

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 \$20.00 per chapter member. Of this amount, \$10.00 per chapter member shall be due and payable into the VSC treasury October 1, and the remainder of \$10.00 per chapter member shall be due and payable April 1. Chapters whose dues are not received by the VCS Treasurer by October 8th and April 8th will not be considered in good standing for purposes of eligibility for contests, awards, motions, voting, nominating officer candidates, and submission of convention bids.

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 his/her nomination, must be a member in good standing with ESA Headquarters and his/her chapter, must have attended at least one (1) previous VSC Convention, must indicate in writing the 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 his/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. S/He must have served at least two (2) years as an elected officer on the VSC Board.

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

Section 5. The Corresponding Secretary shall be designated by the President-Elect as his/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. S/He 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 officers shall be elected by ballot at the annual convention to serve for one (1) year or until their successors are elected, and their terms 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/himself 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 to 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 his/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. The vacancy of the office of President shall be filled automatically by the First Vice President. Should the First Vice President vacate his/her office, either to fill the office of President in case of death or withdrawal or by his or 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 to the provisions of ARTICLE V.

ARTICLE VII

DUTIES OF OFFICERS

Section 1. Each officer shall submit a written report in duplicate of his/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 Lamplighter. Within thirty (30) days following the convention, each retiring officer shall forward to his/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. The President shall have general supervision of the business and activities of the VSC. S/he shall be an ex officio member of all committees except the Nominating Committee. S/he shall select the appointed officers, standing committees, and any other chairmen and special committees deemed necessary to organize a functioning body.

b. The President 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. The President shall supervise the preparation of the yearbook, which shall be distributed at the Fall meeting to the General Board members and each chapter president. S/he 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. The President shall furnish copies of all correspondence concerning business of the VSC to the First Vice President for his/her information.

Section 3. The First Vice President, by virtue of the office, shall be known as President-Elect. S/he shall be Chairman of the Nominating Committee and shall verify qualifications of candidates, furnishing the same to chapter presidents by the Spring meeting. S/he shall provide ballots for delegate and proxy voting for distribution by the Credentials Committee in the election of VSC officers when necessary. The First Vice President 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. S/he shall work with the chapters' rushing chairmen, in cooperation with the IC Membership Chairman, to encourage membership growth. The Second Vice President shall prepare and conduct a rushing workshop at the convention.

Section 5. The Recording Secretary shall keep in permanent form accurate records of all meetings of the VSC and its Executive Board. S/he 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. The Recording Secretary shall mail (or email) 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. S/he 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, to the SERC President, the IC President, and ESA Headquarters. The Corresponding Secretary shall make arrangements for flowers or other appropriate gifts to be delivered to the President from his/her Virginia sisters and brothers 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. S/He 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. The Corresponding Secretary 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. The Treasurer 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. The Treasurer shall serve on the Budget Committee.

c. The Treasurer 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. The Treasurer shall keep an accurate account of all receipts and disbursements, such records being subject at all times to inspection by the Executive Board.

e. The Treasurer shall ensure that chapter presidents are reminded of the dues deadline through the President's newsletter. The Treasurer shall bill each chapter delinquent in payment of dues on April 15 and October 15. The Treasurer shall issue receipts for payment of dues to each chapter.

f. The Treasurer 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 15th. S/He 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 15th.

g. The Treasurer 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 his/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 the office, s/he 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. The Parliamentarian shall request that proposed amendments be submitted in accordance with ARTICLE XV. S/he 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. The Parliamentarian 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. S/he shall provide ballots, if needed, for selection of the convention site. The Junior Past President 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. S/He shall serve on the Budget Committee. S/He shall serve as chairman of any outstanding chapter president

leadership contests and awards as outlined in the Standing Rules of the VSC. The Junior Past President shall prepare and conduct a chapter president's 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 his/her 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.

Section 5. The President of a chapter, by virtue of his/her office, automatically becomes a delegate of his/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 who is also a chapter delegate can vote his/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 committee members, 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, ESA for St. Jude 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 active members in good standing with ESA Headquarters and their chapters. His/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 Lamplighter. Immediately following the last assembly of the convention, each appointed officer shall turn over to his/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 Lamplighter, give recognition to recipients and/or participants, and be responsible for presentation of awards at the convention. S/he shall forward a list of all chapters in the state that do not wish to be registered and chapters that 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. The Awards Director shall receive trophies and plaques at the Spring Meeting, ensuring that they are in good condition for presentation at the convention. S/he shall make arrangements for recognizing the chapters' Member of the Year at the convention. S/he 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 the same at the convention. The Awards Director shall coordinate, with the Convention Chairman, the responsibility for the contents of the Awards/Display Room as to the registration into and out of the room and the transfer of same from the Awards/Display Room to the area for presentation of awards. The Awards Director shall prepare and conduct an awards workshop for the convention. The Awards Director shall provide a list of Award Winners to the VSC Recording Secretary for inclusion in the VSC Convention Minutes.

b. The Association of the Arts Director shall encourage participation from members, MESAs, and DESAs. S/he shall be in charge of displaying items at the annual Convention and instruct and assist the judges as needed. S/he shall ensure that appropriate ribbons and/or certificates are awarded for each category. S/he 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 member, write notes of cheer to members suffering long and serious illnesses, and send cards to members for joyful events such as weddings and births. S/he 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. The Chaplain shall send a Chaplain's Report to the SERC and IC Chaplains, as well as the VSC President for inclusion in the newsletter.

d. The ESA for St. Jude Coordinator shall serve for a two-year term. S/he shall encourage participation in projects for St. Jude Children's Research Hospital, bringing to the membership all information directed through her/him from ESA Headquarters, the hospital, and other sources. S/he shall keep an accurate record of all monies donated to the hospital from Virginia chapters. S/he shall serve as chairman of any ESA for St. Jude contests and awards as outlined in the Standing Rules of the VSC. The ESA for St. Jude Coordinator shall prepare and conduct an ESA for St. Jude 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/him from ESA Headquarters, the Easter Seals Society, and other sources. S/he shall keep accurate records of all hours and monies donated to the Society from Virginia chapters. S/he shall serve as chairman of any Easter Seals contests and awards as outlined in the Standing Rules of the VSC. The Easter Seals Coordinator shall prepare and conduct an Easter Seals workshop for the convention.

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. S/he shall serve as chairman of any educational contests and awards as outlined in the Standing Rules of the VSC. S/he shall order Gold Link Certificates from ESA Headquarters for chapters reporting six (6) or more programs and present them at the convention. S/he shall encourage chapters to nominate their educational director for the IC Distinguished Athenian Service Award.

The Educational Director 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. S/he shall be the facilitator of the VSC scholarship fund. S/he shall bring to the membership all information directed through her/him from the ESA Foundation. S/he shall keep an accurate record of all monies donated to the Foundation by individuals, chapters, and other organizations in the state. The ESA Foundation Counselor 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' treasuries, and solicit detailed information on successful projects. S/he shall be responsible for organizing and conducting any ways and means projects to supplement the VSC treasury. The Finance Director 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. S/he 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 the Fall, Winter, and Spring. S/He shall determine the deadline for submission of materials for each issue. The Lamplighter shall be electronically distributed to each of the VSC Chapter Presidents, the VSC Executive Board, and the VSC General Board. Electronic copies will also be e-mailed to 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. S/he shall forward philanthropic reports and/or contest entries as required to the IC Philanthropic Chairman. The Philanthropic Director shall prepare and conduct a philanthropic workshop for the convention. He/she shall forward an accounting of total philanthropic hours only from October 1st of the previous year through September 30th of the current year to the VSC President for inclusion on the SERC Awards Report Form by the requested due date. Prior to handing over the files to the incoming VSC Philanthropic Director, he/she shall forward a completed copy of the Annual Philanthropic Report covering June 1st of the previous year through May 31st of the current year to the IC Philanthropic Chair by June 15th.

m. The Project Director shall serve for a two-year term. S/he shall perform all duties necessary for the success of the chosen project, furnish information to each chapter, and encourage participation. S/he 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. S/He shall be bonded by an accredited bonding company. S/he shall ensure that the chosen organization(s) is/are provided a current list of elected officers' and chapter presidents' names and addresses. S/he shall make arrangements for project funds to be presented to the recipient(s) at the convention. S/he shall prepare ballots for voting on the state project in the event two (2) or more projects are proposed. S/he 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. They shall submit articles and/or photos publicizing VSC activities to The Jonquil and The SERCH at least twice a year. S/he shall serve as chairman of any publicity contests and awards as outlined in the Standing Rules of the VSC. The Publicity Director 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. S/he 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. S/he shall serve as chairman of any social contests and awards as outlined in the Standing Rules of the VSC. The Social Director 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. S/he 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 and the Convention Treasurer within 30 days after the convention and forward copies of the audits to the President, the Treasurer, the Project Director and the Convention Treasurer. 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 VSC President (or delegate) to the IC Convention and the SERC Conference shall be reimbursed to the extent of registration, necessary lodging (1/2 the cost of the hotel room), transportation by the most practical and economical means (airfare and shuttle service or mileage), and flag pole rental (at IC Convention); 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 Annual IC Leadership Conference shall be reimbursed to the extent of registration (which includes lodging – double occupancy, food, and meeting expenses) and transportation by the most practical and economical means (airfare and shuttle service or mileage); 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 his/her lodging and parlor/suite expenses paid from the VSC treasury in the event complimentary accommodations are not available for the VSC 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 his/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 their 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.

STANDING RULES
OF THE VIRGINIA STATE COUNCIL
OF EPSILON SIGMA ALPHA INTERNATIONAL

1. The following rules shall control the business of the VSC of ESA International:

a) Robert's Rules of Order Newly Revised shall be the parliamentary authority.

b) The voting power of the VSC shall consist of qualified delegates and elected officers of the VSC. Chapters in good standing with the IC and the VSC are entitled to one (1) vote for every ten (10) members or fraction thereof. Proxy voting shall be allowed only in the election of officers.

c) Any member in good standing with ESA Headquarters and with a chapter in good standing with the VSC may make a motion.

d) Debate on any one question shall be limited to ten (10) minutes. No person shall hold the floor for more than two (2) minutes. The mover of the motion, however, shall be allowed three (3) minutes and has the privilege of opening and closing the discussion. A member has the right to speak twice on the same question, but cannot make a second speech on the same question as long as any member who has not spoken on that question desires the floor.

e) Member shall indulge in no personalities and shall avoid reference by name.

f) To secure the floor, a member shall rise and address the chair, giving their name, chapter, and town. The member shall speak distinctly and loudly enough so that the President and Secretary will have no difficulty in knowing who s/he is and from where s/he comes.

g) The sorority pin is worn over the heart and is worn alone. Name tags shall be worn on the right side.

2. The following rules shall apply to VSC candidates for IC and SERC office:

a) Nomination approval for an IC office shall be withdrawn when the candidate has been unsuccessful in five (5) consecutive bids for office.

b) Nomination approval for an SERC office shall be withdrawn when the candidate has been unsuccessful in five (5) consecutive bids for office.

3. The following rules shall apply to the VSC Convention:

a) Registration fees shall be determined by the convention hostess chapter(s).

b) Registration fees shall be refunded only under extenuating circumstances.

c) Hospitality items shall be placed in the rooms of the IC, SERC, and other special guests, as expressions of welcome from the VSC. The President shall designate someone to handle this.

d) Personal gifts shall be presented to the IC, SERC, other special guests, and the Convention Chairman at the Third General Assembly as tokens of appreciation from the VSC. The President shall be responsible for the procurement of these gifts.

e) No personal gifts, other than those mentioned in the foregoing paragraph, shall be given during convention meetings.

f) Awards for state-sponsored contests shall be presented at a time decided upon by the Executive Board.

g) Special awards may be presented with the permission of the Executive Board and shall be given at time suitable to the Board so as not to interfere with procedure of convention business.

h) All meals, lodging, and registration fees for the IC and SERC Representatives shall be convention expenses. Transportation arrangements for the IC and SERC Representatives between the airport and the convention site shall be the responsibility of the Convention Chairman.

i) Lodging for the Convention Chairman shall be a convention expense for the duration of the convention if a complimentary room is not available for their use.

j) A moneymaking project may be sponsored by the hostess chapter(s) at the convention, with the proceeds of said project to be used by the hostess chapter(s) to help defray convention expenses.

k) The Convention Registration Chairman shall report at the Third General Assembly of the convention the number of members and guests registered at the convention.

l) Individuals not affiliated with ESA, performing judging duties at the convention, shall be compensated for a meal. The cost of their meals shall be a convention expense.

m) The Past Presidents' Auxiliary shall bear the expenses incurred in the installation of their officers and inducting the Junior Past President into their group.

4. The following rules shall apply to the selection of a state project:

a) The recipient shall be an agency serving mankind and in need of the support of the VSC.

b) The recipient may receive funding from other sources.

c) Funds raised by the VSC shall be used for specific items or to finance a specific need.

d) Individuals, chapters, or area councils desiring to propose a project shall submit their proposal to the VSC Executive Board, with a copy to the State Project Director at least thirty (30) days in advance of the Spring VSC meeting for review prior to presentation to the membership at said meeting. The sponsoring individuals, chapters, or area councils shall be responsible for acquiring a speaker for said meeting if that is the desire of the sponsor.

e) The state project shall be selected by ballot at the VSC Convention held in even numbered years. In the event of only one proposed project, voting may be by general consent.

f) In the event more than one recipient is selected, all monies collected for the State Project are to be divided equally among the recipients; unless clearly stated and recorded as part of the proposal.

5. Moneymaking projects at VSC meetings shall require prior approval of the VSC Executive Board.

VSC CONTESTS AND AWARDS Special Rules

1. The following guidelines shall govern the Contests and Awards of the VSC:
 - a) Contests and Awards presented in conjunction with the VSC may be sponsored by a Past President of the VSC. A request to sponsor an existing award or to establish a new award shall be submitted in writing by the Past President desiring sponsorship to the President of the Past Presidents Auxiliary. His/her request shall be reviewed at the next meeting of the PPA following receipt of the request. The PPA shall forward its recommendation for sponsorship to the VSC Executive Board for approval prior to adoption by the VSC. Upon approval, the sponsorship shall be in effect as long as the Past President is in good standing with the PPA and ESA Headquarters and desires to sponsor the award. A sponsor may discontinue sponsorship of an award at any time by notifying the President of the PPA in writing of his/her desire to withdraw sponsorship.
 - b) An award of a deceased sponsor may continue to carry that sponsor's name if a Past President of the VSC, chapter, or district council assumes the responsibility for that sponsorship and continues the award in that deceased sponsor's name. A request to assume the responsibility for sponsorship shall be submitted in writing by the Past President of the VSC, the President of the chapter, or district council desiring said responsibility to the President of the PPA. The request shall be reviewed at the next meeting of the PPA following receipt of the request. The PPA shall forward its recommendation for sponsorship to the VSC Executive Board for approval prior to adoption by the VSC.
 - c) An Award of a deceased sponsor that is not assumed by a Past President of the VSC, chapter, or district council may continue to carry that deceased sponsor's name for a period of three (3) years. A Past President, at his/her request, may assume the responsibility for sponsorship of the award during that period of time. At the conclusion of the 3-year period, sponsorship may be requested and renamed for the Past President desiring sponsorship of the existing award.
 - d) As a sponsor, the Past President shall be responsible for providing an appropriate item to be used as a traveling trophy on which winning chapters may, at their expense, have their chapter name engraved. At such time as the trophy has no more space for additional engraving, the VSC Awards Director shall return the trophy to its owner. The sponsor must make the decision to either continue sponsoring the award and replace the trophy, or relinquish his/her sponsorship.
 - e) A sponsor of an award shall serve as an advisor to the chairman responsible for receiving entries and/or judging the contest. Any changes to the rules must have the sponsor's approval prior to submission to the VSC Executive Board for its approval prior to adoption by the VSC.

f) A sponsor who will not be in attendance to present the award at the convention shall arrange for another Past President to present the award. The sponsor shall notify the President of the PPA of the arrangement.

g) Those persons responsible for judging contests with deadlines prior to the VSC Convention shall submit results to the VSC President as soon as the judging is complete. The VSC President shall transfer those results onto certificates provided by the VSC for 1st, 2nd, and 3rd place recognition in each contest.

h) Computer-generated reports are acceptable. The computer-generated report shall follow format of the form furnished by the Director of the award.

i) The 2014 VSC Convention will be held on May 2-4, 2014. Due to the date of the VSC the award reporting period is temporarily changed to May 1, 2013 to March 31, 2014. All reports must be submitted to the appropriate chairperson by April 15, 2014 for award consideration. The change in the submission date will allow for the receipt and review of each chairman to compute the points and prepare the certificates for award at the convention.

2. The Contests and Awards of the VSC and their sponsors shall be:

a) Association of the Arts Best in Show --- Catherine Gorham

b) ESA for St. Jude -- Flora Burns

c) Philanthropic Hours Award -- Beverley Wright

d) Easter Seals -- Fran Lanning

e) Educational -- Barbara Midkiff

f) History -- Betty Allen

g) Mileage -- Nancy Reece

h) Outstanding Chapter President Leadership -- Lucy Davis

i) Philanthropic Monies -- Dot Brown

j) Publicity -- Sandy Reed

k) Rushing -- VSC

l) Social -- Lisa Files

m) State Project—Theresa Morris

n) Yearbook -- VSC

3. The following rules shall govern the Contests and Awards of the VSC:

a) Association of the Arts Best in Show -- Catherine Gorham

The Chairman of this award shall be the VSC Association of the Arts Director. Entry forms provided by the Chairman shall be completed and submitted to Chairman postmarked on or before May 1. Entries for Division 2 (Literature) shall be forwarded to the Association of the Arts Director, postmarked on or before May 1, for prejudging. All other entries shall be brought to convention and checked in at the designated time for judging. To be eligible for the "Best in Show" award, items shall be the work of the VSC ESA members. Numbers, instead of names, will be assigned to all submissions. The "Best in Show" category is to be voted on by the membership. A traveling trophy will be presented to the winner of this award. For judging purposes, the entries will be divided into the following categories:

1) Fine Arts

- (a) Oil Painting or Acrylics
- (b) Drawings: Pastel or Charcoal
- (c) Watercolors
- (d) Sculpture

2) Literature

- (a) Poetry
- (b) Short Story of Humorous Essay

3) Visual Arts

- (a) Calligraphy (mounted or framed for display)
- (b) Photography (black & white or color, mounted or framed for display)

4) Folk Art

- (a) Pottery
- (b) Tole Painting
- (c) China Painting
- (d) Doll Painting

- (e) Ceramics
- (f) Wood Carving
- (g) Weaving
- (h) Hooking
- (i) Knitting
- (j) Crocheting
- (k) Latch Hooking
- (l) Metalsmithing (copper, tin, brass)
- (m) Miscellaneous (please describe)

5) Wearable Art

- (a) Sewing
- (b) Fabric Painting
- (c) Miscellaneous (please describe)

6) Holiday Art

- (a) Ornaments
- (b) Decorations

7) Fine Needlework (hand or machine)

- (a) Crewel
- (b) Embroidery
- (c) Counted Cross Stitch
- (d) Needlepoint
- (e) Quilting
- (f) Miscellaneous (please describe)

8) Original Masterpieces (must be entered as is)

- (a) Goof-ups

(b) Unfinished projects

(c) Flops

(Please include description and circumstances)

9) Chapter Crafted Project

b) ESA for St. Jude -- Flora Burns

The Chairman of this award shall be the VSC ESA for St. Jude Coordinator. The contest period shall be May 1 through April 30 with entries postmarked on or before May 1. Entry forms shall be provided by the Chairman at the June VSC meeting. This contest is determined by figuring an average of the amount of monies donated and an average of the total number of hours donated, using the chapter's membership at the time the project was held. These two (2) averages shall be used to determine an overall average. Entry forms shall include the following:

- 1) Chapter name, number, and location
- 2) Total amount of monies donated
- 3) Total number of hours donated
- 4) Number of members in chapter at time of project
- 5) Type of project (informational purposes only)

c) Philanthropic Hours Award -- Beverley Wright

The Chairman of this award shall be the VSC Philanthropic Director. Entries shall be submitted to the Chairman, using the forms made available by the Chairman at the June VSC meeting. The contest period shall be April 1 through March 31. To be eligible for competition, the reports for June through August must be postmarked on or before September 10, and reports for September through May must be postmarked on or before the 10th of the month following the month in which the community service hours are accomplished. Each entry shall be judged on a percentage basis of hours donated per member using the membership as of March 31. Total hours, money donated, value of goods donated, and mileage for the following categories All hours donated shall comply with the Philanthropic Service Guidelines, as outlined and provided by the ESA International Council. Entry forms shall include the following:

- 1) Chapter name, number, and location
- 2) Number of members in chapter
- 3) Total hours, money donated, value of goods donated and mileage for the following categories. Individual project names need not be specified.

- a.) Chapter/Civic/Other Projects
 - b.) District/Zone Projects
 - c.) State Projects
 - d.) International Projects
- d) Easter Seals Award -- Fran Lanning

The Chairman of this award shall be the VSC Easter Seals Coordinator. The contest period shall be May 1 through April 30 with entries postmarked on or before May 1. Entry forms shall be provided by the Chairman at the June VSC meeting. This contest is determined by figuring an average of the amount of monies donated and an average of the total number of hours donated, using the chapter's membership at the time the project was held. These two (2) averages shall be used to determine an overall average. Entry forms shall include the following:

- 1) Chapter name, number, and location
- 2) Total amount of monies donated
- 3) Total number of hours donated
- 4) Number of members in chapter at time of project
- 5) Type of project (informational purposes only)

- e) Educational Award -- Barbara Midkiff

The Chairman of this award shall be the VSC Educational Director. The contest period shall be May 1 through April 30. Entries shall be submitted to the Chairman, using the forms made available by the Chairman at the June VSC meeting. To be eligible for competition, eight (8) reports must be sent in. In the event more than eight (8) programs are reported, the best eight (8) shall be considered for judging. Reports for May through August must be postmarked on or before September 10; reports for September through March must be postmarked on or before the 10th of the month following the month in which the educational program was presented; and the April report must be postmarked on or before May 1. Each entry shall be judged by the following scoring system:

- 1) Appearance - 35 points
 - (a) Each report must be complete
 - (b) Be concise and to the point. Strive for simplicity on report form.
- 2) Year's theme and related monthly programs - 65 points

(a) The subject matter must be carefully thought out, with an idea thread relating each individual program to an overall theme, showing the continuity of the program. Include a brief summary of each program stating all major points emphasized.

(b) Entries must include the actual date of the presentation and the method of presentation. (By member, guest speaks, audio, video, field trip, etc.)

f) History Award -- Betty Allen

The Chairman of this award shall be the VSC Historian. Chapter histories shall be submitted in outline form. Entries shall be typed or printed with the chapter name, number, and location appearing on the title page. Entries must be submitted to the Chairman postmarked on or before May 1. There shall be three (3) judges secured by the Chairman. The Chairman shall prepare the scoring sheets to be used by the judges. Chapters shall submit three (3) copies of their history, using the guidelines for submission as determined by the Chairman. One (1) copy of the history shall be retained by the Chairman for inclusion in the history book presented to the VSC President at the June VSC meeting. The other two (2) copies shall be returned to the chapter along with the scoring sheets for the entry. Each entry shall be judged by the following scoring system:

1) Contents - 20 points

(a) Charter date, location - 2 points

(b) General arrangement for year (arranged in order of occurrence or by activity) – 18 points

2) General Coverage for the Current Year - 50 points

(a) Facts – 15 points

(b) Accomplishments - 10 points

(c) Completeness - 25 points

3) General Arrangement - 30 points

(a) Originality of submission - 10 points

(b) Neatness - 10 points

(c) Clarity – 10 points

g) Mileage Award-- Nancy Reece

The Chairman of this award shall be the VSC Credentials Chairman. This award shall be presented to the chapters whose members travel the greatest accumulated distance to attend the VSC Convention. The Chairman shall determine the winners by multiplying the number of members present at the convention by the one-way automobile mileage, as computed by the American Automobile Association, from chapter city to convention city, said mileage to be secured from AAA by the Chairman prior to the convention. No entries from chapters are required.

h) Outstanding Chapter President Leadership Award -- Lucy Davis

The Chairman of this award shall be the VSC Junior Past President. The contest period shall cover the term of office of the chapter president and reflect his/her individual achievements. Entries shall be submitted to the Chairman on the forms provided by the Chairman at the June VSC meeting and must be postmarked on or before May 1. Each entry shall be judged by the following scoring system:

1) Leadership -- Methods/Tools Utilized

- (a) Prepared agendas for all meetings - 6 points
- (b) Executive Board meetings - 6 points
- (c) General Board meetings - 6 points
- (d) Brainstorming sessions - 6 points
- (e) Motivational closing remarks at meetings - 6 points

2) Personal Commitment

(a) Assist with planning/organization of yearly programs with committee chairmen – 5 points

- (b) Frequent contact with members - 3 points
- (c) Involvement with orientation of new members - 3 points

(d) Ideas utilized to ensure future growth and concern for ESA (i.e., annual ESA community project, ESA insignia at city limits, etc.) – 3 points

3) Attendance

- (a) Attended _____ of _____ scheduled business meetings
- (b) Attended _____ of _____ scheduled educational meetings

(c) Attended _____ of _____ scheduled social events

One (1) point per percentage of above - 100% = 10 points

(d) Attended State Leadership Conference - 3 points

(e) Attended VSC Convention - 2 points

(f) Attended _____ of _____ VSC meetings - 1 point each

(g) Attended SERC Conference - ½ point

(h) Attended IC Convention - ½ point

4) Spirit of ESA

(a) Number of members sponsored (new/reinstated) - 7 points

(b) Assistance/Guidance in forming another chapter - 2 points

(c) Number of ESA awards chapter president received this year - 2 points

(d) New program(s) instituted promoting membership, enthusiasm, and brother/sisterhood – 3 points each

5) Outreach

(a) Philanthropic hours given --Total # _____ - 20 points

(b) Ways and Means hours given --Total # _____ - 20 points

(c) Project promoting ESA in community - 3 points each

(d) Community recognition of ESA - 3 points each

i) Philanthropic Monies Award -- Dot Brown

The Chairman of this award shall be the VSC Philanthropic Director. Entries shall be submitted to the Chairman, using the forms made available by the Chairman at the June VSC meeting. The contest period shall be April 1 through March 31. To be eligible for competition, reports for June through August must be postmarked on or before September 10, and reports for September through May must be postmarked on or before the 10th of the month following the month in which the philanthropic monies were donated. Each entry shall be judged on a percentage basis of monies donated per member using the membership as of March 31. All monies donated shall comply with the Philanthropic Service Guidelines, as outlined and provided by the ESA International Council. Entry forms shall include the following:

- 1) Chapter name, number, and location
- 2) Number of members in chapter
- 3) Total hours, money donated, value of goods donated and mileage for the following categories. Individual project names need not be specified.

a.) Chapter/Civic/Other Projects

b.) District/Zone Projects

c.) State Projects

d.) International Projects

j) Publicity Award -- Sandy Reed

The Chairman of this award shall be the VSC Publicity Director. The contest period shall be May 1 through April 30. Entries shall be submitted to the Chairman, using the forms provided by the Chairman at the June VSC meeting, and must be postmarked on or before May 1. Entries and scoring sheets shall be returned to the chapters on or before the June VSC meeting with the exception of the winning entries. The winning entries shall be returned to the chapters at the close of convention and may be submitted to ESA Headquarters for judging at their option and expense. To be eligible for judging, entries (accompanied by a copy for each activity which includes name of publication and dateline) should be submitted in book form that would be appropriate for display at the convention. A detailed report on radio and TV broadcast and public appearances should be included with the entry. Each entry shall be judged by the following scoring system:

- 1) Each article published in "The Lamplighter" and the Chapter News section of the ESA Virginia web site. - 10 points
- 2) Each story, story with photo, or photo not accompanied by an article published in "The Jonquil" or in the ESA News on the ESA International website – 15 points
- 3) Each free newspaper announcement of a chapter meeting which identified your chapter and ESA – 5 points
- 4) Each news release, article, or feature story published in newspaper which identified your chapter and ESA – 25 points
- 5) Each photo published in newspaper - 25 points
- 6) Each feature story about ESA or ESA member published in a non-ESA related magazine that stated the member's affiliation with ESA – 100 points

- 7) Each Public Service Announcement Broadcast (different wording/message) on radio (not related to the number of times the spot is broadcast) – 40 points
 - 8) Each Public Service Announcement Broadcast (different wording/message) on television (not related to the number of times the spot is broadcast) – 50 points
 - 9) Each public affairs appearance or news event broadcast on TV or radio - 75 points
 - 10) A poster, certificate, billboard, T-shirt, newsletter, etc., designed and used to promote ESA events (do not count multiple points for the number printed or produced for each event); a T-shirt or sweatshirt publicizing ESA worn to chapter philanthropic or ways and means event. (Point given for the shirt and each event, not the number of members wearing the shirt). – 25 points
 - 11) Providing a library a subscription of “The Jonquil” - 20 points
 - 12) Each ESA award presented to an outstanding community citizen - 20 points
 - 13) Each speech, slide, or film presentation given to a group outside ESA about ESA or ESA-sponsored project – 50 points
 - 14) A short narrative report of your outstanding accomplishments in public relations during this sorority year. (Attach report to presentation book.) – 20 points
- k) Rushing Award – VSC

The Chairman of this award shall be the VSC Second Vice President. The contest period shall be May 1 through April 30. The Chairman shall provide instructions and entry forms to chapters by the June VSC meeting. To be eligible for this award, chapters must submit entry form and entry, suitable for display at convention, to the Chairman postmarked on or before May 1. Entries and scoring sheets shall be returned to the chapters on or before the June VSC meeting. Each entry shall be judged by the following scoring system:

- 1) Reinstating inactive ESA member, MAL, and/or transfer - 15 points per member
 - 2) Pledges (per pledge) - 25 points
 - 3) Pledges receiving Jewel Pin (per pledge) - 15 points
 - 4) Did you organize a new chapter? (Per chapter) - 100 points
 - 5) Did you organize a DESA chapter? (Per chapter) - 100 points
- l) Social Award -- Lisa Files

The Chairman of this award shall be the VSC Social Director. The contest period shall be May 1 through April 30. Entries shall be submitted to the Chairman, using the forms made available by

the Chairman at the June VSC meeting. To be eligible for competition, reports for May through August must be postmarked on or before September 10; reports for September through March must be postmarked on or before the 10th of the month following the month in which the social event was held; and the April report must be postmarked on or before May 1. Any report mailed late will not be counted towards the competition. Each entry shall be judged by the following scoring system:

1) Social events reported during the year - 36 possible points (Maximum points for 9 events, 4 points deducted for each failure to report. In the event more than 9 events are reported, the best 9 shall be considered for judging.)

2) Social Event - 40 points

(a) Theme - 10 points

(b) Originality - 10 points

(c) Method of execution (this should include everything used to carry out the theme and make the event a success--invitations, decorations, entertainment, refreshments, etc. Pictures and any outing publications should also be included.) Reports may be electronically transmitted by the deadline specified. In the event pictures, invitations and other outing publications are transmitted, it will not be necessary for the chairman to individually print each document. However, notation must be made on original report as to what was transmitted in order that points may be awarded accordingly. – 20 points

3) Percentage of members attending - 24 points

m) State Project Award – Theresa Morris

The Chairman of this award shall be the VSC Project Director. The contest period shall be May 1 through April 30 with entries postmarked on or before May 1. Entry forms shall be provided by the Chairman at the June VSC meeting. This contest is determined by figuring an average of the amount of money donated and an average of the total number of hours donated, using the chapter's membership at the time of the project. These two (2) averages shall be used to determine an overall average. Entry forms shall include the following:

1) Chapter name, number, and location

2) Total amount of monies donated

3) Total number of hours donated

4) Number of members in chapter at time of project

5) Type of project (informational purposes only)

n) Yearbook Award – VSC

The Chairman of this award shall be the VSC Corresponding Secretary. S/He shall be responsible for securing three (3) judges from the Past Presidents Auxiliary. S/He shall prepare the score sheets, which shall be returned to the chapters along with their entries. The deadline for submitting yearbooks for judging shall be the date of the Fall VSC meeting. Yearbooks may be submitted to the Corresponding Secretary at this meeting or mailed to him/her prior to the meeting. Entry must be an exact duplicate of the one furnished to the chapter members. Each yearbook shall be judged by the following scoring system:

POINTS (Total points = 100)

1) Physical Appearance

Yearbook shall be judged on arrangement, neatness and clarity. Covers are to be serviceable, not necessarily of any particular size. – 15 points

(a) Inside contents shall be neat, legible and in an easy-to-read type. – 5 points

(b) The sorority name, chapter name and number, city, state, and year should appear on the cover and/or title page. – 5 points

2) Required Materials

(a) Title page and table of contents – 4 points

(b) Sorority colors, flower and motto – 2 points

(c) Opening and Closing Rituals – 3 points

(d) Chapter Budget – 2 points

(e) Order of Business – 2 points

(f) Chapter Officers – 3 points

(g) Chapter Committees – 3 points

(h) Chapter Past Presidents – 3 points

(i) Chapter membership roster, including pledge date, address, phone number, birthday (if applicable, wedding anniversary and e-mail address) – 4 points

(j) Chapter meeting sites and hostesses – 2 points

(k) Dues with due dates for individual International dues, Chapter dues to the VSC and International Council. – 3 points

(l) Meeting dates for Chapter, District (if applicable, no extra points given), State and VSC/PPA Leadership Conference. – 3 points

(m) Founders Day (include date, site) - 2 points

(n) Chapter Projects (philanthropic, ways and means) - 4 points

(o) Chapter bylaws and standing rules - 3 points

(p) State elected and appointed officers, names and addresses - 3 points

(q) VSC Convention date and place - 1 point

(r) SERC Conference date and place - 1 point

(s) IC Convention date and place - 1 point

3) Schedule of Events/Theme - 20 points

(a) Schedule of events - may be represented in calendar or outline form for Educational programs, rushing programs, social events, and philanthropic projects.

(b) Theme (You may use one theme for all four categories listed above or an individual theme for each.)