductible arm of ESA. It provides a vehicle for the membership to accomplish philanthropic and educational goals alongside other public foundations. It is governed by a board of eight directors who are elected by the ESA Foundation membership. ESA Foundation members pay annual dues to the Foundation to retain their membership and voting rights. In recent years, Foundation activities have expanded to include an ambitious program to solicit endowments for scholarship grants. These scholarships are awarded on an annual basis. In addition, the Foundation supports other projects which focus on providing educational opportunities for ESA members and the general public.

This entity of ESA is a tax-exempt/public trust. Therefore, the use of its tax number must be done with the specific approval of the ESA Foundation Board.

GENERAL INFORMATION

RESPONSIBILITIES OF ALL OFFICERS

Accepting your responsibilities as an officer in your chapter or on the Council level, whatever the office may be, is a serious responsibility. Read the material distributed at state convention for Officers, attend Leadership Seminars (if available), and know your Chapter and State by-laws.

Answer communications From International Headquarters, from International Officers, and from the Arizona Council promptly. Also, please observe deadlines and RSVPs.

A quorum should be present to conduct business specified by your chapter by-laws. A two-thirds vote is required to adopt any motion that suspends or modifies a rule of order previously adopted: prevents the introduction of a question for consideration: or limits the freedom of voting: or deprives one of membership or office. Otherwise, a majority vote should suffice.

All chapters should automatically include in the chapter budget the amount of money specified as chapter dues to the International Council. This entitles your chapter voting power; permission to enter IC contests and book displays and other privileges. Your chapter Treasurer should be instructed to send these dues as soon as possible after September 1st to the IC Treasurer. They become delinquent as of June 1 the following year.

All chapters should also, automatically, include in their chapter budget the amount of money specified for State Council dues per Jewel member. Your state dues entitle your chapter to vote and to receive your State Bulletin. Your chapter Treasurer should be instructed to pay any bills owed to the Arizona Council within sixty (60) days of the day the debt was incurred, or your chapter will lose its voting privileges until the debt is paid.

PLEDGES HOLDING OFFICE

It is recommended that a pledge not hold an elected office except in the case of a new chapter or a chapter in the process of reorganization. Pledges should have time to become familiar with your chapter and to learn more about the ESA way before being given the responsibilities of an elected office.

TRANSFERS

A member who has been inactive for over a year and wishes to become active again, but desires to transfer to another chapter must have been a member in good standing before going inactive. In this case, they should contact International Headquarters for advice on how to re-instate.

If a member moves to another city or state, they should immediately notify Headquarters; giving the member's name, number, chapter, chapter number and their complete new address. Their name may also be sent to the Membership Director in the state to which they have moved.

CHAPTER SIZE

This is an optional matter with each chapter. Encouraging growth is essential to the survival of ESA.

MEMBERS AT LARGE

If it becomes necessary for a member to become inactive for a year or so, due to illness, attending school, or another valid reason, it can be handled in one of two ways:

- A. A "Member-at-large" means you will not attend any chapter functions and
will not have to pay chapter or state dues. You will have to continue paying
dues to Headquarters.
- B. If you are able to participate in some chapter functions and do not wish to be completely inactive, you may request a "Leave of Absence". In this case, you would pay your chapter and state dues and attend as you can, and as agreed upon by your chapter's by-laws or standing rules.

PIN ETIQUETTE

The pin of our organization is worn over the heart. Place the thumb in the hollow of your neck and extend the fingers downward - the pin is placed at the point where the little finger falls. The lamp on the Jewel pin should always be worn to the left of the Open Book.

Corsages, badges, or other ornaments are never worn above the pin. Your Pledge, Jewel, or Recognition pins are never loaned or worn by anyone except a duly pledged or initiated member of ESA. Be proud of your pin, wear it always. It is not to be worn as an ornament on a lapel or coat, except a jacket that is part of a dress and will not be taken off. It is never worn with formal attire. Once you receive your 50-year pin, it may be worn in place of the jewel pin.

COUNCIL MEETINGS

Every member of the Arizona Council is welcome and encouraged to attend all council functions. Any member may participate in discussions and speak for or against a motion. They may ask for information or clarification of points under discussion. However, only Council Representatives or their alternates are permitted to make a motion, second a motion or vote on a motion.

COUNCIL REPRESENTATIVES

Each chapter in the Arizona Council is entitled to three Council Representatives, regardless of the number of its members. The official Council Representatives are two representatives, elected by the chapter members, and the chapter President. This group of delegates constitutes the Arizona Council. Their term begins immediately following the close of the annual State Convention and ends at the end of the following year's State Convention. Upon this group rests the responsibility of ALL activities of the Arizona Council during the ensuing year. ONLY Council Representatives are eligible to hold elected office on the Arizona Council, except for the Past President. Only Council Representatives may participate in the nominations and elections of officers of the council. Therefore, it is the Council Representatives' responsibility to give careful thought to the qualifications of the candidates for Office on the Arizona Council Executive Board. To be eligible for the office of State President, it is required that the nominee has served as a Chapter President for one year, has served as an elected State Officer for no less than two years, has attended at least two State Conventions, and at least one International Convention.

A Council Representative MUST be a Jewel member, with one exception; that is in the case of a new chapter. Those members who are Council Representatives from a new chapter who have not received their Jewel Degree may participate in Council affairs, but may not nominate or vote for Council Officers, nor vote on other Council matters. (This situation may not be for more than a six-month period.)

The third Council Representative is the Chapter President; they have no specific assignment since they will be busy in their office as President. However, it is their responsibility to see that their members are kept informed as to the activities of the Council. They may also receive special assignments from the Council President.

One exception is the chapter of the State President. Their chapter may have four Council Representatives. The State President must be a Council Representative; however, they may not vote unless a tie-breaker is necessary.

There is no limit to the number of years a member may serve as a Council Representative for a chapter. Re-election of capable Representatives is the prerogative of each chapter. They should attend all Council Meetings or see that an alternate attends. Alternates are permissible when an official representative is unable to attend. They may be elected by the chapter or appointed by the

President.

Council Representatives should give a verbal report to their chapters of the business transacted at all Council Meetings and take action on matters that require attention. Voting within the Council is extended only to Council Representatives or their alternates.

In the case of a ballot vote, each chapter is entitled to cast its three votes. To be elected to serve as a Council Representative for your chapter is indeed one of the greatest honors bestowed on a member. Choose your officers carefully and cooperate to the fullest with your Executive Board.

HOSTING A COUNCIL MEETING

Acting as host for a council meeting can be a rewarding experience for a chapter. It is an ideal way for a chapter to express their thanks and appreciation to the chapters that have worked in the past to make our council meetings so enjoyable. Since the chapter members must all work together for the success of the council meeting, valuable lessons in cooperation are learned. You may also discover talents in members that can be used to an advantage on other chapter projects. Also, members that do not usually attend council meetings will meet so many members they may be eager to go to future meetings. Don't discard the idea of hosting a council meeting because you feel your chapter is too small. Consider the possibility of asking another chapter in your area to host with you.

- ☐ All Arizona Council Meetings are open to all members and guests. Discuss in your chapter the possibility of hosting a meeting and if you decide to submit a bid, send your bid to the State President by the April Council Meeting for the following year. At the time you submit your bid, you should already have made some tentative plans, such as appointing a chairperson and checking for possible sites. If you specify a certain month in your bid, also indicate your alternate preference. The State Executive Board creates the calendar for the following year and if there are multiple bids for the

same month, they may have to schedule your chapter for an alternate month. The calendar is submitted to the membership for their approval at the State Convention.

- ☐ If your bid is accepted and included in the calendar, you should begin immediate preparations for your meeting.
- ☐ Start early in all your preparations. Involve all your members; perhaps have a work meeting to make your decorations, etc. Your council meeting will be beautiful, and the Council members will thank you for such an enjoyable event! Door prizes are not necessary, but if you decide to have them, they are to be given out during lunch, so as not to interfere with the business portion of the meeting.
- ☐ Select a venue, often a hotel or a restaurant. The venue must have a private dining room of adequate size to accommodate approximately 50 people. Your chapter will be responsible for paying the venue for all lunches.
- ☐ Decide on a menu that will meet the price allowed in our standing rules. Remember, you may need to allow for the expense of nametags, programs and table decorations. The Standing Rules also specify that the State President is your luncheon guest.
- ☐ The hosting chapter of a Council Meeting is responsible for presenting an educational program. This program does not have a specific format. A member can present a workshop, or a guest speaker may present the educational program.
- ☐ A theme is not necessary however, you may decide to use one for your meeting and use the theme for your decorations, and programs. You may wish to sell your table decorations after the meeting. You may present the President with a corsage or small gift, but it is not necessary.
- ☐ Approximately six weeks prior to your meeting, the President or Secretary will be in contact, explaining their requirements for the meeting.
- ☐ Send an announcement via the Ocotillo Express with all the details regarding the meeting, especially instructions for registering with a due date. All checks are made payable to the hosting chapter

and sent in by the reservation deadline to assist the hosting chapter.

- ☐ The President will contact you if space, or anything else, is needed for a workshop.
- ☐ You should receive a list of the head table requirements from the Secretary.
- ☐ Contact the Properties Chair if you need flags or a microphone not provided by the venue.
- ☐ The Chair of the meeting or the chapter President may be seated at the head table. The chapter president (or Chair) is responsible to give a short welcome.
- ☐ Arrange with the venue for an area for registration and plan on arriving before scheduled time for registration. Work with the State Registrar to check in those who have registered (a seat may be placed at the Registration table for this).
- ☐ Work with the venue to discuss how they will handle any late additions to the menu (sometimes they will serve 10% over or 10% under the number of reservations you turn in). However, if they require a definite number and you are charged for unused reservations, you will bill the chapters whose members did not show up or who arrived without paying in advance.

EXECUTIVE BOARD GUIDELINES

INTRODUCTION

This section has been prepared for the Elected and Appointed Officers of the Arizona State Council of Epsilon Sigma Alpha International. It states the duties and responsibilities of each respective office. The user must adapt the information to their special needs and to the wishes of the State President and/or the Executive Board.

It is divided into five sections: Section A contains General Procedures for all officers and chairpersons. Section B pertains to duties of Elected Officers. Section

C pertains to the duties of the Appointed Officers. Section D is the Policy Manual and Section E includes forms and guidelines for Awards.

Updating this manual may be necessary as rules, regulations, duties and/or policies change. Suggested changes must be submitted to the current State President for approval before they can be included in this document. If no changes are suggested by board members, the Executive Board must review this manual for updates in even number years.

GENERAL PROCEDURES

The **President** should keep the Board informed about everything concerning ESA, personal items of interest about members and officers, Headquarters information, St. Jude and Easter Seals, ESA Foundation, etc. The President informs all officers and chairpersons of what is expected of them in their office, sharing goals and wishes, encouraging ideas and suggestions. The President must keep an open mind. The President may invite individuals to Board Meetings.

The **First Vice President/President Elect** is the Chair of the Membership Committee. The First Vice President must form an active committee to plan for the growth of the council.

Board Meetings are called at the prerogative of the President. They may invite persons who have specific business with the Board. The location of the meeting is the decision of the President.

Attendance at State Meetings is essential. If for any reason you are unable to attend, the President should be notified as soon as possible.

Correspondence on ESA should be responded to within ten days or more promptly if possible.

Bulletin Articles should be written to cover all necessary information for chapters. They should follow the schedule prepared by the Bulletin Editor.

Files should be always kept current. At the end of the year, **update** your duties, making suggestions for improvements to better serve the membership and for making your office easier to administer while performing the required duties. Make sure any forms pertaining to your office are included in the file. At the state

convention, provide a copy of your file digitally to the State President and your successor.

Procedure for Money Spent The Arizona Council approves a budget each year prepared by the outgoing Treasurer and Financial Secretary and approved by the Executive Board. The Treasurer will notify elected and appointed officers of their allotted budget. If any Officer knows that they will exceed their budget, the State President and Treasurer should be advised prior to the expense. Any Appointed Officer that does not have a specific budget should discuss expenditures with the State President prior to the expense. If an officer is exceeding their budget without prior approval, they will be notified by the Treasurer.

Procedure for Money Collected Any officer that collects money for the State projects or functions should give that money to the State Treasurer in a timely manner. Checks and cash are not to be held.

ARIZONA COUNCIL STATE PRESIDENT

1. It is essential to have a working knowledge of all offices and chairperson duties.
2. Read and review files given to you by the previous officer.
3. Encourage participation and involvement from all ESA members. Visit as many of the chapters as possible.
4. Remember, you are the presiding officer and should not voice your opinion unless the Vice President takes the chair.
5. Encourage members of the Executive and Appointed Board to fulfill the duties of their office, to make reports, and keep a good set of files for their successor.
6. Distribute copies of the roster information to the First Vice President, Second Vice President, Treasurer, and Appointed Board officers who will need the information to fulfill their responsibilities.
7. Request board members to copy you on official correspondence.

8. Prepare a mailing list that includes Executive Board, Appointed Board, and Advisory Board members.
9. Prepare a list of names to whom you wish copies of the Bulletin to be sent. It is customary to include the current IC President, the IC State President's Chair, IC Newsletter Chair as well as the IC Representative once it is announced.
10. Write an article for each issue of the Bulletin. Give the Editor any logo you would like to use.
11. You are the Official Representative of the Arizona State Council during the International Convention.
12. Keep the First Vice President well informed of all activities throughout the year and send copies of all official correspondence.
13. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

DUTIES AS THEY RELATE TO STATE CONVENTION:

- Follow the general procedures and traditions of previous Conventions. Circumstances and your preference will occasionally make it necessary to change a few procedures. Feel free to do so.
- Coordinate all activities and work with the Convention Chair as needed.
- Plan Convention schedule of events and discuss wishes with the Convention Chair.
- Plan all agendas and furnish them to the Chair for the Program Book. Approve the final copy before it is delivered to the printer.
- Prepare detailed agendas for the Executive Board and IC Rep.
- Prepare the President's welcome message for the Convention Program Book.
- Prepare seating arrangements for Special Guests and Executive and General Board.
- Prepare award certificates as soon as possible. Ask the Executive Board and Appointed Board how many certificates they will be needing.
- Designate a person to be in charge of Flag Ceremonies and have them contact IC Representative for their part.
- Advise IC Rep of Convention Plans and any duties they are to perform.
- Designate pictures to be taken by Convention Photographer(s).

- Appoint a Head Teller, if necessary, for Elections. This is part of the Appointed Board. They must be an Advisory Board member and not a Council Representative. Additional tellers must also be Advisory Board Members.
- Have Board Members and anyone giving awards prepare a list of Award Winners for distribution at the State Convention.
- The newly installed President will announce the new Appointed Board on Sunday.

ARIZONA COUNCIL FIRST VICE PRESIDENT/PRESIDENT ELECT

1. Read and be familiar with the GENERAL POLICIES and PROCEDURES section of this manual.
2. Read and be familiar with the duties of your office as stated in the state Bylaws and Standing Rules.
3. Read and review files given to you by the previous officer.
4. Write short articles for the issues of the Bulletin. Encourage all chapters to seek new members.
5. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

DUTIES AS THEY RELATE TO PRESIDENT ELECT:

1. Attend the Leadership Seminar conducted by ESA Headquarters. You will receive specific information from Headquarters. This expense is a budgeted item. You are responsible for purchasing airfare at the least expensive rate available and sending in your registration, you will be reimbursed.
2. Decide upon your theme and logo early in the year. Start collecting ideas and set goals.

3. You have the privilege of selecting the Installing Officer(s). Notify the President and Convention Chair of your selection no later than April.
4. Prepare your acceptance speech, usually given at Installation.
5. Prepare the presentation of the Gladys Bagley Schaffer Outstanding Pledge Award.
6. Give SERIOUS consideration to the appointments you wish to make.
7. Announce Board appointments after the gavel is presented to you at the Second General Assembly at State Convention.
8. Prepare for IC Convention: send in IC Registration and purchase airfare at the least expensive rate. You will be reimbursed for registration and airfare.

DUTIES AS THEY RELATE TO MEMBERSHIP:

1. Select members to serve on the membership committee and send names to the Roster Chair by the deadline.
2. Plan presentation for pledges at Council Meetings.
3. Plan a workshop for a Council Meeting; work with the President for when you will present.
4. Encourage membership growth in the Council.
5. Prepare membership forms, rushing forms and outstanding pledge nomination forms to be sent out via the bulletin or Ocotillo Express.

ARIZONA COUNCIL SECOND VICE PRESIDENT

1. Read and be familiar with the GENERAL POLICIES and PROCEDURES section of this manual.
2. Read and be familiar with the duties of your office as stated in the state Bylaws and Standing Rules.

3. Read and review files given to you by the previous officer.
4. You are responsible for the philanthropic program of the state.
5. Select a committee and send the list to the Roster Chair by the deadline.
6. Determine items that will be collected for the state for the coming year.
7. Review guidelines and IC forms.
8. Prepare guidelines and forms and instructions for each chapter. Distribute to each chapter as well as update on the website via the Website Coordinator.
9. Chapters should report to the state at least three times throughout the year.
10. Provide assistance to the chapter philanthropic chair as needed.
11. Collect chapter reports and compile information.
12. Complete IC reporting forms by the deadline.
13. Be in contact with the ESA for St. Jude and Easter Seals Coordinators throughout the year.
14. Determine state winners and prepare certificates and award sheets.
15. Publish items in the Bulletin as necessary.
16. Work with a committee at each Council meeting to collect and distribute items.
17. Assist the State President as needed.
18. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

ARIZONA COUNCIL SECRETARY

1. Read and be familiar with the GENERAL POLICIES and PROCEDURES section of this manual.
2. Read and be familiar with the duties of your office as stated in the state Bylaws and Standing Rules.
3. Read and review files given to you by the previous officer.
4. Take minutes at the Executive Board and the Combined Board Meetings, Council Meetings, State Convention and any other meeting called by the State President. The minutes of these meetings should be prepared and sent to the president within a timely manner for review and approval.
5. Assist with correspondence.
6. Check with each Appointed Board member at each Council Meeting to see if they have a report to give. Give a list to the President with this information.
7. Assist in preparing award winner packets for distribution at convention.
8. Provide the check list to chapters about requirements for Council Meetings and information for the Bulletin.
9. Prepare a list of service award recipients and pins for convention.
10. When you receive final approval, prepare the minutes and distribute them in accordance with the wishes of the President.
11. Prepare Roll Call Sheet for all Council meetings.
12. Take Roll Call at Council meetings.
13. Read minutes at meetings, if directed by the President.
14. Keep the attendance of chapters for purposes of perfect attendance.
15. Prepare certificates for chapter perfect attendance for state convention.

16. Coordinate with the Executive Board to purchase gifts for the outgoing President, Past President and the IC Representative.
17. Assist the President as needed.
18. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

ARIZONA COUNCIL STATE TREASURER

1. Read and be familiar with the GENERAL POLICIES and PROCEDURES section of this manual.
2. Read and be familiar with the duties of your office as stated in the state Bylaws and Standing Rules.
3. Read and review files given to you by the previous officer.
4. Write an article for the Bulletin as needed. The budget must appear in the September issue.
5. Change the signatures and contact information with the bank. You and the President should be able to sign checks. Check with the bank for the most recent requirements to change signatures. A copy of the most recent minutes, no more than 30 days old, will most likely be needed at the bank.
6. Keep an accurate account of all receipts and disbursements.
7. Pay expenses promptly as authorized in the budget.
8. A voucher must be completed for all transactions.
9. Payment cannot be made if amounts exceed the budget unless presented to and approved by the Executive Board.
10. Provide all necessary information to the Financial Secretary.
11. Records for audit should be retained for seven years.

12. Provide the Financial Secretary with all information on a weekly basis unless other arrangements have been made.
13. Budget Meeting: The President will direct the Financial Secretary, outgoing and incoming Treasurer to prepare a proposed budget. The Board will review and approve for submission to the general membership. The outgoing Treasurer prepares the budget.
14. Be prepared to give a financial report at each Board Meeting and State Council meetings.
15. Bonding: Make sure the Bond for the Board is paid in a timely manner.
16. Procedure for payment of officer/chair expense: At each council meeting, have vouchers available for use by officers and chairpersons. Each officer and chairperson is responsible for submitting itemized bills and statements before payment can be made. This will enable you to handle transactions in an official manner. It could also be of significant value in case the State Council should ever be subjected to an IRS audit.
17. Correspond with Appointed Board members to notify them of their budget amount as soon as the budget has been approved.
18. Correspond with chapters when dues are not paid by October 15.
19. Pay State Council dues to the International Council. Send a check to the International Council Treasurer. Pay dues to the Western States Council Treasurer.
19. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

ARIZONA COUNCIL STATE PAST PRESIDENT/PARLIAMENTARIAN/DISASTER FUND CHAIR

1. Read and be familiar with the GENERAL POLICIES and PROCEDURES section of this manual.

2. Read and be familiar with the duties of your office as stated in the state Bylaws and Standing Rules.
3. Read and review files given to you by the previous officer.
4. Write short articles for the Bulletin as Disaster Fund Chair and Parliamentarian
Request checks for the disaster fund be made payable to the "Arizona Council" and mailed to you.

DISASTER FUND DUTIES

1. Conduct fund raising in the Arizona Council to help promote the IC Disaster Fund.
2. Keep an accurate account of all receipts and send money on as soon as possible.
3. Record all donations received and send donations to the State Treasurer. The Treasurer will write a check and send it to the IC Disaster Fund.
4. With each mailing, complete the "IC Disaster Fund Report" form. The IC Disaster Fund Chair will mail you the forms, along with the complete instructions on how to use them.
5. Make two copies of each report form. Mail one copy with the checks, give one copy to the State Treasurer, and place the other copy in your file.
6. Due to changeover dates of State and IC Chair, it is not necessary to send reports or checks to the IC Disaster Fund Chair from May through August.
7. Keep currently informed on procedures for presenting claims in accordance with the International Council Disaster Fund Chair.
8. Working with the State Treasurer, prepare a summary list of contributions, including city, chapter name, number, and amount contributed. Place a copy of the list in your file.
9. At the State Convention you will present Disaster Fund Awards and give a report of the TOTAL amount received during the state council year, and the number of chapters making donations. The awards presentation must be brief.

PARLIAMENTARY DUTIES

1. Advise the Board and others on parliamentary questions concerning the Arizona State Council when requested by the President.
2. Make sure there is quorum at all State Meetings.
3. The outgoing Parliamentarian should send a complete set of revised bylaws to the incoming Parliamentarian and make sure that each chapter has a complete copy. An electronic copy must also be sent to the website coordinator for placement on the website and to each chapter whenever changes are adopted.
4. Set a deadline for proposed bylaw and standing rule changes and publish it in the bulletin and via Ocotillo Express. Prepare copies of all proposed bylaw amendments and distribute them to the committee members to be discussed at a meeting. This meeting must take place in time to have proposed changes printed in the Bulletin at least 30 days before the vote will take place.
5. Work with the President on a script and procedures for elections at the State Convention.
6. Bring ballots to the State Convention if needed.
7. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor

APPOINTED BOARD DUTIES

AWARDS CHAIR

The awards chair oversees the awards for Association of the Arts, Outstanding Youth Awards, and Member of the Year Awards

Association of the Arts

1. Read and review files given to you by the previous Chair.
2. Place an article in each Bulletin.

3. Distribute information about the Association of the Arts event, including categories for judging and deadlines in the black box and send out via Ocotillo Express.
4. Encourage members at the State Council Meeting to prepare their entries.
5. Have entry forms ready for everyone in the spring, place them in the black box and send it out via Ocotillo Express.
6. Work with the State Convention committee for a room or designated area for the display of the items if you have chosen to hold the contest in-person vs. electronically.
7. Work with the Convention Committee and the President. Determine when to set up displays and determine the method members will use to judge.
8. Have ESA members Judge. This has been done both electronically and in person.
9. Present the winners at the State Convention.
10. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

Outstanding Youth Awards

1. In September, distribute information to each chapter for the Outstanding Jr. High Youth Award and Outstanding Senior High Youth Award. Be sure to include a deadline for the January Council meeting.
2. If there is more than one application, choose four or five ESA members who are not members of the nominating chapter to read applications and help you to choose a winner.
3. Send copies of the winning applications to the IC Recognition Chair.

4. In March send congratulatory letters to the award winners and invite them to the April Council meeting. We pay for their lunch. They may invite guests and those guests must pay for their lunch.
5. Prepare certificates and request a \$50 check for each winner from the State Treasurer.
6. Present the awards to the winners at the April Council meeting.

Member of the Year

1. Read and review files given to you by the previous chair.
2. Check with the State President to see if there is anything special they would like to have you include in the Member of the Year Ceremony.
3. Plan your presentation for the State Convention.
4. In March, provide the Member of the Year Form to chapters. Submit Bulletin articles for March and April Bulletins to remind chapters to consider a Member of the Year to present.
5. Select Member of the Year gift to be presented to the chapter Member of the Year. This is a token and should not exceed the amount that is charged to the chapters. In past years these gifts have been bookmarks, bells, and pins.
6. Coordinate with the Convention Chair on where, in the agenda, the Member of the Year presentation will be made.
7. At the State Convention it is nice to have some form of recognition (pin, corsage, crown, etc.) to be distributed to the members of the year at Registration to identify them as such throughout the Convention.
8. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

MEMBER OF THE YEAR FORM (example only)

Name of chapter Member of the Year:

Chapter Name: _____

Number of years in ESA: _____

Word to describe your Member of the Year: _____

Brief description of why this member is selected as chapter Member of the Year:

AUDITOR

1. Read and review files given to you by the previous Auditor.
2. This office is recommended by the Advisory Board and appointed by the President to serve for one or two years.
3. Must be a Past Arizona State President and have working knowledge of bookkeeping and standard auditing procedures.
4. The Treasurer and Financial Secretary will submit books for audit semi-annually on January 15 and July 15.
5. Results of audit to be submitted to the Executive Board within thirty (30) days of receipt of the books.
6. May include comments and/or recommendations with an audit report.
7. Convention Treasurer will also submit convention books by July 15 to be included in the audit.
8. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

BULLETIN EDITOR

1. Read and review files given to you by the previous editor.

2. Set your deadline. Include a deadline in the June Bulletin. Establish a drop-dead date for your President. It is sometimes necessary to allow a bit more time for the State President but let them know what your absolute final date is.
3. Check with your President on content. This is the state communication vehicle for the year, and they may want to include specific information. The President may also have some definite ideas on format, size, art, and general style of the Bulletin. Do your best to accommodate these requests.
4. You will receive a draft copy of the Roster from the Roster Chair. Check for updated email addresses for circulation.
5. People will be late with articles, if you are still waiting for the President's article or have not started the Bulletin, you may want to consider including the late articles. If your Bulletin is finished, then the article will have to wait.
6. Traditionally, the order of articles for the Bulletin is: Executive Board, Appointed Board, and the Chapters.
7. Be creative and have FUN!
8. Send the bulletin to the entire membership and anyone else the President would like. Check with IC each year as to how the bulletin recognition or awards will be handled and submit accordingly.
9. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

CHAPLAIN/CO-CHAPLAIN

1. Read and review files given to you by the previous Chaplain.
2. Communicate with the Co-Chaplain and International Chaplain throughout the year. Decide on sharing of duties of the appointed office between the Chaplain and Co-Chaplain.

3. Keep within the Arizona Council budget. The budget is for Chaplain and Co-Chaplain. The Memorial Service is part of the State Convention expenses.
4. Be prepared to give an invocation at any event even if not asked previously.
5. Follow the State President's request for Council meetings as to the Invocation. This can be a shared experience with the Co-Chaplain. If not contacted by the President, check with them.
6. Send email regarding notification of illness, surgeries, deaths, or important special occasions to the member in charge of the Ocotillo Express, they will forward all information to the membership. You also may be asked to serve as the distribution point for items that need to be sent out via the Ocotillo Express.
7. Send cards appropriately. Remember member information can be sensitive. Be sure the member is comfortable with what is being distributed. Make a phone call or visit when appropriate.
8. Submit a bulletin article when appropriate. The deadline is determined by the Bulletin Editor.
9. The Chaplain and/or the Co-Chaplain may be asked to participate in a personal Memorial Service or Funeral. Find out what the family or chapter wants the Chaplain to do.
10. Be prepared to deliver invocations at the State Convention for the First General Assembly, Awards Luncheon, Installation, and the Second General Assembly.
11. The State Chaplain is requested to carry the Flag of All Faiths. Check with who oversees the Flag Ceremony regarding what is needed.
12. Check with the Chapter in charge of the State Convention and discuss the Memorial Service as to budget, room setup, and other needs. Prepare a program. Check with the Convention Registrar for the number of attendees. Ask the State President for requests as to content and music.
13. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

CONVENTION CHAIR

1. Read and review files given to you by the previous chair.
2. Write Short articles for each issue of the Bulletin to give information on Convention. Encourage all members to attend the Convention.
3. The budget for the State Convention must be presented to the Board for their approval in January, either prior to or at the State Council meeting.
4. Distribute the Convention registration form to the chapters as soon as it is available. Submit an electronic copy to the State Council webmaster.
5. The State President does not need to have complete knowledge of all aspects of the convention. Many aspects of the convention can be a surprise. Invite the President to your planning meetings as necessary and send a copy of pertinent correspondence.
6. Follow the general procedures of the previous State Convention. Local circumstances (size and availability of meeting/banquet rooms) will make it necessary to occasionally make some changes. Work closely with the State President on their wishes for convention.
7. Coordinate Convention plans with the following:
 - State President: for convention agenda, order of business, seating arrangements, opening ceremonies, speakers, and VIP guest's rooms.
 - The Person asked to conduct the Flag Ceremony.
 - First Vice President: for Outstanding Pledge Presentation
 - State President Elect's installing officers: for Installation of Officers.
 - State Chaplain: for Memorial Service
8. Following Convention, ensure that a financial report is prepared and submitted for publication in the September issue of the Bulletin.
9. Following the Convention, give convention files and notebooks to the new Convention Chair.

10. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

FINANCIAL CONSIDERATIONS

1. Appoint a Convention Treasurer. This person should handle all monies connected to convention.
2. Work with the previous Convention Chair to transfer the bank account in the name of Council "ESA State Convention".
 - Two signatures are required on the account. Authorized signatures on the account should be for the Convention Treasurer and Convention Chair.
 - Deposit all monies received within seven to ten days.
3. State Council shall pay the following expenses for State Convention:
 - Registration fee and hotel bill for State President and one International Council Representative.
 - An amount shall be budgeted for the installation officers, Memorial Service and Member of the Year.
4. If a deposit is required by the venue, the First Vice President/President Elect should write a letter to the Board requesting the funds and it will then be taken to the Council. This deposit might be available from the Convention account. Only the State President/incoming State President can sign a contract for the Council.
5. The host chapter shall be responsible for payment of all other convention expenses including:
 - Photographer and expenses for photographs and be responsible for the sale of photographs following convention.
 - Entertainment

EASTER SEALS CHAIR

(Tucson/Phoenix)

1. Read and review files given to you by the previous chair.
2. Educate membership of the purpose and programs of Easter Seals.
3. Work with chapters to raise funds and volunteer for Easter Seals using their own projects and the designated IC projects.
4. Work with each other to create State fund raising projects for Easter Seals.
5. Communicate with the Tucson & Phoenix Easter Seals offices for volunteering & fundraising opportunities.
6. Report in each bulletin and at each Council meeting the progress of efforts, events, educational info and IC news about Easter Seals.
7. Communicate with the IC Easter Seals Chair the progress made by the Arizona Council.
8. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

ESA FOUNDATION COUNSELOR

1. Read and review files given to you by the previous counselor.
2. Appointed by the State President for one year, must be a member in good standing of the ESA Foundation.
3. Throughout the year, you are expected to promote the various ESA Foundation programs and encourage member participation at every possible opportunity through Bulletin articles, Council Meetings, Leadership and Convention reports.
4. Encourage members to send all monies to the ESA Foundation Office in Fort Collins, CO. Any money received must be forwarded to the ESA Foundation Office immediately.

5. The ESA Foundation Office will send a report each month of the donations and dues processed that month. Retain all reports and/or keep a record of all reports for determining awards at the State Convention.
6. By the November Council Meeting, you should distribute to each chapter using the "black box" copies of the contribution form, and any other form the chapter members will need throughout the year for dues payment, philanthropic contributions, turnaround fund contributions, etc.
7. November, remind the members to mail their dues postmarked no later than December to the ESA Foundation Office. The due date is January 1.
8. January is also a good month to start asking for donations representative of the State of Arizona to be included in an Arizona item to be auctioned during the ESA Foundation event at the International Convention.
9. You are to write a year-end report for the Arizona Council. The deadline is normally by the State Convention.
10. Present awards at the State Convention.
11. You must make arrangements to get the Arizona item to the International Convention prior to the ESA Foundation event.
12. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

ESA FOR ST JUDE Chair(s)

1. Read and review files given to you by the previous chair.
2. Serve as liaison between ESA Headquarters, the ALSAC Regional Office and the Arizona Council membership.
3. Inform Arizona Council of fund-raising efforts to benefit the St. Jude Children's Research Hospital.

4. Work with chapters and individuals to plan fund-raising events. This may include providing supplies, information and help to chapters with their fund-raising efforts.
5. Keep an accurate record of all fundraising events and money donated by chapters and members.
6. All monies collected are to be promptly given to the Arizona Council Treasurer to be deposited in the Council account.
7. You may wish to give some kind of recognition to outstanding chapters or individuals at the State Convention. Coordinate with the President.
8. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

FINANCIAL SECRETARY

1. Read and review files given to you by the previous financial secretary.
2. Appointed by the President to serve a two-year term. , Must be a member of the Arizona Council Advisory Board.
3. Responsible for maintaining a system of accurate financial records for the Arizona Council whereby the position of the budget is readily accountable.
4. Post all journals, ledgers and reconcile the bank statements monthly.
5. Exchange information frequently with the State Treasurer on all account transactions. This will include deposits made, all checks written and any other pertinent information.
6. May not be an Executive Board member but may be asked by the Executive Board for reports as necessary.
7. Is not an authorized signer on any Arizona Council bank accounts.

8. Should have in-depth knowledge of double entry bookkeeping.
9. Will be bonded under the Arizona Council bond.
10. The books shall be closed annually on June 30 and submitted for audit semiannually on January 15 and July 15.
11. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.
12. The Financial Secretary is responsible for submitting the tax forms, obtaining the signature of either the President or Treasurer and submitting forms by required IRS deadlines.

HEAD TELLER

1. Head Teller and other tellers appointed by the President must be Advisory Board members who are not current Council Representatives.
2. Head Teller shall coordinate duties with the Parliamentarian. The Parliamentarian prepares the ballots.
3. Will collect and tabulate votes when written ballots are required.
4. Report results directly to the President during voting at convention.
5. Post the results of any election as soon as the election is concluded.
6. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

PROPERTIES CHAIR

1. Read and review files given to you by the previous chair.
2. The Properties Chair is responsible for the flags, banners, stands, microphone, and other items that the State Council owns.

3. Most of the time the only item that will have to be brought to every Council Meeting is the ESA banner.
4. If the venue of the state meeting is unable to provide the Arizona State Flag and a U.S. Flag, or a microphone, the Properties Chair must bring these to Council Meeting.
5. It is the responsibility of the chapter hosting the Council meeting to let the Properties Chair know if flags or the microphone are needed.
6. The Properties Chair does need to bring all flags and stands to the state convention for the flag ceremony and any other items requested by the convention committee.
7. This position does require that the Chair have a place to store the items until they are needed.
8. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

REGISTRAR

Before the first Council Meeting:

1. Read and review files given to you by the previous registrar.
2. Obtain from the State President, a complete list of all executive, appointed and advisory board members.
3. Colored ribbons represent each office. Make a list with columns to have the following headings: Council Rep (blue), Executive Board (yellow), Advisory Board (red), Appointed Board (white) and IC Officers or Past IC Presidents (purple).
4. Design and print name badge inserts. Check with the State President for any specific requests for design of name badge.

5. Once name badges are printed, separate all existing badge holders by ribbon colors and match chart and available name badges. Make new ones depending on the color combinations needed.
6. After assembling badges, store them organized by chapter.
7. Prepare the sign in forms for the Registrar's book. This may be done for the entire year.

Council Meeting Procedures:

1. Arrive 20 minutes early before the start of registration. Set up, sign yourself in, place badge collection baskets on tables and speak to the Host Chapter.
2. All attendees sign in with the Registrar. Hand out name badges as they sign in.
3. To avoid confusion, each member should sign themselves in.
4. Watch, and be sure everyone signs in under the appropriate chapter and category (council reps, members, pledges, guests).
5. Substitute Council Reps for the day should check the Council Rep box if they are serving as Council Rep for the meeting.
6. Once the meeting begins, tally members on the worksheet. Check them against the Host Chapter. If out of balance, check each Chapter to find the difference. May need to see someone from the Chapter that is out of balance.
7. After balancing, complete the registrar's report and go into the meeting. Give a report when called on by the State President.

On completion of meeting:

1. Collect all name badges. As soon as possible, organize the name badges. If a badge is missing, contact that person before making a new one.
2. Replace the sign-in forms in the book so they are ready for the next Council Meeting. Keep them organized by meeting.

State Convention:

1. At the State Convention, report your numbers only. Prepare a separate report for each General Assembly. Exact numbers are needed on the number of voting members. Even though the State President is considered a Council Rep, they may not vote unless a tie-breaking vote is needed.

End of Year:

1. Keep Registrar's reports for seven years. A sign-in book dating back to the 1950's is kept for posterity.
2. Prepare TWO copies of your end of the year report. Include duties and helpful tips At the state convention, provide digitally one copy to the State President and one copy to your successor.

ROSTER CHAIR(S)

1. Read and review files given to you by the previous chair. This should include a copy of information from the previous roster.
2. A list of names and addresses from each chapter are given to the Roster Chair.
3. Work with the State President for a cover for the roster.
4. The majority of the work is completed over the summer. It is necessary to update the data throughout the year.
5. Obtain three bids for printers. Pick the lowest bid on printers.
6. Put together all the information from each chapter, the International Council, Headquarters, and the State Officer committees.
7. When done, ask the Roster Co-Chair, or another member to proofread the draft , comparing it to the information provided by the chapters to make sure it is printed correctly.
8. Once this is put into a format that can be copied by the printer it is taken to the printer.

9. The cost of the roster to members will be as close as possible to the cost of printing.
10. The rosters will be distributed at the council meeting in September.
11. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

WEBSITE EDITOR

1. Read and review files given to you by the previous editor.
2. As soon as you are appointed, look at each page of the website to determine what changes/additions need to be made. Make necessary changes.
3. Work with the State President to determine what forms may need to be changed and where to get the forms.
4. Review the website monthly to make sure links are working correctly and watch for any changes that need to be made.
5. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

WESTERN STATES REPRESENTATIVE

1. Read and review files given to you by the previous representative.
2. You will serve as a liaison between the Western States Council and the Arizona Council.
3. Inform Arizona Council of the activities and dates of meetings for the Western States Council.
4. Attend Western States Council meetings as Arizona's representative.

5. Submit articles to "The Western Ways" of the activities and dates of upcoming events of the Arizona Council.
6. Prepare TWO copies of your end of the year report. Include duties and helpful tips. At the state convention, provide digitally one copy to the State President and one copy to your successor.

POLICY MANUAL – Guideline to specifically clarify situations in Bylaws, Standing Rules or budget

PURPOSE

The Policy Manual shall be a vehicle to cover situations specifically addressed or clarified in the Bylaws, Standing Rules, or Budget.

It shall be for the use of the Executive Board or any Arizona Council Member and should be reviewed annually by the Executive Board.

POSTAGE

Postage used by the Executive Board, Appointed Board and Committee Chairpersons for the purpose of State Business shall be paid by the State Treasurer from the Stationery and Postage Account, unless specified by the budget.

PRINTING

- All printing is Council expense except printing for State Convention.
- If a chapter desires a printed copy of any Council document, they may print it directly from the website..

STATE CONVENTION

Service Awards

- Presentation of the Service Awards at the State Convention shall begin with the 25-year award. And should include awards for each 5-year increment thereafter.
- Selection of the Service Award presenter(s) shall be at the discretion of the State President.
- Resumes of the members receiving awards should be submitted by the member's chapter to the State Secretary at least 30 days in advance.

- Pins/dangles should be provided by the member's chapter and given to the State Secretary at the beginning of convention.

Convention Budget

- The Convention Chair shall present a Convention Budget to the Executive Board no later than the January Council Meeting prior to said convention.

Convention Expense

- Registration fee is paid by all ESA members. The price of a guest registration fee is at the discretion of the Convention Committee.
- The cost of decorations for the incoming State President's Reception shall be paid for by the incoming President's Chapter.
- Centerpieces at Convention may be used for more than one function.
- Convention rooms – Every effort shall be made by the host chapter to obtain as many complimentary rooms as possible. The order of complimentary rooms should be as follows:
 1. State President's Room
 2. I.C. Representative's Room
- If complimentary rooms are not available, the State President's room shall be paid as a Convention expense for Friday and Saturday nights **ONLY**.
- I.C. Representative's Room – If a complimentary room is not available, two nights lodging shall be paid from Convention Expense. In rare instances, it may be impossible for the IC Representative to arrive early enough on Friday to be in attendance at all functions.
- A gift for an IC Representative is a Convention Expense.

Convention Meals

- Meals for Guest speakers invited by the State President shall be a Convention Expense.

Installation

- Decorations for the incoming President's installation are to be used on Saturday night only. This is a Convention budgeted item.

Chaplain

- Memorial Service expenses shall be paid from Convention Funds (this should be a Convention Budgeted item).

Printing

- All Convention programs, and printing needs, shall be paid from Convention Funds (this should be a Convention Budgeted item).

GUESTS AT STATE FUNCTIONS

- Meals for guest speakers at regular Council Meetings shall be a Council expense as approved by the President.
- Meals for Philanthropic guest speakers at Council Meetings are a Council expense, with a maximum of 2 guests per organization.
- Meals for recipients of the Outstanding Youth Awards presented at Council Meetings are a Council expense.

PRESIDENT'S EXPENSES

The following are suggested as expenditures considered proper from the monies allotted to the State President each year. It is possible that other expenses may arise from year to year. Therefore, these are submitted as guidelines only since there is nothing in writing to which the President may refer.

- President's gift to the two boards (Executive and Appointed)
- Reimbursement to the President for all expenditures made from the budgeted monies shall be backed up with receipts for all such reimbursements without exception.

RECORD KEEPING

- Treasurer's Records should be kept for a minimum of seven years.
- All other records are to be kept for a minimum of seven years.
- Minutes are kept in perpetuity.
- Minutes of Board and Council meetings are to be kept forever, as these are the history of Arizona Council, Epsilon Sigma Alpha.

CHAPTER OFFICER GUIDELINES

PLEASE REMEMBER THESE ARE ONLY GUIDELINES. EACH CHAPTER IS DIFFERENT AND MAY HANDLE THINGS DIFFERENTLY BASED ON THE PREFERENCES OF THE CHAPTER.

CHAPTER PRESIDENT

Congratulations! Your chapter members have shown their confidence by electing you to be their Chapter President this year. You should feel honored by their trust and excited by the opportunities, but you should also be aware of the responsibility of the office.

These suggestions may guide you to a successful year:

- Establish your goals and plan your year.
- Delegate responsibility.
- Come prepared with an agenda for each meeting.
- Always Start your meetings on time and conduct them in a business-like manner.
- Make your appointments and have faith in their abilities to complete the appointments.
- Encourage teamwork and support.
- Ask for help if you don't know. You have resources in your chapter, state and at international levels to support you.

As Chapter President, you will have responsibilities to your chapter, to the Arizona Council, to International Council, and to Headquarters. None are overwhelming, but all are important.

When elected, you become a representative of the Arizona Council and carry one of your chapter's votes. You should plan to attend Council Meetings, leadership seminars, and workshops when possible. State Council meetings offer an excellent opportunity for education, for participation, and for sharing ideas and concerns with other Chapter Presidents.

Calendar:

APRIL OR MAY:

- Announce your appointments as soon as possible after your election.
- Be sure that a list of your new chapter officers is sent to the State Roster Chair; a form will be provided from the State President.
- Give each Officer and Chair the information found in Arizona's Way in ESA plus any chapter information they may need..
- You may wish to have a planning meeting early in June to begin planning for your philanthropic project, ways & means projects, educational program and chapter budget. This is a good time to discuss your membership rush program and to plan summer socials.
- Ask your Bulletin Contact to be sure to check the list supplied by the Bulletin Editor to be sure all members' contact information are correct. Changes and additions are to be sent to the Bulletin Editor so chapter members will receive the Bulletin.

JULY:

- The ESA International Convention is being held in July. Every ESA member should try to attend at least one. This is an opportunity for travel, for meeting members from other states, for learning more about ESA, and for having a wonderful time!!!

AUGUST:

- State dues for each Jewel member are payable July 1 and considered delinquent after October 15. The Chapter Treasurer should send a check, along with a list of members whose dues are being paid, to the State Treasurer. The check should be made payable to the Arizona Council ESA.
- Check with the Committee Chair to be certain their plans for the coming year are complete, and request that they be prepared to give a report at the September business meeting.
- Inform your Parliamentarian whether you wish for them to give a full program on Parliamentary Procedure or have a Parliamentary tip for each meeting.
- Check with your Educational Director to be sure they have all necessary information for the chapter yearbook if your chapter has a yearbook.
- Encourage your Vice-President to plan chapter rush events in advance and see that all members and prospective members have the rush calendar.

SEPTEMBER:

- Be sure your Treasurer has paid the Chapter's International Council dues. This check is to be sent to the IC Treasurer, payable to ESA International Council. It is not sent to Headquarters. Check again to be sure the chapter's state dues have been paid so your Council Reps will be eligible to vote on council business.
- Plan to attend the State Leadership Seminar, if one is held, and encourage your Officers and Committee Chairs to attend. Your State President and Executive board members present this seminar. The information you receive will be valuable to you.
- The Treasurer should pay for all state Rosters which were ordered by the chapter. Information regarding paying for and receiving the Rosters

should be printed in the September Bulletin.

- Encourage all chapter members to attend council meetings.
- Your programs for this year should be underway: rush, educational, ways & means, philanthropic, etc. Remind your Philanthropic Chair to send their reports to the state chair in time to be eligible for awards at the end of the year.
- Begin now to make it a habit to respond to all correspondence immediately!!

OCTOBER:

- Remind your Bulletin Chair to send addresses for new members and any address changes to the Bulletin Editor.
- Appoint someone to submit articles on your chapter activities to the Bulletin Editor. Pledges will earn points toward their First Pearl award by doing this.

NOVEMBER:

- Encourage your members to continue participating in the State Philanthropic events.
- Continue to encourage members to attend council meetings.
- Begin orientation of new Pledges. Involve them in chapter activities, assign them to committees, make them feel they are necessary members.

DECEMBER:

- Plan for and enjoy your Christmas Party, if one is planned.
- Remember your chapter philanthropic commitments for the year. If a State-supported Philanthropic event is being held, plan to attend and encourage your members to attend also.

JANUARY:

- You are halfway through your year! This is a good time to evaluate the progress being made toward achieving your goals. Check with your officers, chairpersons and members for any "unsolved opportunities". Use your leadership abilities to maintain harmony and generate new

enthusiasm.

FEBRUARY:

- Encourage all members, especially Pledges and Re-affiliating members to attend the State Preferential Luncheon, if one is held. It is held in their honor and is an excellent opportunity for them to meet the Council Officers, Advisory Board members, other members and new members.
- Begin to compile the information you will need to complete your end-of-the-year reports.
- Do you hold a Spring Rush? If so, check to see that appropriate plans have been made.
- Encourage members to run for chapter and state offices.
- If there is a State Philanthropic event, plan to attend and encourage your members to do likewise.

MARCH:

- Prepare for your chapter's election of officers. Encourage members to accept the responsibility of being a chapter officer. If your chapter has a Nominating Committee, they should meet and present their selections to the chapter prior to the date of election of officers.
- If you, or your Vice-President (Membership Chair), plan to invite a State Officer or Advisory Board member to your installation, extend the invitation early so she can plan her calendar. Also, if you would like them to perform a ceremony or assist with any other activity, please notify them in advance so she will have time to be prepared.
- Order the President's gavel for your new President. Be sure the Vice-president has ordered the Pledge and Jewel pins in plenty of time for your Banquet. Check with your Awards Chair any other pins, charms, or awards needed for this event. Order your supplies through the IC website.
- Encourage members to volunteer for state Council appointments and committees. Not all appointments require being a Council Rep.
- Announce that it is time to select your Chapter's Member-of-the-Year.

APRIL:

- Plans should be finalized for your Chapter Jewel Pin Banquet and Installation of Officers if your chapter holds one.
- Encourage your members to attend the State Convention and send your reservations early. These reservations must be sent to the Convention Registrar.

MAY:

- Have your President's books, files, detailed report, and other materials ready to be turned over to your successor. Remind your officers and chairs to do the same, but to make two copies of reports - one for their successor and one for the incoming President.
- Attend the State Convention! New Council Officers will be elected, and your vote is important! You will also have an opportunity to get to know these new officers, to cheer for your own and other chapters when awards are presented, and to learn more about the Arizona Council and ESA

OTHER TIPS ETC: Your State officers are ready and willing to serve you and your members. They are interested in every chapter and every member, but they can only help you if you ask them to do so.

To help your business meetings run more smoothly, you may wish to have an Executive Board Meeting preceding each one. You should also contact committee chairs to determine if they have a report so you can allow them time for their reports.

Prepare an Agenda for every meeting and follow it as closely as possible. Give all members and guests a copy.

Prior to each meeting, you may wish to set up your table with the ESA banner and space for you and your Recording Secretary's paperwork. A card table is sufficient. Again, conduct your meeting in a businesslike manner.

You may adjust your agenda to include a Chaplain's message, a Parliamentary Quickie, or to accommodate a guest speaker.

During a meeting, the President may turn the gavel over to the Vice-President

only if they wish to speak for or against a motion; they may not resume the gavel unless the motion has been resolved.

Instruct the Recording Secretary to give you a copy of the minutes as soon as possible after each meeting. This helps you to prepare your agenda for the next meeting. It is advisable to take notes on your agenda, also.

The original version and alternate versions of opening and closing rituals are found in the ESA IDEALS. The Arizona version of the rituals are in the roster. These Rituals may also be printed in your Chapter Yearbook. The original Rituals are to be used for ESA members only. Alternative Rituals are to be used when guests are present at Arizona Council Meetings.

Each appointed committee chair is expected to carry out their duties using their own judgment and initiative. It is the President's duty to be informed of their progress and show appreciation for their efforts, both privately and publicly. The President is an ex-officio member of all committees, if your by-laws so state, but as a courtesy the President should be invited to attend committee meetings and should be notified of the meetings. Open lines of communication are essential.

The success of your presidency will be measured by the participation of your chapter members. Try to develop their potential by giving each one a definite responsibility. This will stimulate them to be more involved.. You may be capable, efficient, and willing, but if you do the work yourself instead of delegating it to others, you are not fulfilling the needs of the members. Each member must feel they play an important role in their chapter's success.

Share your enthusiasm, knowledge, understanding, appreciation, and love of ESA with each of the members and you will lead your chapter to even greater accomplishments! Best wishes to you, and your members, for a successful year filled with love, production, and growth!

SAMPLE AGENDA

- A. Call to Order.
- B. Opening Ritual - President (and members, if desired).
- C. Roll Call - Recording Secretary.
- D. Minutes of previous meeting - Recording Secretary

(Ask for additions and/or corrections, then state that the minutes stand approved as read/corrected).

E. Correspondence - Secretary

Read in the following order.

1. from International Council Officers
2. from ESA Headquarters
3. from State Officers from other states
4. from Arizona Council Officers
5. from Appointed Board Members
6. from individual chapters or members
7. from other organizations or individuals

(Correspondence from Headquarters, and International and Arizona Councils must be read aloud.) Indicate pertinent information to read.

F. Treasurer's Report - Treasurer

(The treasurer must have a detailed report, submitting one copy to the President. Ask for questions regarding the report, then state that the report will be filed for audit.

G. Reports -

1. Other Officers
2. Standing Committees
3. Special Committees

H. Unfinished Business - business which was postponed or tabled at a former business meeting.

I. New business - business in the form of motion not previously presented.

J. Educational Program - Educational Director

(The Educational Program can be presented during, before or after the meeting, according to the type of program).

K. Announcements

L. Closing

M. Adjournment

VICE PRESIDENT - MEMBERSHIP DIRECTOR

As Vice-President, you will stand at the right hand of the Chapter President, prepared to assume those duties whenever the need arises. As Membership Chair, you will provide the leadership and guidance, which will encourage members to share ESA with others. You will be responsible for conducting orientation for new members.

Begin your year by selecting Chapter members to serve on your Membership Committee. Meet with them to set your goals and to decide on your membership theme and program. Be sure to include the Chapter President and Social Chair in your planning meetings. Plan your rushing events and dates early enough that this information can be given to the Chapter Educational Director for publication in the Chapter Yearbook well before the deadline.

Membership growth is the lifeline of any organization. Without a steadily increasing, active membership, there can be no organization of substance or impact. We were each invited to join ESA. Now we must reach out and extend the invitation to others. Encourage each Chapter member to share the gift they were given - the gift of ESA.

How are prospective members found? They are among our friends, neighbors, relatives, and co-workers, just waiting to be asked. You cannot know who is interested in joining until you **ASK**, nor can you make the decision for them. Invite them to a special chapter function and tell them about the opportunities for service, education, fun and personal growth, which are available in ESA. Let them decide if they want to accept the invitation to become a member.

Do not forget former inactive members and members at large. Keep in touch with them and make them feel welcome to re-affiliate when they desire to do so.

Remember that we, the members, hold the keys to membership growth. We are the only ones who can open the doors which will instill in others the desire to become a part of our organization. The keys to these doors are:

ENTHUSIASM - Show your enthusiasm for our organization in all you do and say. Encourage your chapter members to be enthusiastic also.

FRIENDLINESS - Actions and attitudes towards others often say more than words.

Remind your chapter members to visit with guests and prospective members, get to know them and make them feel welcome. Be friendly, considerate and interested in them.

SINCERITY - Let others know that you believe in the purpose of ESA and that our members care about each other and the world around us. Be sincere when you ask others to share our organization.

Develop the qualities of Enthusiasm, Friendliness and Sincerity within your chapter and you will have an outstanding rush program and a successful year.

MEMBERSHIP RUSH PROGRAM

Your membership rush program should be planned to fit the needs and desires of your Chapter. You are not limited to one or two rushes per year, but encouraged to pledge new members whenever they express a desire to join. Your rushes may be formal or informal. Include many events or just a few in your program. Themes are unlimited - use your imagination and you will find one that is just right for your chapter. This is a "traditional" guideline, you are in no way obliged to follow it exactly. This would be similar for fall or spring rush.

THE MEMBERSHIP RUSH CALENDAR: Following is a suggested calendar for a fall membership rush program. It may be changed to fit the needs of your chapter.

<u>Event Approximate Date</u>	
1. Get Acquainted Party (prospects only)	Mid-September
2. Mixer Party (spouses included - optional)	End of September
3. Model Meeting	First Meeting in October
4. Philanthropic or Ways and Means Meeting (project or work night)	Second October
5. Pledge Ceremony (pledge blanks signed)	Month of November
6. Preferential Luncheon	Scheduled by AZ Council
7. Pledge Orientation	Monthly January-March
8. Jewel Pin Ceremony	Month of April

It is nice to invite prospective members to attend chapter functions previous to the start of the membership rush, such as summer socials, philanthropic events, Council Meetings and even the State Convention.

RUSH PARTIES:

Make your membership rush parties FUN!! There are many clever new ideas for such parties available from Headquarters. Contact the State Membership director for information and check the ESA International Website for great ideas. Plan your parties carefully to ensure success. NAME TAGS ARE ESSENTIAL! Be sure names are printed large enough to read from a distance.

GET ACQUAINTED PARTY

This event can be elaborate, with a theme, refreshments, decorations, costumes, favors, etc., but at the same time informal. Although you will want to explain a little about ESA, keep it light. You may want to put on an amusing skit which touches on the basics of ESA. Keep in mind that the reason for this party is to get acquainted. Be ENTHUSIASTIC and have fun! Let the prospective members see the relaxed, friendly, social side of ESA.

MIXER PARTY

Husband and wife socials contribute greatly to the success of membership rush programs. It is vitally important that the prospective member's spouse knows what ESA is about because, in most cases, the decision to join will be one they share.

MODEL MEETING

This can be a very special event in a membership rush. At this meeting your chapter is putting its best foot forward. The President's agenda should be well organized. Each officer and chair explain briefly what their duties are within the chapter structure. They should be notified in advance for them to be well prepared. Take time during the meeting to explain what is being discussed. Be **ENTHUSIASTIC**, never negative, about every aspect of the business conducted. As issues are handled in a business-like, efficient manner, the prospective member will see that each member has a voice and a vote, and that the majority rules. This is a perfect time to invite a Council officer or other guest speaker to present a program on "**ESA IDEALS**".

STATE PREFERENTIAL LUNCHEON

A State Preferential Luncheon may be scheduled by the State Membership Director. The date should be considered when making up your membership rush

calendar. The entire membership is invited to attend this special event. It is held in honor of all new pledges and re-affiliating members. It is one of the most impressive affairs of the year.

CHAPTER TEA

A Chapter Preferential Tea is optional and may be held during the day or in the evening. The Membership Chair is responsible for sending out the invitations. These may go to other chapter presidents, Arizona Council Executive and Advisory Board members. A city-wide Tea is sometimes held by the chapters in Tucson.

YEAR-END AWARDS

There are several awards presented at year-end in regard to Membership and Rushing. Be sure to turn in the requested forms

Another is for the Outstanding Pledge. This is a super honor for the pledge. All efforts should be made to enter your pledge(s) in this event. Watch for information to be provided in the spring.

RECORDING SECRETARY DUTIES

1. Record and prepare minutes of all official chapter meetings. One copy of each regular chapter meeting is given to the chapter President. One copy is retained in the secretary's permanent file.
2. Record attendance at each regular chapter meeting. (Including socials if chapter by laws so stipulate.)
3. Provide minutes of previous meeting to chapter in advance of, or, at the next regularly scheduled meeting. Minutes of a special meeting are approved at the next regular meeting. Minutes of a regular meeting are not approved at a special meeting. Minutes do not become official records until they have been read to, and approved, by the group, unless a minutes approving committee has been so designated by the President, or a motion has been made, seconded, and approved by the body to dispense with the reading of the minutes. The purpose of the reading of the minutes is to offer members an opportunity to discover errors or omissions. If corrections are found to be necessary, they are made on the official copy. In case of differing opinions about a correction, a plurality vote decides. Minutes are then approved as corrected or in the case of no changes, as read.
4. You may wish to Have on hand at each meeting the following references:

- A. A copy of the International, The Arizona Council and chapter by-laws and standing rules.
 - B. Parliamentary Authority (in case Parliamentarian is not present).
 - C. Accepted order of business.
 - D. Minutes of previous meeting for the current year.
 - E. A copy of Policy and Procedure Manual, if chapter has adopted one.
5. Act as custodian of all records other than those assigned to specific committees.
 6. Deliver to the incoming Recording Secretary all pertinent files and records within 30 days after installation of new officers.
 7. Record all motions, name of maker, and if you wish the person who seconds motion, points of order, appeals, and important points covering program if it is part of the meeting. Action taken by general consent. Corrections should be made in ink and bear the date of corrections after official action has been taken.
 8. Minutes should contain the information contained in the attached agenda.
 9. Record what was done, not what was said. Nothing is erased from minutes. The secretary merely signs her name to the minutes.

THIS IS SUGGESTED FORM FOR MINUTES

MINUTES for the month of 20xx
 CHAPTER NAME & NO
 CITY & STATE _____
 PRESIDING OFFICER MEMBERS PRESENT _____
 MEMBERS ABSENT
 CORRESPONDENCE RECEIVED _____
 OFFICER REPORTS: President _____
 Vice President _____
 Treasurer _____
 Ways & Means Projects _____
 RUSH PROGRAM Plans, dates, number of prospective members _____
 NO. OF NEW PLEDGES _____
 PHILANTHROPIC PROJECTS _____
 OLD BUSINESS _____

NEW BUSINESS _____

MISCELLANEOUS _____

EDUCATIONAL PROGRAM _____

TIME OF ADJOURNMENT _____

HELPFUL HINTS FOR RECORDING SECRETARY

1. Ask your President to give you a copy of the working agenda, as this can serve as an important tool for you.
2. Use a good pen or pencil for taking minutes and always have a spare.
3. Enter in the minutes the name of the organization, date, time of meeting and place, and specify whether it is a regular or a special meeting.
4. Avoid the use of I, we, you, or us. Always write in the third person.
5. The minutes must be complete, accurate and concise. Therefore, when writing the minutes, consider all actions, decisions, reports and any information that would be of significance in the future. Record topics of discussion and record whether action was taken. Exclude all personal opinions and observations. Eliminate descriptive phrases and glorified adjectives such as "delicious luncheon" or "stimulating speech". Motions withdrawn are not to be recorded, motions lost for lack of a second are not entered in the minutes. **Minutes should contain a record of what is done and not what is said.**
6. Transcribe the minutes immediately after each meeting when your memory is fresh.
7. Submit a copy to the President. If the President finds an omission, you may add it before your next meeting.
8. When reading minutes, roll call or any correspondence, speak slowly and clearly, taking care to pronounce names, dates, and important items distinctly.
9. If your chapter has decided to read the minutes at the meeting, make the minutes sound interesting by the sound of your voice. Avoid a monotone delivery with your head buried in the pages of the minutes.
10. Record late comers so they do not remain on the records as absent.
11. Prepare a list of tabled motions or items scheduled to be discussed at the next meeting to assist the President in preparing her agenda in advance.
12. If you have a tape recorder, it will be a great help and leaves little margin for error, but always take notes as well. Check the tape recorder often while

recording, something could go wrong with it. Also have fresh batteries or a connection for plug in.

13. Through written minutes you will be the impartial eyes, ears, and memory of your chapter for the next year. An organization speaks through its records and the minutes are a major part of these records.

Correspondence

The Secretary is the communication link of the Chapter. In this role, you will have the opportunity to promote ESA and your Chapter when corresponding within and outside of the organization. It is important to pay careful attention to details, such as spelling, grammar, and punctuation. Be sure you include the full name of your Chapter, the Chapter number, and your name, position, and complete address.

The responsibility of the Secretary includes reading incoming correspondence at Chapter Meetings. The protocol for reading correspondence is:

1. from International Council Officers
2. from ESA Headquarters
3. from State Officers from other states
4. from Arizona Council Officers
5. from Appointed Board Members
6. from individual Chapters or Members
7. from other organizations or individuals

You should keep a chronological file of correspondence unless the President chooses to do so.

Letters from the Chapter or the President may be written by the President or by you if so directed by the President. Keep file copies of all outgoing correspondence. Take care when addressing envelopes; make sure it is clear whom the contents are intended for.

CHAPTER TREASURER

Keeper of Funds and Trustee of Accounts - so a treasurer has been defined.

A knowledge of bookkeeping, accounting, and typing are valuable assets for a treasurer. Of even greater value are honesty, integrity, punctuality, thoroughness,

a desire to learn, a willingness and ability to work with the limits of the chapter's financial procedures, and some know-how in applying the fundamentals of elementary arithmetic.

As treasurer, you receive and disburse monies as authorized by the chapter and keep an accurate and detailed account of all monies received and paid out in a permanent record book. All money should be immediately deposited and should never be "held". Money collected by others should be turned over to the treasurer without delay. All money should be paid out by check. Receipts and disbursements should be recorded accurately in accordance with the accepted bookkeeping procedures and approved budgeted funds.

Keep chapter members informed at all times of debts owed. This includes money owed to the Chapter, to the State Council, and to the International Council.

The Chapter Treasurer has access to a report from ESA Headquarters, which shows the up-to-date information on every member. It is the Chapter Treasurer's responsibility to check this report regularly and notify ESA Headquarters if the report is inaccurate. For example, if a member moves to a new address, note the change on a copy of the report in red and return to Headquarters. Changes can be made on the ESA website.

WHERE TO SEND YOUR CHECK

WHAT	AMOUNT	PAYABLE TO	WHERE TO SEND	WHEN
Arizona Council Dues	Per By-laws	Arizona Council ESA	AZ Council Treasurer	July 1-delinquent Oct. 15
Arizona Council Rosters	varies	Arizona Council ESA	Roster Chair	Sept. Council Meeting
Council Meetings	Check Standing Rules for the not to exceed amount	HostChapter	As determined by Hostchapter	Due as printed in Bulletin along with attendees names
Disaster Fund	Any	Arizona Council ESA, Disaster Fund	AZ Council Treasurer	Anytime, before May 1 st

Misc. Donations	Any	Arizona Council ESA	Variable	anytime
Easter Seals	Any	AZ Council	AZ Council Treasurer	Anytime, before May 1 st
ESA Foundation	Check the website	ESA Foundation	ESA Foundation	By January 1
ESA Foundation/Any Arizona Endowment Scholarship	Any	ESA Foundation	ESA Foundation	Anytime
IC Candidate Fund	Any	Arizona Council ESA, IC Candidate Fund	AZ Council Treasurer	Anytime
International Council Chapter Dues	Check the website	ESA International	IC Treasurer	Per notice from IC Treasurer
International Council Jewel Member Dues	Check the website	ESA International	ESA Headquarters	Per printout received by Chapter Treasurer
St. Jude Children's Research Hospital	Any	AZ Council ESA,	AZ Council Treasurer	Anytime, before May 1 st
State events such as: Convention, Leadership Preferential Event, raffles	As specified by the Event Chair	As specified by the Event Chair	As specified by the Event Chair	As specified by the Event Chair

PREPARING A CHAPTER BUDGET

A committee should be appointed to prepare a proposed budget that is to be adopted and approved by the chapter membership. Suggested membership for

the committee is the Treasurer as chair, immediate past Treasurer, President, Junior Past President, and someone from the general membership. The members of the budget committee may be specified in your chapter bylaws.

The best source of information for preparing a budget is the actual income and expenditures for the previous two years. The committee should decide if the amounts earned and spent are still reasonable based on current conditions and anticipated events for the upcoming year. Break the budget down into as much detail as possible and don't plan on very many items included under Miscellaneous.

Not all monies allocated must be spent and if it is determined that the budgeted amount is to be exceeded, the request for additional money must be submitted before the money is spent. The Treasurer pays any bills that are budgeted and obtains approval as specified in the bylaws before paying any non-budgeted items. Most chapters specify the Executive Board has the right of approval.

SAMPLE BUDGET

INCOME

INCOME

Member IC Dues (10 @ \$49.00)	490.00	
Member State Dues (10 @ \$13)	130.00	
\$13.00)		
Chapter Dues (10 @ \$20.00)	200.00	
Pledge Fees (2 @ \$69.00)	138.00	
Fines	2.50	
Jonquil Girl (10 @ \$2.00)	20.00	
Ways & Means	594.50	
Miscellaneous	15.00	
Total Income		\$1,590.00

EXPENDITURES

Chapter IC. Dues	\$40.00
Member IC. Dues (10 @ \$49.00)	490.00
Member State Dues (10 @ \$13.00)	130.00
Pledge Fees (2 @ \$69.00)	138.00
ESA Foundation Dues	15.00
Educational	50.00

Jonquil Girl	20.00	
Miscellaneous	25.00	
Officer Expense	20.00	
Philanthropic	442.00	
Rush	75.00	
Social	75.00	
Ways & Means	25.00	
Total Disbursements		\$1.590.00

KEEPING A SET OF BOOKS

Records should be simple enough for anyone to keep or audit, but accurate and complete enough to always know the financial condition of the chapter. A written record should always be made at the time a transaction takes place. Below is a sample of how a chapter might keep track of their deposits and expenses. Some chapters keep it as simple as you would your personal checkbook with copies of receipts and checks written. Some chapters may want to use a voucher system to track requests. If you need a sample, please reach out the State Director, State President, State Treasurer or Financial Secretary for more guidance.

Date	Deposit	Ck #	Check amount	To	Remark	Balance	Tax Fact Category	Reported in Treasurer Report
Beg. Bal.						\$598.30		Aug-24
8/12	\$185.00				Venmo transfer for Dues (\$125 - SP, RV, SG, VP, TA) and Council Meeting (\$60- SP, SG)	\$783.30	Income - Dues (125) Ways and Means 60	Sep-24
8/25	\$55.00				KR Dues and Council Meeting	\$838.30	Income - Dues (25) and Ways and Means (30)	Sep-24
8/25	\$105.00				Dues (\$75 - CC, BV, SM) and	\$943.30	Income - Dues (\$75) and	Sep-24

					Council Meeting (\$30- SM)		Ways and Means (\$30)	
8/25	\$20.00				Venmo transfer Rosa bought \$20.00 Purse	\$963.30	Income Ways and Means	Sep-24
8/25	\$100.00				Donation to Handbag Happy Hour	\$1,063.30	Income Ways and Means	Sep-24
8/25	\$55.00				KM Dues and Council Meeting	\$1,118.30	Income Dues (\$25) and Ways and Means (\$30)	Sep-24
8/25	\$25.00				Venmo - Cindy Dues	\$1,143.30	Income - Dues	Sep-24
8/25		169	\$150.00	Alpha Kappa	Sep Council Meeting	\$993.30	Disbursement - Operating Expenses	Sep-24

RECONCILING YOUR BANK STATEMENT

Monthly your bank will send you a statement of your account. Reconciling the bank statement EVERY MONTH is an important step in keeping accurate books. When you are sure that the balance in your checkbook is mathematically correct, you are ready to reconcile your records with that of the bank. You will need the preceding month's reconciliation, the checkbook register, and the bank statement. Then take the following steps:

1. Compare deposits listed on the bank statement with the deposits entered in your checkbook register. List on the reconciliation form on the back of the bank statement any deposits during the month in your checkbook that did not appear on the bank statement.
2. If you receive canceled checks, arrange them in numeric order. Check off in your checkbook register all canceled checks drawn that appear on the current bank statement. There will probably be checks that are still outstanding. List all checks outstanding on the bank reconciliation form.

3. If any errors in amounts are discovered in the preceding steps, list them on the reconciliation statement as adjustments to be added or subtracted.
4. Carry out the addition and subtraction process shown on the bank reconciliation form. The adjusted balance per the bank statement should equal the adjusted balance in your checkbook.
5. Any adjustments to your own records made in reconciling your bank statement must be entered in your checkbook and also in the proper journal. When all adjustments have been recorded and the corrected totals of the two journals are posted to the general ledger, the ledger Bank account balance should agree with the adjusted balance shown on the bank reconciliation.

CHAPTER TREASURER REPORTS

As treasurer, you will prepare the following types of reports:

- Monthly
- Annual
- Financial

These reports are discussed in detail on this and the following two pages.

MONTHLY REPORT

The treasurer should give a financial report at each meeting or as prescribed by the bylaws. A report should contain at least the following items:

1. Balance on hand at the beginning of the period covered by the report.
2. Total receipts for the period.
3. Total disbursements for the period.
4. Balance on hand at the date of the report.

Each report should be signed by the treasurer and copies of the report presented to the president and secretary at the time the report is presented.

SAMPLE MONTHLY REPORT

Balance on Hand September 30, 20xx	\$230.00
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Receipts

Chapter Dues	\$100.00	
Ways & Means	138.00	
Jonquil Girl	6.00	
Fines	0.50	
Miscellaneous	40.00	
Total Income		\$284.50

Disbursements

International Headquarters	\$35.00	
Rush	10.50	
Education	15.75	
Philanthropic	50.00	
Ways & Means	100.00	
Total Disbursements		\$211.25

Balance on Hand, October 31, 20xx	\$303.25
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Jane Doe, Treasurer

PARLIAMENTARIAN

"American Parliamentary Law is built upon the principle that rights must be respected: rights of the majority, of the minority, of individuals, of absentees, and rights of all of these together."*

Parliamentary procedure has sometimes been described as an application of the Golden Rule with common sense and courtesy.

As Parliamentarian during a meeting you:

- 1) Should be seated next to the presiding officer (or in very close proximity) so that quiet and pertinent consultation can take place as needed.
- 2) As inconspicuously as possible, call to the attention of the Chair any errors in the proceedings or violations of the rules which might affect the basic

rights of members.

- 3) Give advice to the presiding officer and, when requested, to any other member.
- 4) May be asked to explain a point or to give an opinion.
- 5) Never make decisions. Only give opinions. The presiding officer and only the presiding officer can make a ruling. Any member may appeal from the ruling of the Chair.
- 6) Exercise tact, patience, and courtesy.
- 7) Have with you Robert's Rules of Order Newly Revised. Don't be shy about saying you need to look something up if you are unsure.
- 8) Remember: Once the majority has ruled it is final and no longer debatable.

As Parliamentarian outside a meeting you:

- 1) Assist in the interpretation of rules and procedural requirements and in the preparation for the proper handling of various items within the day's order of business.
- 2) Help in the preparation of bylaw revisions and amendments and other rules.

Enjoy your year as Parliamentarian and keep a sense of humor. Know that you can always call on your State Parliamentarian or International Council Parliamentarian if there are complex issues that you need help with.

*Henry M. Robert, Rules of Order Revised (Chicago: Scott, Foresman and Co. 1951, p. 5)

PHILANTHROPIC CHAIR

Philanthropy means "Goodwill to fellowmen in an active effort to promote

human welfare." Although this definition comes from Webster's Dictionary, it sums up the work we ESAers do for our chapter members, our communities, our State and our Nation.

We are a diverse organization in Arizona. Our membership includes all ages of men and women, many nationalities, working, non-working, single, married, parents, and grandparents. Since we are so diverse, we offer all people a chance to feel they can "fit in" with us.

DUTIES AND RESPONSIBILITIES

A. Lead and direct all of the Chapter's philanthropic projects, Chapter, State and Civic.

1. Upon your appointment as Chapter Philanthropic Chair, you should:
 - a. Request suggestions from the membership for possible projects.
 - b. Contact various organizations that might be interested in your Chapter's support and report the information to the Chapter.
2. When your Chapter has selected a project(s), you should:
 - a. Contact the organization(s) chosen and ascertain their needs in order for your Chapter to decide and set goals.
 - b. Assist in setting those goals for the year. Examples might be purchasing a needed piece of equipment, setting up monthly or special events for the project, scheduling volunteer service hours.
3. Working closely with your Chapter Council Rep who is your Philanthropic Event
Contact in support of any statewide philanthropic events.

B. Assist the State Coordinators in every way possible for the promotion of International Philanthropic Projects:

- St. Jude Children's Research Hospital
- Easter Seals
- ESA Disaster Fund
- ESA Foundation
- Hope for Heroes
- All ESA-sponsored projects

C. Report your Chapter's philanthropic activities to your State Philanthropic Chair, following the reporting requirements of your chapter and the State.:

- Reports must be submitted by the due date set by the State Philanthropic Chair, which is usually the third Sunday of the month following the reporting period: November, January & April.
- Make reports in triplicate; one copy each for the State Philanthropic Chair, your Chapter President, and your files.
- Three reports must be submitted, even when there are no chapter activities to be reported and even if you have missed the deadline for getting your report in on time. This tells the State Chair you are following through with your duties and qualifies you for on-time reporting awards.
- Regardless of the number of Philanthropic Projects your Chapter is involved in, list each project separately, using the full name of the Philanthropic Service Projects that receive the money raised, not the Fund-Raising Project. Initials are not acceptable.
- Check with your Chapter Treasurer to determine the exact amounts contributed from the Ways and Means Projects.
- Contact your State Philanthropic Chair and/or State Philanthropic Advisor when you have questions.

Suggested ways for your Chapter members to report to you are:

- a. Roll call
- b. If a reporting form is not provided in your Chapter Yearbook, prepare a form
with each member's name and all Projects listed. Pass this around at each meeting, asking members to fill in their own hours, project and monetary value donations.
- c. Contact members by phone if they have not reported it to you.

D. Publicize your Philanthropic money-making projects in the following ways:

- Contact the Chapter Publicity Chair.
- Contact the State Social Media Chair.
- Contact local newspapers and/or radio and TV stations. Take advantage of TV and radio "Community Service" announcements.
- Send articles to the State Bulletin.
- Send an article to the Journey Magazine or ESA News.

REMEMBER THE FOLLOWING SUGGESTIONS FOR A SENSATIONAL PHILANTHROPIC YEAR

- Be POSITIVE about a successful year!
- Plan Chapter projects to fit the community where you live.
- Don't hesitate to try something NEW!
- Ask for help - lots of help!
- Follow the IC Philanthropic Guidelines for counting hours and monies. These will be provided to you by the State Philanthropic Chair.
- Be aware of new ideas and ways you can help your Chapter and State with the Philanthropic work to be done.

EDUCATIONAL DIRECTOR

MESSAGE TO CHAPTER EDUCATIONAL DIRECTORS

ESA was founded to promote education. It is important that education be considered a priority at the chapter level.

Larger chapters may have an Education Committee work with the Chapter Educational Director.

You have several tasks:

- I. Pick an educational theme for the year. Your theme should be something that your chapter members are interested in and want to know more about. It should be broad enough for you to plan one educational program per month (or as frequently as the chapter members wish). Ideas for education programs can be found in the Speckled Box, available from the State Properties Chair. Ideas are also available on the IC website.
- II. Planning the programs. You (or you and your committee) choose the topic for each program. The purpose of these programs is to interest, inform, and empower your members. It is important to your chapter that you strive for excellence. It is highly recommended that you continue to have Ideal, Founder, and Parliamentary programs, especially if your chapter has the prospect of new members.

You should appoint a different person as program chairs for each program rather than present them all yourself. It is usually more interesting

to have a mix of guest speakers and member-presented programs, if such is possible. More information about the protocol for guest speakers is provided later in this section. Make sure that all program presenters, guest or member, know exactly how much time has been allotted for the program plus time for any questions. Your chapter should decide; thirty minutes is usually sufficient.

- III. Chapter yearbooks. Providing yearbooks for chapter members is at the discretion of each chapter but preparation falls under the responsibility of the Chapter Educational Director.

Chapters preparing an annual yearbook should have copies made for each member. If your yearbook information is on a computer, most of the work is already done. All you have to do is make the necessary changes for each year. Once you have made these changes, it will only take a little time and paper to print an extra copy or two to share with any new members. It is essential that all chapter members have an updated/new yearbook at the beginning of each chapter year and that all pledges and transfers have a chapter yearbook.

Recommended items for inclusion in a chapter yearbook:

1. A ROSTER of the members. Some chapters just put in basic information while others put in additional interesting information. It is your choice.
2. A SCHEDULE of all chapter meetings and events – educational, social, special etc., date, time, location plus anything else your members need to know.
3. Important chapter information – names of officers, committee assignment, budget, etc.
4. Optional: Chapter BYLAWS and STANDING RULES.
5. Optional: Information on State & IC – as much as your chapter wants to know.

Guest Speakers

Advise the member assigned to present the program of the responsibility to:

1. Call to remind the speaker at least two weeks in advance of the program.
2. Discuss with the speaker the arrival time and length of the presentation.
3. Inquire as to whether the speaker will stay for the remainder of the meeting.
4. Provide detailed directions to the meeting site.

5. After the program: conclude with a thank you and let the presenter know how informative the presentation was. Have a small gift ready to present to the speaker (based on chapter directive).

PROGRAM CHAIR RESPONSIBILITIES **(to be shared by the Educational Director)**

As soon as you receive your program assignment and know your subject, begin your research. Decide on the best presentation method. Visual aids always promote interest from your audience. If your presentation includes a guest speaker, consult with your Chapter Educational Director for additional information.

Rehearse your program. If props are required, have everything in place prior to the start of the meeting to facilitate an even flow into your program.

Try to avoid reading your report as you will lose the attention you want for your program. If you are giving an oral report, use inflections – monotone will also lose the audiences' attention. The involvement of your audience will generate lots of interest. Questions and answers interjected during the program is a good way to bring the audience into the subject.

UPDATING THIS DOCUMENT

- *Arizona's Way in ESA* will be reviewed every two (2) years on even numbered years and updated as necessary.