

**BYLAWS REVISED  
OCTOBER 26, 2024  
SOUTHEASTERN  
REGIONAL COUNCIL  
EPSILON SIGMA ALPHA  
INTERNATIONAL**

**ARTICLE I  
Name**

The name of this organization shall be the Southeastern Regional Council of Epsilon Sigma Alpha International.

**ARTICLE II  
Object**

**Section 1.** To promote closer relations and fuller cooperation between the Southeastern states, International Council, and ESA Headquarters,

**Section 2.** To encourage friendship and fellowship through members and state association;

**Section 3.** To assist one another in whatever problem may arise; and

**Section 4.** To do generally any and all things necessary in fulfilling of the purpose of ESA International.

**ARTICLE III  
Members**

**Section 1.** The following shall be charter member states: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

**Section 2.** The membership of the Southeastern Regional Council of ESA International shall consist of representatives of the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

**Section 3.** Annual dues in the amount stated in the Southeastern Regional Council of Epsilon Sigma Alpha International Standing Rules shall be paid by each State to the SERC treasury by the first of January.

**Section 4.** To be a member in good standing with the Southeastern Regional Council, a state must pay annual SERC dues no later than June 1 after due date, and must have paid International Council state dues.

**Section 5.** Only states in good standing with SERC shall be eligible to enter

contests, submit entries for SERC awards, nominate a candidate for an elected office and/or have appointed officers on the general board.

## **ARTICLE IV Officers**

**Section 1.** The elected officers of the Southeastern Regional Council shall be President, First Vice President, Second Vice President, Recording Secretary, Treasurer, and Parliamentarian. These officers shall perform the duties prescribed by the Bylaws and by the parliamentary authority adopted by the Southeastern Regional Council.

**Section 2.** Officers appointed by the President are: Corresponding Secretary, Finance Chair, Auditor, Scrapbook Chair, Chaplain, Awards Chair, ESA for St. Jude Chair Sr. and Jr., Easterseals Chair, Association of the Arts Chair and the SERCH Editor.

## **ARTICLE V Qualifications of Officers**

**Section 1.** A candidate must have been an active member of ESA for at least two (2) years prior to the candidate's nomination, have attended at least one (1) previous SERC Conference, must be in good standing with ESA Headquarters, and indicate in writing the willingness to accept the office if elected. The candidate must have the official approval of their chapter and State Council. States sponsoring candidates must be in good standing with the Southeastern Regional Council and International Council. The candidate's chapter must be in good standing with the International Council and their State Council.

**Section 2.** A candidate must have held the office of President in their chapter and also of a city, district (...) or State Council.

**Section 3.** The First Vice President, known as President Elect, will automatically succeed to the office of President. The First Vice President must have served at least two (2) years as an elected officer of the Southeastern Regional Council.

**Section 4.** The Second Vice President must have served at least one (1) year as an elected officer of the Southeastern Regional Council.

**Section 5.** The Recording and Corresponding Secretaries must be able to take accurate notes and type.

**Section 6.** The Corresponding Secretary shall be designated by the President Elect as the running mate.

**Section 7.** The Treasurer must have a basic knowledge of bookkeeping and must be bondable.

**Section 8.** The Parliamentarian shall be thoroughly familiar with parliamentary procedure and with the parliamentary authority adopted by the Southeastern Regional Council.

## **ARTICLE VI Election of Officers**

**Section 1.** Officers shall be elected by ballot for a term of one (1) year, at the annual Conference. Each officer shall hold office until adjournment of the annual Conference, at which the successor is elected. No officer shall serve more than one (1) SERC office at the same time, nor succeed their self in that office; except in the case of a declared national or state emergency.

**Section 2.** Before the election at the annual Conference, additional nominations shall be permitted from the floor for all offices with the exception of President and Corresponding Secretary. Persons to be nominated from the floor must submit their qualifications to the Nominating Committee at least thirty (30) days prior to the annual Conference. Candidates so nominated must conform with the provisions of Article V. Nominations for each office shall not exceed three (3).

**Section 3.** Candidates to be nominated from the floor shall be announced at the General Board Meeting at the annual Conference, but shall not participate in the candidate's skit. Following nominations from the floor at the First General Assembly, the First Vice President will present the nominee(s) qualifications.

**Section 4.** A candidate must be present at the annual Conference unless such absence is excused by the Nominating Committee.

**Section 5.** The President shall appoint a chief teller and two (2) assistant tellers to count the ballots and to report the vote. The tellers' report shall be handed to the President, who declares the results at an appropriate time. The tellers' report shall be entered, in full, in the minutes, becoming a part of the official records of the Southeastern Regional Council. The ballots shall be filed for a period of ninety (90) days with the Recording Secretary.

**Section 6.** Election shall be determined by a plurality vote of delegates casting their own and proxy votes.

**Section 7.** Installation of officers shall be held at the annual Conference, at a time decided upon by the President and local Conference Chair, with the approval of the President Elect.

**Section 8.** In case of inability to call an annual Conference and hold a regular meeting due to nationwide crisis, the Nominating Committee shall present candidates for office, and election shall be by mail, in accordance with the method determined by the officers of the Southeastern Regional Council. During such emergency, the Southeastern Regional Council officers may devise a means to call a meeting of a representative group to convene to transact business, and to declare the officers duly elected who have been previously elected by mail.

**Section 9.** Vacancy for the office of President shall be filled automatically by the First Vice President. A vacancy in the office of First Vice President shall be filled automatically by the Second Vice President. Other vacancies must be qualified in accordance with Article V.

## **ARTICLE VII Duties of Officers**

Officers shall assume duties following the adjournment of the annual Conference at which they were elected.

**Section 1.** The President shall have the general supervision over the business and activities of the Southeastern Regional Council. The President shall be a member ex-officio of all committees, except the Nominating Committee. The President shall appoint the appointed officers, standing committees and any special chairs and/or committees deemed necessary. The President shall organize elected and appointed officers into a functioning body.

- a) The President shall require each elected and appointed officer to render a written report of their activities for the year.
- b) The President shall instruct all elected and appointed officers and committee chairs to prepare a permanent file, which shall be turned over to their successors immediately following the close of the annual Conference.
- c) The President shall keep in close contact with the membership through periodic newsletters to the members on the official mailing list (Article VII, Section 5).
- d) The President shall furnish copies of all correspondence concerning business of the Southeastern Regional Council to the First Vice President for her information.
- e) The President shall be the official SERC Representative to the IC Convention.

**Section 2.** The First Vice President, by virtue of the office, shall be known as President Elect. The First Vice President shall assume the duties of the President in the latter's absence. The First Vice President shall be chair of the Nominating Committee, and shall forward letters and nomination forms to the Presidents of the Southeastern States, requesting nominations of qualified members for Southeastern Regional Council offices. A candidate's nomination form and letter of acceptance of nomination from the nominee, as requested, must be postmarked no later than June 1st.

**Section 3.** The Second Vice President shall serve as chair of the annual Conference.

- a) The Second Vice President shall be responsible for mailing Conference information and registration forms to the SERC Executive Board, SERCHETTE President, SERC State Presidents, IC President, Headquarters and others as directed by the President.
- b) The Second Vice President shall be responsible for soliciting and receiving written bids for the annual Conference two (2) years prior to meeting date and for the presentation of bids. The Second Vice President shall request receipt of the written bids by July 1 prior to the current year's Conference.
- c) In the event two or more bids are received, the Second Vice President shall provide ballots for voting on the annual Conference site.

**Section 4.** The Recording Secretary shall keep, in permanent form, accurate records of all meetings of the Southeastern Regional Council and its Executive Board. The Recording Secretary shall record and mail copies of minutes of the Southeastern Regional Council meetings to members on the official mailing list (Article VII, Section 5) within sixty (60) days after each meeting. The Recording Secretary shall record and mail copies of minutes of Executive Board meetings to members of the Executive Board within thirty (30) days after each meeting.

**Section 5.** The Corresponding Secretary shall assist the President with all correspondence of the Southeastern Regional Council. The Corresponding Secretary shall prepare an official mailing list which shall include Executive Board members, appointed officers and committees, active Past Southeastern Regional Council Presidents, International Council President and President Elect, Presidents of the Southeastern States, active Past International Council presidents residing in the Southeastern States, and ESA Headquarters. Such list shall be included in the first newsletter of the President. The list shall be made available to the previous year's Recording Secretary and Parliamentarian no later than thirty (30) days after the annual Conference for their use in forwarding minutes of the Conference and the revised bylaws of the Council.

**Section 6.** The Treasurer shall handle the funds of the Southeastern Regional Council and shall pay out money as approved in the adopted budget. Amounts in excess of the budget must have the approval of the Executive Board prior to payment. The Treasurer shall keep an accurate record of all receipts and disbursements, such records being subject at all times to inspection by the Executive Board. The Treasurer shall render a financial statement at the annual Conference. The accounting procedure of the SERC Treasurer shall show the true amount of the bank account balance including all investments and balances brought forward. The Treasurer shall forward the books of this office to the Auditor within sixty (60) days after the Conference.

- a) The outgoing Treasurer shall immediately deposit funds received from the Finance Chair at the annual Conference and within ten (10) days send a cashier's check for that amount to the new Treasurer to set-up the new account for SERC.

- b) Immediately upon election, the Treasurer shall secure a Fidelity Bond to cover the office, forwarding a copy to the President for the files. The bonding fee shall be a Council expense.
- c) By virtue of the office, the Treasurer shall serve as the Budget Committee Chair, and shall submit a budget for adoption at the annual Conference, following approval of the Executive Board.
- d) The Treasurer shall deposit money received from the Finance Chair into the general account keeping a separate ledger sheet. A monthly report shall be sent to the Finance Chair informing of all deposits made. Finance projects must have the approval of the Executive Board and must stay within the limits of the budgeted amount. The amount withdrawn will be debited against the ledger sheet and must be submitted to the Treasurer with the necessary receipts and vouchers. The Finance Chair shall not set up an account, as all monies must go to the Treasurer.
- e) The Treasurer shall bill each Southeastern State Council for annual dues by the first of January.

**Section 7.** The Parliamentarian shall serve as the Bylaws Committee Chair. The Parliamentarian shall advise the President, other officers, committees and members on matters of parliamentary procedure. The Parliamentarian shall request that recommended changes from members on the official mailing list (Article VII, Section 5) be submitted in writing to the Parliamentarian no later than June 1, prior to the Conference, so that they may be reviewed by the Bylaws Committee. These proposed changes shall be submitted to the Executive Board members for approval. A copy of the proposed amendments shall be sent to members on the official mailing list (Article VII, Section 5) by August 1. Within forty-five (45) days following the annual Conference, the outgoing Parliamentarian shall prepare the revised bylaws and furnish a copy to members on the official mailing list (Article VII, Section 5).

**Section 8.** The Junior Past President shall encourage donations to the Disaster Fund, and shall promote same throughout the Southeastern States. The Junior Past President shall report periodically, as requested or necessary, through the President's newsletter and/or SERCH, and at the annual Conference on donations made and assistance rendered in the Southeastern States.

**Section 9.** Appointed officers shall perform duties as outlined and approved by the Southeastern Regional Council Executive Board

## **ARTICLE VIII**

### **Meetings**

**Section 1.** The regular meeting of the Southeastern Regional Council shall be held annually in the Fall, and shall be known as the annual Conference of the Southeastern Regional Council of Epsilon Sigma Alpha International. It shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise; and shall promote goodwill and fellowship.

**Section 2.** The annual Conference site shall be selected on a rotational basis, and the Southeastern Region shall be divided into three (3) sections. The states comprising each section shall be:

Arkansas, Tennessee, Mississippi, & Louisiana  
Kentucky, North Carolina, South Carolina & Virginia  
Alabama, Florida & Georgia

The manner of rotation shall be in the sequence named above. In the event, no state within the designated section bids, then any state within the SERC Region shall have the opportunity to bid for the annual conference.

The SERC president shall be the designated party to sign the official contact for hosting a SERC conference. The Conference may be sponsored by a Region, state or multiples of states, with hostesses sharing one-half the profit with SERC.

**Section 3.** The site of the SERC Conference shall be determined by a ballot vote of the membership at the annual SERC conference three years hence from bids submitted. The Hostess city and/or state shall send a courtesy bid to the 2<sup>nd</sup> Vice-President by April 15<sup>th</sup>. Two years or more from the SERC Conference, the bidding city and/or state shall submit the proposed conference rate to the SERC Executive Board by March 15 for approval. A copy of the Conference budget shall be submitted with the formal bid. The hotel contract shall be submitted to the Hotel Contracts Committee for recommendations, additions and deletions. The SERC president shall be the designated party to sign the official contact for hosting a SERC conference. Should there be a need to raise/lower the registration fee, after the State was selected for the Conference at the SERC Conference a letter stating the amount and reason shall be submitted to the Executive Board for approval.

**Section 4:** The Second Vice President shall provide site ballots, if needed, for distribution by the Credentials Committee. Selection shall be determined by a plurality vote cast by delegates. In the event only one bid is received, voting shall be by General Consent.

**Section 5.** Special meetings may be held at the call of the President or by the Executive Board.

**Section 6.** Representatives of one-third (1/3) of the member states of the Southeastern Regional Council and one (1) officer shall constitute a quorum.

## **ARTICLE IX Representation and Voting**

**Section 1.** Representation at the annual Conference shall consist of qualified delegates.

**Section 2.** States in good standing with the Southeastern Regional Council are entitled to voting privileges in the election of officers and general Conference business.

**Section 3.** On all Conference matters, each State President, or the designated alternate, automatically becomes a delegate, and shall cast one (1) vote on behalf of the state. The name of an alternate shall be submitted to the SERC President prior to the Conference, whenever possible.

**Section 4.** In election of officers, each state shall be entitled to five (5) votes. These votes shall be cast by the State President or the designated alternate, or by proxy, upon presentation of properly authorized certification.

**Section 5.** Voting on the annual Conference sites shall be by ballot vote. Each state shall be entitled to five (5) votes. These votes shall be cast by the State President or the designated alternate. In the event of only one (1) Conference bid, voting may be by general consent.

## **ARTICLE X The Executive Board**

**Section 1.** The Southeastern Regional Council Elected Officers, the Corresponding Secretary and the Past President shall constitute the Southeastern Regional Council Executive Board.

**Section 2.** A quorum of the Southeastern Regional Council Executive Board shall consist of five (5) members, and the vote of any five (5) members shall constitute effective action.

**Section 3.** The Executive Board shall be the power to transact business of the Southeastern Regional Council between meetings, and perform such other duties as are specified in these bylaws. Its acts shall not conflict with any action taken by the Regional Council.

**Section 4.** The Executive Board may hold meetings in conjunction with the annual Conference, if deemed necessary by the President or any member of the Executive Board. Special meetings, not to exceed three (3) annually, may be called by the President, and shall be called upon written request of three (3) members of the board.

**Section 5.** Each officer shall render a written report of their activities for the year at the annual Conference. Each officer shall prepare a permanent file, which shall be



turned over to her successor immediately following the close of the annual Conference.

## **ARTICLE XI The General Board**

**Section 1.** The Southeastern Regional Council General Board shall be composed of the Executive Board, with the Appointed Officers and Committees, Presidents of the Southeastern States, and Past SERC Presidents acting only in an advisory capacity.

**Section 2.** A general board meeting may be called by the President on the day prior to the first General Assembly of the annual Conference if the President deems it necessary to review any business prior to the first General Assembly.

**Section 3.** A General Board meeting of the new and retiring board members shall be held following the adjournment of the annual Conference for the purpose of receiving the information from the President and other officers, exchanging files, and for any other business that may arise. The time and place for said meeting shall be determined by the newly elected President and Conference Chair.

## **ARTICLE XII Appointed Officers and Standing Committees**

**Section 1** There shall be the following appointed officers: Finance Chair, SERCH Editor, Chaplain, Auditor, Awards Chair, ESA for St. Jude Chairs - Senior and Junior, Easterseals Chair, Hotel Contracts Chair and the Association of the Arts Chair.

a) The Finance Chair shall be responsible for ways and means projects for increasing the Regional Council's treasury. The Finance Chair shall forward all monies received on a monthly basis to the Treasurer. Any and all money shall be sent to the Treasurer two (2) weeks before the annual Conference. The Finance Chair shall render a final statement of receipts at the annual Conference.

- 1) The Finance Chair shall assist the Treasurer in preparing the budget and shall abide by Article VII Section 6C.
- 2) If needed, assist SERC States with any problems of a financial nature.
- 3) The Finance Chair shall turn over to the outgoing Treasurer the money raised during the annual Conference. The Treasurer shall deposit it into the General Account before closing the books.

- b) The SERCH Editor shall edit the official Southeastern Regional Council publication two (2) times annually, in March and September. The SERCH Editor shall appoint an editorial staff to assist in its publication and distribution to subscribers. The SERCH Editor shall recommend subscription price change for approval of the Executive Board. Within thirty (30) days following the annual Conference, The SERCH Editor shall forward the records of this office to the Auditor.
- c) The Chaplain shall offer condolences to the family of any of our deceased members and write notes of cheer to members suffering long and serious illnesses. The Chaplain shall conduct a memorial and/or devotional service at the annual Conference and give the invocations.
- d) The Auditor shall audit the books of the Finance Chair, SERCH Editor, and the Local Conference Treasurer within sixty (60) days following the annual Conference, and shall forward the books to the current officers. The Auditor shall audit the books of the Treasurer within ninety (90) days following the annual Conference, and the Auditor shall forward the books to the current Treasurer. The Auditor shall forward copies of the audit to the appropriate past and current officers and past and current presidents.
- e) The Awards Chair shall be responsible for coordinating the awards to be presented at the annual Conference. The Awards Chair shall also be responsible for ordering the first, second, and third place certificates for the SERC Past Presidents awards as necessary.
- f) Two (2) ESA for St. Jude Chairs shall be appointed to two (2) year terms. One will be appointed each year, and they will be known as the Senior and Junior St. Jude Chairs, with the Junior Chair going to the St. Jude Training Seminar. They shall encourage participation in supporting same throughout the Southeastern States. They shall report periodically, as requested or necessary, through the President's newsletter and/or SERCH, and at the annual Conference, on donations made.
- g) The Easterseals Chair shall encourage participation in the Easterseals projects in the Southeastern States. The Easterseals Chair shall report periodically, as requested or necessary, through the President's newsletter and/or SERCH, and at the annual Conference on donations made.
- h) The Association of the Arts Chair shall encourage participation from all states and shall be in charge of displaying items at the annual Conference. The Association of the Arts Chair shall arrange to have items judged and award appropriate ribbons and/or certificates.

- i) Each appointed officer shall render a written report of their activities for the year at the annual Conference. Each appointed officer shall prepare a permanent file which shall be turned over to their successor immediately following the close of the annual Conference.
- j) The Hotel Contracts Chairman shall be thoroughly knowledgeable in hotel contracts. The Chairman shall receive hotel contracts by February 15, prior to a Formal Bid being submitted to the Second Vice-President.

**Section 2.** There shall be the following committees: Nominating, Conference, Bylaws, and Budget, with the following duties:

- a) The Nominating Committee shall consist of the First Vice President, serving as chair, and two (2) members appointed by the President. The Nominating Committee shall be responsible for the presentation of a slate of candidates of one (1) to three (3) names for each office, except that of President and Corresponding Secretary. Upon certification of qualifications, the official slate of candidates, including their qualifications, shall be forwarded to the Executive Board and State Presidents 30 days prior to the annual Conference. Members of the Nominating Committee shall not be banned from becoming nominees for office.
- b) The Conference Committee shall consist of the Second Vice President as chair and the local Conference Chair(s) as Co-chairs. They shall serve as a clearinghouse for all annual Conference matters, and shall consult with the President on all arrangements.
- c) The Bylaws Committee shall consist of the Parliamentarian as chair, and two (2) members appointed by the President. The Bylaws Committee shall be responsible for submitting proposed amendments to the Executive Board for their approval prior to submitting to members on the official mailing list (Article VII, Section 5). Proposed amendments must be submitted in writing to the Parliamentarian no later than June 1. A copy of the proposed amendments shall be sent to the members on the official mailing list (Article VII, Section 5) by August 1.
- d) The Budget Committee shall consist of the Treasurer as chair, the Finance Chair and two (2) members appointed by the President. The Budget Committee shall be responsible for the preparation of a budget for the fiscal year, beginning immediately following the Conference, and to submit same to be voted upon at the annual Conference, following approval by the Executive Board.

## **ARTICLE XIII**

### **Awards**

Any future ongoing award to be presented annually at the Conference, must be sponsored by a Past President of the Southeastern Regional Council, or a retiring SERC President, and must have the approval of the Executive Board of the Southeastern Regional Council.

## **ARTICLE XIV**

### **Finance**

**Section 1.** Expenses incurred by the Executive Board, Appointed Officers, and Standing Committees, as reflected in the approved budget, covering postage, supplies, and duplicating work, shall be paid by the Treasurer from Council funds, upon receipt of a bill in duplicate. Expenses in excess of those in the approved budget must have the approval of the Executive Board.

**Section 2.** The annual Conference registration fee and hotel accommodations for the President shall be payable from the SERC treasury. The treasury shall also bear the cost of installation of officers at the annual Conference, not to exceed the budgeted amount.

**Section 3.** The President or her representative attending the International Convention, as official representative of the Southeastern Regional Council, shall have a portion of her expenses paid from the treasury. Expenses to be considered are: transportation, registration, hotel and meals, said amount to be determined by the Budget Committee and approved by the Executive Board.

**Section 4.** The President, or a designated alternate, attending the State Presidents' Leadership Conference as official representative of the Southeastern Regional Council, shall have all or a portion of the expenses paid from the treasury, said amount to be determined by the Budget Committee and approved by the Executive Board.

**Section 5.** Dues shall be paid to the International Council in the applicable amount at the appropriate time.

**Section 6.** The profit or deficit of the annual Conference shall be shared equally by the hostess city or state and the Southeastern Regional Council.

**Section 7.** The Treasurer shall be bonded by a reputable bonding company. Expense for the bond shall be from Council funds.

**ARTICLE XV**  
**Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Southeastern Regional Council in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws and Standing Rules of this Council

**ARTICLE XVI**  
**Amendments of Bylaws**

These bylaws may be amended at the annual Conference of the Southeastern Regional Council by a two-thirds (2/3) vote of the member states present and voting, following approval of the Executive Board. Notice of proposed amendments shall be forwarded to members on the official mailing list (Article VII, Section 5) forty five(45) days prior to the annual Conference.

**REVISED 1974**

**AMENDED: 1975,1977,1978,1979,1980,1981,1982,1983,1984,1985,1986,1988,1989,1993,1994,1995,1996,1997, 1998,2000,2001,2002,2004,2008,2009,2010,2012,2015,2018,2019,2021,2024**

**STANDING RULES  
SOUTHEASTERN REGIONAL COUNCIL  
OF EPSILON SIGMA ALPHA**

1. States eligible to bid for the annual Conference, according to Article VIII, Section 2, shall be allowed one mailing and to distribute promotional material for the conference site. (Nov. 1973, Nov 1982)
2. The official SERC charm shall be the one designated by Betty Sanders in 1975-76. (Oct, 1977)
3. The SERC official philanthropic project shall be St. Jude Children's Research Hospital. (Nov, 1980)
4. Following the 1998 Conference, every SERC State shall be responsible for replacing their state flag as needed. The SERC Council shall be responsible for replacing the American Flag, the ESA Flag, the SERC Flag, the ESA Foundation Flag and the All-Faiths Flag as needed. The outgoing state shall be responsible for replacing all missing flag stands and staffs following a complete inventory by the outgoing and incoming Conference Chairs and/or representative of the Conference states. (Nov 1982, Nov, 1988, Nov 1998)
5. An automatic initial operating loan of \$500.00 be advanced to the local annual Conference Chair, to be payable to the chair following the SERC Meeting at which the bid was won. This loan is to enable the Conference Chair to proceed with the arrangements at no personal expense. This loan is to be considered a Conference expense, and repayment of the loan made before profits are divided, Profits are to be divided equally between SERC and the Host State. In the event a conference does not meet operating budget, the deficit will be shared equally by SERC and the Host State. (Nov 1982, Nov 1984, Nov 2009, July 2001)
6. The SERC official flag salute shall be the one written by Joyce Robyn in 1985. (Nov 1985, Revised 1989)
7. The Serchettes shall review the TORCH on an annual basis with a report submitted to the SERC President. (Nov 1986)
8. The SERC endowed scholarship, approved November 7, 1987 and funded through the ESA Foundation, shall be awarded and administered in accordance with guidelines approved by the SERC Executive Board and ESA Foundation (Nov 1988)
9. The Awards Chair shall be responsible for securing necessary data from the State Presidents on all applicable SERC awards.

Membership data shall be secured from ESA Headquarters. The home state of the person sponsoring or being honored by the award shall be responsible for the award including presentation of the award, if so desired.

10. All checks written by the SERC Treasurer require email approval from the SERC President. The email approval shall be saved to a flash drive and shall be given to the next treasurer for accounting purposes. The email approvals shall be kept for a minimum of 7 (seven) years. Furthermore, a copy of the monthly bank statements shall be forwarded to the President immediately upon receipt. (October 2024)
11. Lodging for the SERC President attending the International Convention shall be based on the number of persons sharing one room Single ~ full rate, double ~ half rate, triple ~ one-third rate and quad ~ one fourth rate. (Oct 2001)
12. Each chapter in the SERC States is requested to make a minimum annual donation of \$15.00 paid to the SERC Treasurer. (July 2002) (October 2024)
13. All hotel contracts for the SERC Conferences shall be approved by the Local Conference Chair, the SERC 2<sup>nd</sup> Vice President and President. (Nov 2002)
14. Any proposed Bylaw Change concerning the expenditure of the Executive Board shall be brought before the membership for consideration. (Nov 2006)
15. Expenses for a SERC representative visitation to State Conventions shall be included in The SERC budget and shared among the representatives to help defray the cost of the visitation based on transportation (the lesser of mileage allowed by IRS business rate or airfare with cost of one piece of baggage). There would be no reimbursement of mileage for any SERC representative to her home State Convention unless approved by the President. (Nov 2021)
16. Fundraising projects during the annual SERC Conference will be limited to those sponsored by the SERC Finance Chair and the SERC Conference Hostess State and approved by the Executive Board.
17. Awards based on twelve (12) months of activity given at SERC Conference shall be judged **USING** June 1<sup>st</sup> through May 31<sup>st</sup> as the start and end date to coincide with the International Council Year.
18. The annual dues of \$30 per State shall be due and payable into the SERC treasury on the first day of January. (October 2024)

**AMENDED: OCTOBER, 2019, 2021, 2024**