

# ALABAMA STATE COUNCIL STANDING RULES

## DUTIES OF OFFICERS/EXECUTIVE BOARD

1. The State Council President
  - Presides at all meetings of the Alabama State Council and performs other duties as usually required of this office.
  - Keeps in close contact with the State Council Executive Board and all chapter members.
  - Instructs all state officers to prepare permanent files for respective successors.
  - Requires regular reports from all officers and committee chairpersons to be presented at the State Council meetings and State Convention.
  - Appoints the Corresponding Secretary, Chaplain, Workshop Coordinator, Awards Chairperson, St. Jude Coordinators, SERC Coordinator and the chairpersons of all standing committees, subject to approval of the State Executive Board.
  - Is an ex officio member of all committees except the Nominations Committee.
  - Represents the State Council at the ESA Leadership Conference, annual IC Convention, and annual SERC conference and reports proceedings to the Alabama State Council.
  - Appoints an auditor at the winter Board meeting subject to approval of the State Council Executive Board.
  - Appoints committee chairperson positions should they become vacant during the year.
  - The newly elected President provides a copy of the new Executive Board and General Board to each chapter at the closing of the State Convention.
  
2. The First Vice President/President Elect
  - Acts in the absence of the President and assists in conducting the business of the Alabama State Council.
  - Serves as chairperson of the Nominations Committee.
  - Serves as the Membership Director and Rush Chairman for the State Council.
  - Assists chapters with rushing when needed, works with membership, chapter vice presidents and the International Council membership chairperson.
  - Sends nomination forms to all chapters in October.
  
3. The Second Vice President
  - Acts in the absence of the President and the First Vice President.
  - Serves as Chairperson of the State Convention.
  - Is responsible for the flags and flag stands.
  
4. The Recording Secretary
  - Keeps accurate records of all meetings for 7 years.

- Acts in the absence of the President, First Vice President and Second Vice President
  - Submits copies of the minutes of all State Council meetings to the Minutes Committee within 7 days of a Meeting. Sends electronic copy of minutes, as approved by committee, to members of the Executive Board and all chapter presidents within 30 days of meetings.
5. The Treasurer
- Responsible for all financial transactions of the Alabama State Council and responsible for disbursing funds as approved by the Alabama State Council.
  - Disburses funds, as outlined, by the approved State Council budget and pays State Council dues including IC, SERC, and ESA Foundation.
  - Collects State Council dues from each chapter at the beginning of the term and records all monies received.
  - Records all transactions in a general journal.
  - Orders a Full Crown Pin and State President's gavel guard for the incoming President of the State Council for presentation at the State Convention.
  - Sends a charitable donation (budgeted amount) in honor of the chairman of the State Convention.
  - Serves as Chairperson of the Credentials Committee and the Budget Committee.
  - Presents the budget at the State Convention.
  - Pays the IC registration and PICPA luncheon for the First Vice President/ President Elect prior to May 1 of each year.
  - Serves as Chairperson of the Credentials Committee and responsible for preparing the list of voting delegates and number of votes to be cast by each member chapter at the State Convention. The Credentials Committee shall certify that the list is correct. This Committee Chairperson also shall secure ballots from the chairperson of the nominating Committee and distribute them to the voting delegates based on the number of votes to be cast at the time specified by the State President.
6. The Parliamentarian
- Advises the President on points of parliamentary procedure.
  - Serves as Chairman of the Bylaws Committee.
  - Sends an up-to-date copy of the State Council Bylaws and Standing Rules to the Webmaster within thirty days after State Convention.
7. The Corresponding Secretary
- Assists the President with all correspondence.
  - Submits articles concerning the Alabama State Council to the editor of the International Jonquil.
  - Ensures all chapters receive important announcements.
  - In the absence of the Recording Secretary, records the minutes of the State Council meetings.

- Furnishes Webmaster with a list of state officers and chapter presidents within thirty days after the State Convention.
8. The Workshop Coordinator
    - Receives reports from chapters and Standing Committee Chairpersons and relates that information at Alabama State Meetings.
    - Plans and coordinates state leadership and acts as moderator for workshops.
    - Assists in judging the Outstanding Chapter contest.
  9. The Awards chairperson
    - Responsible for conducting the Alabama State Council Awards program.
    - Prepares, for approval by the State Council Executive Board, the general rules for State Council Awards (except Outstanding Chapter).
    - Appoints judges for the awards (excluding Outstanding Chapter).
    - Announces deadlines two months prior to State Convention.
    - Prepares certificates.
    - Sends an up-to-date copy of the Alabama State Council awards to the Webmaster within thirty days after State Convention.
  10. St. Jude Coordinators
    - Are appointed for two years with a coordinator attending the Training Seminar in Memphis.
    - Presents the St. Jude Campaign at State Leadership and Council meetings and presentation at State Convention.
    - Assists chapter members with fund-raising plans.
    - Attend special events for St. Jude when possible.
    - Maintain an accurate record of individual and chapter donations made to St. Jude.
    - Keeps complete records and gives all materials to new State Coordinator at the end of the year.
  11. Jr. Past President
    - Is chairperson of the Disaster Fund.
    - Assists with judging the Outstanding Chapter contest.
  12. Sr. Past President
    - Serves as chairperson of the Outstanding Chapter Committee.
  13. The Chaplain
    - Responsible for keeping the Alabama State Council, SERC Chaplain, and IC Chaplain informed of members or their families who are undergoing illness or grief.
    - Gives the invocation at State Council Meetings.

- Conducts a memorial or celebration-of-life service at the Alabama State Convention.
14. The Easter Seals Chair
    - Promotes the ESA Easter Seals Program and encourages chapter participation.
    - Serves as a liaison between the IC Easter Seal chairperson and member chapters of the Alabama State Council.
    - Assists chapters with fund raising plans.
    - Submits all required reports to IC Easter Seal chairperson by deadline dates.
    - Keeps complete records and turns over all materials to the new Easter Seal chairperson at the end of the year.
  15. The ESA Foundation Counselor
    - Is a two year appointment.
    - Represents and promotes the Foundation in the State of Alabama.
    - Contacts high school counselors to promote and solicit scholarship applications through the ESA Foundation website.
    - Must be an individual member of the ESA Foundation.

#### DUTIES OF COMMITTEES/MISCELLANEOUS

1. The Bylaws Committee
  - Responsible for studying and recommending to the State Council at Convention any proposed amendments to the Bylaws. The Parliamentarian shall serve as the chairperson of this committee. Bylaws and Standing Rules are to be provided to the Webmaster by the outgoing Parliamentarian
2. The Credentials Committee
  - (See duties of Treasurer)
3. The Budget Committee
  - Works with the Budget Committee Chair, with input from the incoming President and Executive Board, to prepare a proposed budget for the ensuing year to be presented to the membership at State Convention for approval.
4. The Outstanding Chapter Committee
  - Consists of the Senior Past President as Chair, Jr. Past President, and Workshop Coordinator.
  - Responsible for reviewing qualifications and selection of the Outstanding Chapter from entries submitted to the Senior Past President.

5. The Awards Rule Committee
  - Consists of the Alabama State Awards Chairman, Workshop Coordinator, and Senior Past President (Chairman of Outstanding Chapter Committee). In the event there are changes in the contests at the International Council that would affect Alabama State contests, these revisions are to be included in Alabama State Awards during the current ESA year.
  - Awards Rules are to be provided to the Webmaster by the outgoing Awards Chair.
  
6. SERC Coordinator
  - Serves as a liaison between the Southeastern Regional Council and the State Council in promoting the Southeastern Regional Council to Alabama members.
  - Encourages chapter donations to SERC.
  - Plans a fund raising event to be held during the State Convention.
  
7. Ways and Means Chair
  - Plans and conducts fund raising events and promotes them throughout all chapters of the Alabama State Council.
  
8. Nominations Committee
  - The First Vice President/President Elect serves as chairperson.
  - Reviews and approves qualifications of nominations for office.

## AWARDS

1. Contest entries, reports, etc. must be submitted to the Awards Chair by the announced deadline.
  
2. Alabama State Council Awards
  - Agape (no form)
  - Jeanie Lassiter Golden Lamp (state form)
  - Cathy Hoffman Disaster (no form)
  - Jean Freeman Membership (no form)
  - Karla Jordan Hare Raiser (no form)
  - Alabama Past State President's Memorial Scholarship (no form)
  - Cokie Irwin Outstanding Youth (IC form)
  - Distinguished Individual Award (DIA) (IC form)
  - What ESA Means to Me (both) (no form)
  - Scrapbook (no form)
  - Outstanding Pledge (not to be judged) (state form)
  - Outstanding Member (not to be judged) (state form)
  - Outstanding Chapter (state form)

- St. Jude (no form)
- Easter Seals (no form)
- Sandy Weston Philanthropic Award (no form)

## FINANCES

1. State and Chapter Dues
  - a. IC state dues are \$45 per year and are paid by the State Treasurer immediately following the IC Convention.
  - b. SERC state dues are \$15 per year paid by the State Treasurer to SERC immediately after the SERC Conference held in November each year.
  - c. IC chapter dues are \$40 per year payable to the IC Treasurer immediately following the IC Convention. Must be paid on or before May 1 to have a vote at the IC Convention in July.
  - d. Individual chapters do not pay SERC dues. However, chapters are encouraged to submit donations.
  - e. Chapters or individual members may join the ESA Foundation by paying an initial membership fee of \$40. After initial membership, annual dues are \$40. Dues must be paid by December 31<sup>st</sup> for eligibility to vote at the ESA Foundation annual meeting held during the IC Convention. Send payment directly to ESA Foundation, 2580 E. Harmony Road, Suite 301-311, Fort Collins, CO 80528.
2. Individual Dues
  - a. Each individual jewel pin member dues of \$50.00 is due to the State Treasurer by June 1. (*Revised May, 2024*)
  - b. IC dues are \$79 for initial membership with \$59 (senior discount \$55 – over age 65) annually per jewel pin member. IC dues are due on pledge date and pledge date anniversary thereafter. IC dues are sent to ESA Headquarters, 2580 E Harmony Road, Fort Collins, CO 80528. Chapter treasurers receive a printout from Headquarters with members' dues date.
  - c. There are no individual SERC dues.
3. If a member chapter desires the services of the State President (or designated representative), the chapter shall reimburse gasoline expense.
4. The Alabama State Council shall pay the expenses for the Vice President/ President Elect (or representative) to attend the International Council (IC) State Presidents' Leadership Conference.
5. The Alabama State Council shall pay for the Alabama State President's (or representative's) single hotel room accommodation at the International Convention including transportation, registration and PICPA luncheon. An itemized statement of expenses must be given to the Treasurer within thirty days following the Convention.

6. The President's (or representative's) expenses shall begin the first day necessary for meeting the first appointment. In the event the International Convention is held outside the continental United States, the Alabama State Council shall pay up to \$1,000 of the actual expenses toward registration, travel, and a single hotel room accommodation with the balance to be paid by the President (or representative).
7. The Alabama State President may choose to share a hotel room at the International Convention and Southeastern Regional (SERC) Conference. Persons sharing said room shall assume additional expenses incurred.
8. The Alabama State Council shall pay the Alabama State President's travel/ transportation expenses, including single hotel room accommodations and registration fee to the SERC Conference. An itemized statement must be given to the Treasurer within thirty days following the conference.
9. The State Treasurer shall send a charitable donation, not to exceed the budgeted amount, in honor of the outgoing SERC President, with notification given at the annual SERC Conference.
10. The State Treasurer Alabama State Council shall send a charitable gift, not to exceed the budgeted amount, in honor of the outgoing IC President, with notification given at the annual IC Convention.
11. In the event of an Alabama member's death, the chapter president will notify the Alabama State President and Chaplain. The Alabama State President shall request the State Treasurer send a memorial donation to St. Jude Children's Research Hospital in the amount of \$20. The State Chaplain shall notify the chapters and IC and SERC Chaplains of the death.
12. The Treasurer shall send a memorial donation of \$15 to St. Jude Children's Hospital if an elected Alabama state officer's immediate family member should die. Immediate family includes spouse, mother, father, son, or daughter.

## MEETINGS

1. The State Leadership Conference shall be held at the call of the Alabama State President.
2. Meetings of the Alabama State Council will be held in the fall and winter and at the State Convention in May.
3. All persons attending any Alabama State Council function including the Alabama State Convention shall pay the full registration fee.

4. Any member failing to give notice of cancellation of a reservation after the announced deadline for an Alabama State Council meeting, State Leadership, or State Convention shall pay the full amount of the registration fee.

## CONVENTION

1. The Alabama State Convention shall be held the first week in May, when possible, to coincide with ESA week.
2. The registration fee of \$80 to \$100 for members and \$60 for guests for the Alabama State Convention shall not be increased without a majority vote of the membership.
3. The Alabama State Council shall pay the Alabama State President's registration fee and single room accommodations at the Alabama State Convention.
4. The Alabama State Council shall be responsible for the registration and room accommodations to be jointly shared by the IC and SERC representative for the Alabama State Convention.
5. The Alabama State Council shall be responsible for the cost of the awards luncheon for the current Alabama State Distinguished Individual Award (DIA) winner.
6. The Alabama State Council shall pay the budgeted expenses of installation of Alabama State officers. Preparing the installation shall be the responsibility of the incoming Alabama State President's chapter.
7. Convention plans shall include entertainment for spouses and guests.
8. The convention brochure shall include the reports of the Alabama State President, annual Treasurer's report, annual budget, and credentials.
9. Candidates for state offices shall limit their election campaigns to convention only.
10. Fundraisers conducted at the Alabama State Council meetings and State Conventions shall be limited to State Convention, State Ways and Means projects, SERC, and State Scholarship projects. Any exception must be approved by the State Council Executive Board.

## IC/SERC

1. The Alabama State Council shall endorse one candidate from the State for SERC and/or IC office per year.



2. If the Jr. Past President is in attendance at the IC and/or SERC Conference, that person is to accept the Award Certificates.

3. STANDING RULES AMENDMENTS

These standing rules may be amended or revised by a majority vote at any State meeting provided the Executive Board and all chapters have received copies of the proposed standing rules or revisions thirty days prior to the meeting.

Revised May, 2013

Revised October, 2013

Revised May 2014

Revised May 2015

Revised May 2018

Revised May 2019

Revised September, 2023

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