

***VSC Bylaws Standing Rules Award /Recognition
Guidelines***

2019-2020

**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 OBJECTIVES

- 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 \$22.00 per chapter member. Of this amount, \$11.00 per chapter member shall be due and payable into the VSC treasury October 1, and the remainder of \$11.00 per chapter member shall be due and payable April 1. Chapters whose dues are not received by the VSC Treasurer by October 8th and April 8th will not be considered in good standing for purposes of eligibility for awards, motions, voting, nominating officer candidates, and submission of convention bids.

Section 3. New chapter pledges and newly chartered chapters shall be exempt from paying dues during their first six (6) months. Chapters with new members or newly chartered chapters shall commence dues payments for those new members at the next scheduled payment date after their six (6) months of membership. Chapters with re-instated members shall commence those dues payments at the next scheduled payment date after re- instatement.

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 submit materials for awards/recognitions, 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 and/or email 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 and/or email 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 emailed prior to the Fall meeting to the Executive and General Board and each chapter president. In the case that one of the preceding does not have an email address, a copy will be delivered at the Fall meeting. S/he shall ensure that a copy is emailed 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 Membership Director and chairman of any membership awards/recognitions as outlined in the Standing Rules of the VSC. S/he shall work with the chapters' membership chairmen, in cooperation with the IC Membership Chairman, to encourage membership growth. The Second Vice President shall prepare and conduct a membership workshop if required by the President's Convention Agenda 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 and/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 and/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 and/or emailed 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

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 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 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 if required by the President's Convention Agenda.

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 awards as outlined in the Standing Rules of the VSC. The Junior Past President shall prepare and conduct a chapter president's workshop if required by the President's Convention Agenda.

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, State 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 if required by the President's Convention Agenda. 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 all members. 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 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 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 if required by the President's Convention Agenda.

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 awards as outlined in the Standing Rules of the VSC. The Easter Seals Coordinator shall prepare and conduct an Easter Seals workshop if required by the President's Convention Agenda.

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 awards as outlined in the Standing Rules of the VSC. S/he shall order Gold Link Certificates from ESA Headquarters for chapters 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 prepare and conduct an educational workshop if required by the President's Convention Agenda.

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 if required by the President's Convention Agenda.

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 if required by the President's Convention Agenda.

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 awards/recognitions 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 awards as outlined in the Standing Rules of the VSC. S/he shall forward philanthropic reports and/or award entries as required to the IC Philanthropic Chairman. The Philanthropic Director shall prepare and conduct a philanthropic workshop if required by the President's Convention Agenda. He/she shall forward an accounting of total philanthropic hours only from June 1st of the previous year through May 31st 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 State 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 State 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 awards as outlined in the Standing Rules of the VSC. The records of the State 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. 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 if required by the President's 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 awards as outlined in the Standing Rules of the VSC. The Social Director shall prepare and conduct a social workshop if required by the President's Convention Agenda.

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, Nominating, Audio/Visual Tech, Webmaster, Disaster Fund Chairman, and SERC Director;

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 State 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 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.

e. Audio/Visual Tech

Sets up/takes down audio/visual equipment before all VSC meetings, conferences, and conventions. Maintains all equipment. Replaces old parts or new technology parts.

Secures and keeps volunteer assistants up to date on how to use the equipment. Stores equipment where the State President requests.

f. Webmaster

Maintains and monitors ESA-Virginia website. Encourages all officers and committee chairmen to post all newsworthy items with the Webmaster. (President's newsletter, Lamplighter Editions, Current By Laws and Standing Rules, Recognition and Award Guidelines, calendars of upcoming events). Posts Generic Forms as needed. Submits reports at the VSC meetings.

g) Disaster Fund Chairman

Chairman is Jr. Past President. S/he receives donations from Virginia chapters, keeping a record of all receipts. Devises donation idea to collect donations at the VSC Summer, Fall, and Spring meetings. Counts monies collected and turns monies over to the VSC Treasurer. The VSC Treasurer then writes a VSC check for the amount collected to the Disaster Fund and delivers it to the Disaster Fund Chairman for mailing. H/She submits a report to the VSC membership of funds collected. H/She submits an annual report (June 1 through May 31) to the IC Disaster Fund chairman.

f) SERC Director

Encourages chapters to donate to SERC directly. Develops fundraising idea to collect donations from members at VSC Summer, Fall, and Spring meetings. Counts monies collected at meeting and turns monies over to the VSC Treasurer at each meeting. The VSC Treasurer writes a VSC check after the Spring VSC Council Meeting for the total amount collected and mails check to the SERC Treasurer. Submits a report to the VSC members of funds collected.

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 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 State 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 and the SERC 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. The President-elect shall be allotted an amount per the budget to be used towards 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 June, 2019