

**VIRGINIA STATE COUNCIL BYLAWS
EPSILON SIGMA ALPHA INTERNATIONAL**

ARTICLE I

NAME

The name of this non-profit organization shall be the Virginia State Council of Epsilon Sigma Alpha International.

ARTICLE II

OBJECT

To promote closer relations and fuller cooperation between the local chapters, Virginia State Council (VSC), Southeastern Regional Council (SERC), International Council (IC), and Epsilon Sigma Alpha Headquarters (ESA Headquarters.)

To encourage friendship and fellowship through member and chapter association.

To promote educational and leadership development among the members.

To promote philanthropic and service endeavors.

To promote interest in and growth of ESA throughout the state.

To do generally any and all things necessary to fulfill the purpose of ESA International.

ARTICLE III

MEMBERS

Section 1. The membership shall consist of Virginia chapters of ESA International.

Section 2. Annual dues shall be payable by each chapter at the rate of \$14.00 per chapter member. Of this amount, \$7.00 per chapter member shall be due and payable into the VSC treasury October 1, and the remainder of \$7.00 per chapter member shall be due and payable April 1.

Section 3. Newly chartered chapters shall be exempt from paying dues during their first six (6) months and shall commence their dues payments at the next scheduled payment date after their six (6) months of membership.

Section 4. To be a member in good standing with the VSC, a chapter must pay the applicable VSC and IC dues.

Section 5. Only chapters in good standing with the VSC and the IC shall be eligible to enter contests or submit materials for awards, propose amendments to the bylaws, submit bids for the convention, nominate candidates for office, or vote at meetings of the VSC.

Section 6. An honorary VSC membership may be conferred, with the approval of ESA Headquarters, upon a person of outstanding accomplishments who is recommended by the VSC Executive Board and selected by ballot at a meeting of the VSC.

ARTICLE IV

OFFICERS

The officers of the VSC shall be a President, a First Vice President, a Second Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and a Parliamentarian. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the VSC.

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 her nomination, must be a member in good standing with ESA Headquarters and her chapter, must have attended at least one (1) previous VSC Convention, must indicate in writing her willingness to accept the office if elected, must be a member of a chapter in good standing with the IC and the VSC, and have the sponsorship of her own chapter.

Section 2. Candidates for the offices of President, First Vice President, and Second Vice President must have held the office of chapter president.

Section 3. The First Vice President, known as President-Elect, shall succeed automatically to the office of President. She must have served at least two (2) years as an elected officer on the VSC.

Section 4. The Second Vice President must have served at least one (1) year as an elected officer on the VSC.

Section 5. The Corresponding Secretary shall be designated by the President-Elect as her running mate.

Section 6. The Recording and Corresponding Secretaries must be able to take accurate notes and type.

Section 7. The Treasurer must be over 21 years of age and bondable. She shall have knowledge of simple bookkeeping procedures.

Section 8. The Parliamentarian shall be thoroughly familiar with the contents of the VSC Bylaws, VSC Standing Rules, and the parliamentary authority adopted by the VSC.

ARTICLE VI

ELECTION OF OFFICERS

Section 1. The officer shall be elected by ballot at the annual convention to serve for one (1) year or until their successors are elected, and their term of office shall begin at the close of the convention at which they are elected. In the event there is only one candidate for each office, voting may be by general consent.

Section 2. There shall be no more than two (2) officers from the same chapter at any one time.

Section 3. No member shall succeed herself in office and no member shall hold more than one (1) VSC office at a time.

Section 4. Before the election at the annual convention, nominations may be made from the floor for all offices, with the exception of President and Corresponding Secretary. Candidates so nominated shall conform with the provisions of ARTICLE V. Candidates for each office shall not exceed three (3).

Section 5. A candidate must be present at the convention unless her absence is excused by the Nominating Committee.

Section 6. The President shall appoint, when necessary, a chief teller and two (2) assistant tellers to count the ballots. A statement of the election returns will be given to the President immediately following final count. No oral report of votes cast shall be given to the convention assembly; however, the tellers' report shall be entered in full in the minutes, becoming a part of the official records of the VSC. The ballots shall be filed for a period of one (1) year with the Recording Secretary.

Section 7. When necessary elections shall be determined by a plurality vote of officers and delegates casting their own and proxy votes. In the event of a tie for the largest number of votes, there shall be an additional balloting for that office between the candidates receiving tie votes.

Section 8. Installation of officers shall be held at the convention at a time decided upon by the President and Convention Chairman with the approval of the President-Elect.

Section 9. In cases of inability to call a convention and hold a regular meeting due to a nationwide crisis, the Nominating Committee shall present candidates for office and election shall be by mail in accordance with the method determined by the Executive Board of the VSC. The Executive Board of the VSC shall also devise a means to transact business and to declare the officers chosen by mail duly elected during such emergency.

Section 10. Vacancy for the office of President shall be filled automatically by the First Vice President. Should the First Vice President vacate her office, either to fill the office of President in case of death or withdrawal or by her own death or withdrawal, then the Second Vice President shall assume the office of First Vice President. Other vacancies may be filled for the unexpired term by the Executive Board. An appointee to a vacated office must conform with the provisions of ARTICLE V.

ARTICLE VII

DUTIES OF OFFICERS

Section 1. Each officer shall submit a written report in duplicate of her activities at each meeting of the VSC with a final report covering the year's activities at the State Convention. Each elected officer shall write an article for inclusion in each issue of the Lampighter. Within thirty (30) days following the convention, each retiring officer shall forward to her successor all records of the past year, plus the previous two (2) years except for the Treasurer, who shall forward all records of the past year plus the previous five (5) years. Prior to destroying a file, a reasonable effort shall be made to contact the preparer of said file regarding disposition.

Section 2. The President shall be responsible for the following:

- a. She shall have general supervision of the business and activities of the VSC. She shall be an ex officio member of all committees except the Nominating Committee. She shall select the appointed officers, standing committees, and any other chairmen and special committees deemed necessary, and organize a functioning body.
- b. She shall keep in close contact with the membership through periodic newsletters to the General Board and chapter presidents with copies to the SERC President, the IC President, and ESA Headquarters.
- c. She shall supervise the preparation of the yearbook, which shall be distributed at the Fall meeting to the General Board members and each chapter president. She shall ensure that a copy is mailed or delivered to those not present at the meeting, and to the SERC President, the IC President, and ESA Headquarters.
- d. She shall furnish copies of all correspondence concerning business of the VSC to the First Vice President for her information.

Section 3. The First Vice President, by virtue of her office, shall be known as President-Elect. She shall be Chairman of the Nominating Committee and shall verify qualifications of candidates, furnishing same to chapter presidents by the Spring meeting. She shall provide ballots for delegate and proxy voting for distribution by the Credentials Committee in the election of VSC officers when necessary. She shall serve as the official hostess at the convention.

Section 4. The Second Vice President shall be Rushing Director and chairman of any rushing/membership contests and awards as outlined in the Standing Rules of the VSC. She shall work with the chapters' rushing chairmen, in cooperation with the IC Membership

Chairman, to encourage membership growth. She shall prepare and conduct a rushing workshop for the convention.

Section 5. The Recording Secretary shall keep in permanent form accurate records of all meetings of the VSC and its Executive Board. She shall record and mail (or email) copies of the minutes of the VSC meetings to members of the General Board, chapter presidents, the SERC President, the IC President, and ESA Headquarters. within thirty (30) days after each meeting. She shall mail copies of minutes of Executive Board meetings to members of the Executive Board within thirty (30) days after each meeting.

Section 6. The Corresponding Secretary shall handle all official correspondence of the VSC. She shall prepare a roster of Executive Board, appointed officers, standing committees, and chapter presidents, which shall be distributed at the end of the VSC convention to the General Board members and each chapter president, and ensure that a copy is mailed or delivered to those not present at the meeting and to the SERC President, the IC President, and ESA Headquarters. She shall make arrangements for flowers or other appropriate gifts to be delivered to the President from her Virginia sisters while representing the state at the IC Convention and SERC Conference. Funds for these flowers or gifts shall be collected from the member in attendance at such meetings. She shall contact the members of the Executive Board, appointed officers, and standing committees concerning their wishes for a gift for the President which shall be presented at the Executive Board meeting prior to the convening of the convention. She shall serve as chairman of any yearbook contests and awards as outlined in the Standing Rules of the VSC.

Section 7. The Treasurer shall be responsible for the following:

- a. She shall handle the monies of the VSC treasury and shall pay out money upon the direction of the President or as authorized by the adopted budget. Signature cards for the VSC checking account shall bear the names of the President and Treasurer with only one (1) signature required.
- b. She shall serve on the Budget Committee.
- c. She shall be responsible for ordering the Full Crown Pin or appropriate gift not to exceed cost of Full Crown Pin for presentation to the incoming President at the convention, certificates and gifts for state-sponsored contests, and any other gifts to be presented at the convention, as authorized by the President.
- d. She shall keep an accurate account of all receipts and disbursements, such records being subject at all times to inspection by the Executive Board.
- e. She shall ensure that chapter presidents are reminded of the dues deadline through the President's newsletter. She shall bill each chapter delinquent in payment of dues on April 15 and October 15. She shall issue receipts for payment of dues to each chapter.
- f. She shall forward a list of those chapters who are in good standing with the VSC and IC to the President and the Credentials Chairman prior to each meeting of the VSC, and to the Awards Director by April 15. She shall forward a list of chapters in good standing to each member of the General Board who is responsible for judging entries in the contests and awards of the VSC by April 15.

- g. She shall render a financial report at each meeting of the VSC, said report to be distributed to the Executive Board and each chapter president in attendance, with an annual report showing financial transactions for the year to be submitted at the meeting following her term of office. The records of the Treasurer shall be forwarded to the Auditor within thirty (30) days after the convention.

Section 8. The Parliamentarian shall advise the President, other officers, committees, and members on matters of parliamentary procedure. By virtue of her office, she shall review the minutes of the meetings of the VSC for additions to the Standing Rules and review the bylaws for any changes deemed necessary. She shall request that proposed amendments be submitted in accordance with ARTICLE XV. She shall prepare proposed amendments to the bylaws, if any, for approval of the Executive Board and submission to the chapters. Immediately following the convention, the retiring Parliamentarian shall prepare a copy of the revised Bylaws and Standing Rules which shall be sent to the President for publication in the State Yearbook. She shall prepare and conduct a parliamentary procedure workshop for the convention.

Section 9. The Junior Past President shall be responsible for receiving written bids for the following year's convention and for the presentation of bids. She shall provide ballots, if needed, for selection of the convention site. She shall receive donations to the Disaster Fund; forward all monies received from Virginia chapters to the IC Junior Past President, and keep an annual (June 1 through May 31) record of all receipts. She shall serve on the Budget Committee. She shall serve as chairman of any outstanding chapter president leadership contests and awards as outlined in the Standing Rules of the VSC. She shall prepare and conduct a chapter presidents' workshop for the convention.

ARTICLE VIII

MEETINGS

Section 1. The regular meetings of the VSC shall be held at a time and place to be determined by the Executive Board. There shall be a minimum of four (4) meetings - one to be held in June, one to be held in the Fall, one to be held not less than forty-five (45) days prior to the convention, and the annual meeting (convention) to be held in May.

Section 2. The annual meeting shall be known as the State Convention of the VSC of ESA International and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. Convention city for the following year shall be selected by ballot. In the event of only one (1) bid, voting may be by general consent. The time and place of the annual meeting shall be chosen by the hostess chapter(s) with approval of the Executive Board.

Section 3. Special meetings may be held at the call of the President or by the Executive Board.

Section 4. Representation of five (5) Virginia chapters in good standing with the VSC and the IC and one (1) officer shall constitute a quorum

ARTICLE IX

REPRESENTATION AND VOTING

Section 1. Representation at meetings of the VSC shall consist of members in good standing with ESA Headquarters.

Section 2. The voting power of the VSC shall consist of qualified delegates present at the meeting, elected officers of the VSC, and duly authorized written proxies carried by qualified delegates. Each delegate is entitled to an alternate.

Section 3. Proxy voting by qualified delegates shall be allowed only in the election of officers. Eligible chapters not having a voting delegate in attendance may have their proxy votes cast by a qualified delegate of their choosing. A letter from the absent chapter president stating the name of the delegate carrying their votes shall be sent to the VSC President prior to the convention.

Section 4. Chapters in good standing with the VSC and the IC are entitled to one (1) vote for every ten (10) members, or fraction thereof, in good standing with ESA Headquarters.

Section 5. The President of a chapter, by virtue of her office, automatically becomes a delegate of her chapter. Additional delegates shall be chosen by vote of the chapter.

Section 6. Voting delegates shall cast their own votes. A chapter delegate or an officer can cast only one vote. A chapter with more than one vote must have one delegate in attendance for each vote. An officer that is also a chapter delegate can vote her officer vote or the chapter vote, but not both.

ARTICLE X

THE EXECUTIVE BOARD

Section 1. The officers of the VSC and the Junior Past President shall constitute the VSC Executive Board.

Section 2. A quorum of the VSC 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 have the power to transact the business of the VSC between meetings, and shall perform such other duties as are specified in these bylaws.

Section 4. Meetings of the Executive Board may be called by the President and shall be called upon written request of three (3) members of the Executive Board.

ARTICLE XI

THE GENERAL BOARD

The VSC Executive Board, appointed officers, standing committees, and the members of the Past Presidents' Auxiliary of the VSC shall constitute the General Board.

ARTICLE XII

APPOINTED OFFICERS AND STANDING COMMITTEES

Section 1. There shall be the following appointed officers: Awards Director, Association of the Arts Director, Chaplain, Circle of Life Coordinator, Convention Chairman, Easter Seals Coordinator, Educational Director, ESA Foundation Counselor, Finance Director, Historian, News Bulletin Editor, Philanthropic Director, Project Director, Publicity Director, Scrapbook Keeper, Social Director, and Workshop Coordinator. All appointed officers and members of standing committees must be an active member in good standing with ESA Headquarters. and her chapter. Her chapter must be in good standing with the IC and the VSC.

Section 2. Appointed officers shall attend VSC meetings unless their absence is excused by the President. Each appointed officer shall report at meetings as necessary. With the exception of those officers whose duties will not be completed prior to the convention, each appointed officer shall submit a final report covering the year's activities to the President for inclusion in the Agenda/Final Reports Brochure distributed to attendees at the State Convention. Each appointed officer shall write at least one (1) article for inclusion in the Lampighter. Immediately following the last assembly of the convention, each appointed officer shall turn over to her successor all records of the past year, plus the previous two (2) years. Prior to destroying a file, a reasonable effort shall be made to contact the preparer of said file regarding disposition. Specific duties shall be:

- a. The Awards Director shall encourage chapter and individual participation in the ESA Awards Programs, become knowledgeable about the requirements and procedures for these, and keep the membership informed through articles in the Lampighter; give recognition to recipients and/or participants, and be responsible for presentation of awards at the convention. She shall forward a list of all chapters in the state that do not wish to be registered and chapters which are ineligible for IC awards competition, including collegiate chapters, as provided by the Treasurer, to ESA Headquarters. and the current IC Philanthropic Chairman by December 1. Eligibility will be determined from the VSC

Treasurer's records. She shall receive trophies and plaques at the Spring meeting, ensuring that they are in good condition for presentation at the convention. She shall make arrangements for recognizing the chapters' Women of the Year at the convention. She shall coordinate the presentation of ten (10) years or over service recognition and Fifth and higher Degrees Pallas Athene for those members desiring to receive same at the convention. She shall coordinate, with the Convention Chairman, the responsibility for the contents of the Awards/Display Room as to their registration into and out of the room and the transfer of same from the Awards/Display Room to the area for presentation of awards. She shall prepare and conduct an awards workshop for the convention.

- b. The Association of the Arts Director shall encourage participation from members, MESA's, and DESA's. She shall be in charge of displaying items at the annual Convention and instruct and assist the judges as needed. She shall ensure that appropriate ribbons and/or certificates are awarded for each category. She shall serve as chairman of any Association of the Arts Best in Show contests and awards as outlined in the Standing Rules of the VSC.
- c. The Chaplain shall offer condolences to the family of any deceased members, write notes of cheer to members suffering long and serious illnesses, and send cards to members for joyful events such as weddings and births. She shall conduct the Memorial and/or Devotional Service at the convention and prepare and present a devotional for each meeting and meal function of the VSC. She shall send a Chaplain's Report to the SERC and IC Chaplains, as well as the VSC President for inclusion in her newsletter.
- d. The Circle of Life Coordinator shall serve for a two-year term. She shall encourage participation in projects for St. Jude Children's Research Hospital, bringing to the membership all information directed through her from ESA Headquarters, the hospital, and other sources. She shall keep an accurate record of all monies donated to the hospital from Virginia chapters. She shall serve as chairman of any Circle of Life contests and awards as outlined in the Standing Rules of the VSC. She shall prepare and conduct a Circle of Life workshop for the convention.
- e. The Convention Chairman shall be responsible for planning the State Convention, appointing convention committees, submitting the convention schedule of events and registration form for publication in the Spring Lamplighter, furnishing copies of the registration form to chapter presidents at the Spring meeting, and having the flags and flag poles, except the state flag which is the President's responsibility, at the VSC convention. At the end of the convention, the convention chairman shall be responsible for the transfer of the state flag and flag pole to the new VSC president and all other flags and flag poles to the next year's Convention Chairman.
- f. The Easter Seals Coordinator shall encourage participation in projects aiding the Easter Seals Society, bringing to the membership all information directed through her from ESA Headquarters, the Easter Seals Society, and other sources. She shall keep accurate records of all hours and monies donated to the Society from Virginia chapters. She shall serve as chairman of any Easter Seals contests and awards as outlined in the Standing Rules of the VSC. She shall prepare and conduct an Easter Seals workshop as scheduled by the President.
- g. The Educational Director shall work with the chapters' Educational Directors, rendering assistance as necessary in carrying out a well-planned program for the year. She shall serve

as chairman of any educational contests and awards as outlined in the Standing Rules of the VSC. She shall order Gold Link Certificates from ESA Headquarters for chapters reporting six (6) or more programs and present them at the convention. She shall encourage chapters to nominate their educational director for the IC Distinguished Athenian Service Award. She shall forward educational reports and/or contest entries as required to appropriate IC officers and shall prepare and conduct an educational workshop for the convention.

- h. The ESA Foundation Counselor must be a member in good standing of the ESA Foundation and shall serve for a two-year term. She shall be the facilitator of the VSC scholarship Fund. She shall bring to the membership all information directed through her from the ESA Foundation. She shall keep an accurate record of all monies donated to the Foundation by individuals, chapters, and other organizations in the state. She shall prepare and conduct a Foundation workshop for the convention.
- i. The Finance Director shall work with the chapters' Ways and Means Chairmen, providing ideas for raising funds for the chapters' treasury, and solicit detailed information on successful projects. She shall be responsible for organizing and conducting any ways and means projects to supplement the VSC treasury. She shall prepare and conduct a finance workshop for the convention.
- j. The Historian shall prepare the current year's history of the VSC, receive chapter histories and assemble them in book form, to become the property of the VSC President. It shall be the responsibility of the Historian to complete the history immediately following the convention so that a complete history will be available for presentation at the June meeting. She shall serve as chairman of any history contests and awards as outlined in the Standing Rules of the VSC.
- k. The News Bulletin Editor shall edit the VSC publication, the Lamplighter, three (3) times annually in Fall, Winter, and Spring. She shall appoint an editorial staff to assist in its publication and distribution to subscribers. She shall determine the subscription rate and a deadline for submission of materials for each issue. Complimentary copies of the Lamplighter shall be furnished to the VSC President, the SERC President, the IC President, the IC Chairman of News Bulletins, and ESA Headquarters.
- l. The Philanthropic Director shall work with the chapters' Philanthropic Chairmen and serve as chairman of any philanthropic contests and awards as outlined in the Standing Rules of the VSC. She shall forward philanthropic reports and/or contest entries as required to the IC Philanthropic Chairman. She shall prepare and conduct a philanthropic workshop for the convention.
- m. The Project Director shall serve for a two-year term. She shall perform all duties necessary for the success of the chosen project, furnish information to each chapter, and encourage participation. She shall receive and deposit contributions for the project, keeping an accurate record of all transactions, and shall submit a financial report at the convention. Signature cards for this account shall bear the names of the President and Project Director with only one (1) signature required. A tax-exempt number shall be used and shall be kept in a prominent place in the files. She shall be bonded by an accredited bonding company. She shall ensure that the chosen organization is provided a current list of elected officers' and chapter presidents' names and addresses. She shall make arrangements for project funds to be presented to the recipient at the convention. She shall prepare ballots for voting

on the state project in the event two (2) or more projects are proposed. She shall serve as chairman of any project contests and awards as outlined in the Standing Rules of the VSC. The records of the Project Director shall be forwarded to the Auditor within thirty (30) days after the convention.

- n. The Publicity Director shall work with the chapters' Publicity Chairmen, ensuring that all newsworthy activities for the state and chapters are widely publicized. She shall submit articles and/or photos publicizing VSC activities to *The Jonquil* and *The SERCH* at least twice a year. She shall serve as chairman of any publicity contests and awards as outlined in the Standing Rules of the VSC. She shall forward publicity reports as required to appropriate IC officers and/or ESA Headquarters, and shall prepare and conduct a publicity workshop for the convention.
- o. The Scrapbook Keeper shall prepare a scrapbook of the year's activities using materials from the VSC President and from Virginia chapters, to become the property of the VSC President. It shall be the responsibility of the Scrapbook Keeper to complete the scrapbook immediately following the convention so that a complete book will be available for presentation at the June meeting.
- p. The SERC Coordinator shall work with the SERC States' Coordinator promoting the SERC throughout the year including VSC attendance at the SERC Conference. She shall also serve as the coordinator for any SERC fundraising projects.
- q. The Social Director shall work with the chapters' Social Chairmen, exchanging ideas concerning socials. She shall serve as chairman of any social contests and awards as outlined in the Standing Rules of the VSC. She shall prepare and conduct a social workshop for the convention.
- r. The Workshop Coordinator shall receive reports and brochure materials from all officers responsible for preparing workshops, with the exception of the Chapter Presidents' Workshop Chairman. She shall edit and compile a workshop brochure, making a maximum of two (2) copies per chapter, which shall be distributed at the Chapter Presidents' Workshop at the convention.

Section 3. There shall be the following Standing Committees: Auditing, Budget, Credentials, and Nominating, with the following duties:

- a. The Auditing Committee shall consist of two (2) members appointed by the President. The committee shall audit the records of the Treasurer, the Project Director, the Convention Treasurer, and the News Bulletin Editor within 30 days after the convention and forward copies of the audits to the President, the Treasurer, the Project Director, the Convention Treasurer and the News Bulletin Editor. The committee shall submit a report of the audits at the next meeting following completion of the audits. The committee shall be responsible for performing other auditing duties upon the request of the Executive Board.
- b. The Budget Committee shall consist of the outgoing Treasurer as Chairman, the incoming Treasurer, and the Junior Past President. The committee shall be responsible for the preparation of a budget for the year which shall be presented to the Executive Board for

approval prior to adoption by the VSC. The Budget Committee shall propose a method or methods for obtaining the necessary funds to meet expenses of the VSC.

- c. The Credentials Committee shall consist of three (3) members appointed by the President. The committee shall be responsible for obtaining information at each meeting of the VSC relating to current chapter membership, as reported by the chapter delegates. This information shall include number of members on roll, number of members in attendance at meeting, number of votes as determined by ARTICLE IX, Section 4, and chapter's status as reported by the VSC Treasurer. The committee shall report the number of eligible votes to be cast when requested by the President. It shall be the duty of this committee to receive all ballots from those responsible for same; clear credentials of voting delegates, giving them their ballots; make arrangements for balloting, with the approval of the President and Convention Chairman; and any other responsibilities as requested by the President. The Credentials Chairman shall be chairman of any mileage contests and awards as outlined in the Standing Rules of the VSC.
- d. The Nominating Committee shall consist of the First Vice President as Chairman and two (2) members appointed by the President after consultation with the First Vice President. The committee shall be responsible for presentation of a slate of one (1) to three (3) candidates for each office of the VSC. It shall be the duty of the Chairman of the Nominating Committee to request nominations from each chapter by January 1. The chapters shall be requested to respond by February 15 with their nomination, qualifications of their nominee, a statement of acceptance of nomination from the nominee, and verification of sponsorship from the chapter. Qualifications shall be verified by the Chairman of the Nominating Committee. Names and qualifications of candidates shall be submitted to chapter presidents by the Spring VSC meeting.

ARTICLE XIII

FINANCE

Section 1. The VSC treasury shall defray the full registration fee for the President and one-half (1/2) of the registration fee for other members of the Executive Board attending the convention.

Section 2. Approved expenses for the Executive Board, appointed officers, and standing committees shall be paid from the VSC treasury upon direction of the President and receipt of a bill in duplicate.

Section 3. The President shall receive an advance toward expenses of the office in an amount not to exceed \$100 as soon as possible after election.

Section 4. The President shall be allotted an amount not to exceed \$150 for travel expenses for visitations to chapters.

Section 5. The expenses of the delegate to the IC Convention and the SERC Conference shall be reimbursed to the extent of registration, necessary lodging, and transportation by the most

practical and economical means, prorated where applicable. Other actual, reasonable, and necessary expenses shall be reimbursed with Executive Board approval.

Section 6. The expenses of the President-Elect to the State Presidents' Leadership Conference shall be reimbursed to the extent of registration, necessary lodging, and transportation by the most practical and economical means, prorated where applicable. Other actual, reasonable, and necessary expenses shall be reimbursed with Executive Board approval.

Section 7. Any member who receives reimbursement for expenses to the IC Convention, the SERC Conference, or the State Presidents' Leadership Conference shall present an itemized account of actual expenses with substantiating vouchers to the Treasurer within thirty (30) after returning, to become a part of the records for audit. The member may request and receive an advance toward the expenses of the trip to cover transportation, registration, and lodging.

Section 8. The President shall have her lodging and parlor expenses paid from the VSC treasury in the event complimentary accommodations are not available for the convention.

Section 9. A candidate sponsored by the VSC for an elected position on the IC shall receive financial support from the VSC treasury in the amount of \$100 to be used for miscellaneous expenses at her discretion.

Section 10. A member sponsored by the VSC who holds an elected SERC, ESA Foundation, or IC office, shall have a portion of her travel expenses to the SERC Conference or IC Convention paid from the VSC treasury, said amount to be determined by the Budget Committee and approved by the Executive Board prior to adoption by the VSC.

Section 11. Bonding fees for the VSC Treasurer, the Project Director, Convention Treasurer, PPA Treasurer, and PPA Leadership Chairman shall be paid from the VSC treasury. The PPA Treasurer and PPA Leadership Chairman bonding expenses, paid by the VSC Treasury, will be reimbursed by the PPA Treasury.

Section 12. Dues shall be paid to the IC, the SERC, and the ESA Foundation in the applicable amounts at the appropriate times.

Section 13. Any VSC Convention profit shall be shared equally between the convention hostess and the VSC.

Section 14. An amount not to exceed \$50 shall be budgeted for the President-Elect to use toward installation expenses.

Section 15. Upon the death of a past VSC President or current VSC officer, a floral arrangement or other expression of sympathy shall be sent. Said amount shall not exceed \$50 as authorized by the President.

ARTICLE XIV

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the VSC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and Standing Rules of the VSC.

ARTICLE XV

AMENDMENTS OF BYLAWS

These bylaws can be amended at the annual meeting of the VSC by a two-thirds (2/3) vote provided the amendment has been submitted in writing to each chapter, following approval of the VSC Executive Board, thirty (30) days prior to the convention.

Revised May, 2004