

**MICHIGAN  
STATE COUNCIL**

**BY-LAWS  
&  
STANDING RULES**

## Change Log:

<u>Date</u>	<u>Revision #</u>	<u>Change</u>
October 1998	1	Changed Standing Rules Council Editor. Added #7 Send Complimentary copies of Chapter Link to ESA Headquarters, IC President, IC Publicity Chair, MARC President, State Convention IC Rep's. (Harriette Dunckel 1998)
October 1998	2	Changed Standing Rule for Recording Secretary. Add #8 to duties: Retain 2 previous years minutes. (Harriette Dunckel 1998)
October 1998	3	Changed Standing Rule for Historian. Add #9 to duties: Retain all but last 2 years of Recording Secretary Minutes and all other items of historical nature. (Harriette Dunckel 1998)
October 1998	4	Changed Woman of the Year Form B.6 to 3 pts/day, B.7 to 10 pts. (Harriette Dunckel 1998)
May 1999	5	Change Standing Rules for Council Editor. Change # of copies to 4 per year to be published: July 15, October 15, January 15, March 15. (Kim Mandrell 10/8/2000)
May 1999	6	Changed Standing Rule III. Modified numbering for clarity. Changed information regarding the travel fund and general fund for president and 1 <sup>st</sup> VP registrations as previously voted. (Kim Mandrell 8/20/00)
October 1999	7	Changed Standing Rule II. Fall meeting is in September. (Harriette Dunckel 1999)
March 2000	8	Changed Standing Committee 4 - Membership. Added #6 Chairperson will present service awards. (Harriette Dunckel 2000)
September 2000	9	Changed Duties of 2 <sup>nd</sup> VP to include receiving bids for the Executive Board meetings. (Kim Mandrell 12/03/00)
September 2000	10	Changed Standing Rule XII B. Golden Link Awards to state that the educational program write-ups were due within 30 days of the program presentation. (Kim Mandrell 12/03/00)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
September 2000	11	Changed Standing Rule XII D. Philanthropic Service Awards 1. To specify top 3 chapters achieving a. most monies per member and b. most hours per member. (Kim Mandrell 1/22/01)
September 2000	12	Changed Standing Rules XII D. Philanthropic Service Awards 2. To award certificates to the top 3 chapters. (Kim Mandrell 1/22/01)
September 2000	13	Changed Standing Rules XII D. Philanthropic Service Awards 4 Easter Seals. To award certificates to the top 3 chapters. (Kim Mandrell 1/22/01)
September 2000	14	Changed Standing Rules XII D. Philanthropic Service Awards 5 Circle of Life. To award certificates to the top 3 chapters and specify a. most monies per chapter and b. most hours per member. (Kim Mandrell 1/22/01)
September 2000	15	Changed to add section P. to Standing rule XII to specify that total monies include actual monies, donated goods, and dollars calculated based on mileage. (Kim Mandrell 1/22/01)
September 2000	16	Changed Standing Rule XIII – Healthy Chapter (1) to submit reports within 30 days of the event. (Kim Mandrell 1/22/01)
March 2001	17	Changed Bylaw VIII-Fees, Section 1. Dues, A 2 from October to September and A 3a from March 1 – August 31, 3 b from September 1 – February 28. (Kim Mandrell 4/22/01)
March 2001	18	Changed Bylaw X-Representation and Voting to have dues paid by September 1. (Kim Mandrell 4/22/01)
March 2001	19	Changed Bylaw XIII-Healthy chapter, to have dues paid by September 1. (Kim Mandrell 4/22/01)
September 2003	20	Changed Standing Committee 1 Yearbook-Roster-Officer Manual; A. Membership to add President and First Vice-President to assist the Junior Past President in the preparation of the yearbooks to assure timely completion. (Carol DeFranceschi 9/21/03)

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March 2004	21	Changed Standing Rule XII – The MGLSC Awards 5. Circle of Life a. Changed to read most monies per chapter. (Carol DeFranceschi 3/06/04)
March 2004	22	Changed Standing Rule XII – The MGLSC Awards to eliminate: J. Outstanding Youth Award. (Carol DeFranceschi 3/05/04)
March 2004	23	Changed Officers Duties; Recording Secretary 2. Second sentence changed to read: As a courtesy, a copy will be sent to the IC Representative attending State Convention. (Carol DeFranceschi 3/05/04)
March 2004	24	Changed Officers Duties; Treasurer 6. Open all Council accounts, A. Changed to read: One checking account for both general and special funds. B. Changed to read: Maintain separate records of the monies in the general and special funds. Special funds are the Chapter Link, Love and Travel Funds. (Carol DeFranceschi 3/05/04)
September 2004	25	Changed By Law IX Nominations, Elections, Terms of office to each member will receive one (1) vote. (Harriette Dunckel 09/25/04)
September, 2004	26	Changed Article X, Section I D & E representation and voting from delegate to one vote per member. (Harriette Dunckel 09/25/04)
September, 2004	27	Standing Rule XII Philanthropic projects to award a certificate to the top chapter for monies and hours. (Harriette Dunckel 09//2504)
September, 2004	28	Standing Rule XII certificates to top chapter for contributing to local council and IC Philanthropic projects. Easter Seals, Circle of Life for monies and hours. (Harriette Dunckel 09//2504)
September, 2004	29	Add Web Master to Standing Committee Article V, Section 2. (Harriette Dunckel 09/25/04)
September, 2004	30	Change Standing Committee 17 to calendar year from June 1 to May 31. MGLSC shall hold annual meeting by May 31st. (Harriette Dunckel 09/25/04)

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September, 2004	31	Changed Article IX By-Law Section 3 – at annual meeting, the council treasurer will distribute a ballot to each member in attendance. (Harriette Dunckel 09/25/04)
September, 2004	32	Changed Article IX, Section 3, B to allow the Recording Secretary to cast a unanimous ballot if an officer or slate of officers are running unopposed. (Harriette Dunckel 09/25/04)
March, 2005	33	Add XV to use Turn Around Funds for philanthropic projects over \$25.00. (Harriette Dunckel 03/05/05)
January, 2005	34	Add XVI; the following awards will be presented at MGLSC State Convention spring meeting: Distinguished Athenian, Gold Link, Gold Seal, Diana Award, Woman of the Year, Association of the Arts, Mr. and Ms, Enthusiasm. (Harriette Dunckel 01/05)  The following awards will be presented at the Fall General Board Meeting: Rush, Past State President, Easter Seal, Circle of Life, Disaster Fund, Love Fund, Youth Award and Healthy Chapter Award. (Harriette Dunckel 01/05)
May, 2006	35	Delete Section 5 (Credentials) of Article X, Representation and Voting. Credential count is no longer necessary as every member has a vote. Re-number Sections 6 and 7 to be Sections 5 and 6, respectively. (Pat Ludwig 05/06)
May, 2006	36	Changed Standing Rule II outlining the meetings calendar of the MGLSC from <u>September</u> General Membership Meeting & Leadership Conference to read <u>Fall</u> General Membership Meeting & Leadership Conference. (Pat Ludwig 05/06)
October, 2006	37	Changed Article IV, Membership, Section 2, Type of Membership, A From: Confirm applications for provisional <u>member</u> status, To: Confirm applications for provisional <u>chapter</u> status. (Pat Ludwig 10/06)

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October, 2006	38	Changed Article V, Officers and Duties, Section 1, Elected Officers From: shall carry out the duties of their individual offices as <u>prescribed</u> ... To: shall carry out the duties of their offices as <u>outlined</u> ... (Pat Ludwig 10/06)
October, 2006	39	Changed Article V, Officers and Duties, Section 2, Appointed Officers to combine the Collegiate/Youth Coordinator positions and to add <u>of their individual offices</u> following carry out the duties. (Pat Ludwig 10/06)
October, 2006	40	Changed Article V, Officers and Duties, Section 3, Standing Committees as follows: From: Yearbook-Roster- <u>Administrative</u> Manual To: Yearbook-Roster- <u>Officers</u> Manual Form: shall carry out duties To: shall carry out <u>the duties of the committee</u> . (Pat Ludwig 10/06)
October, 2006	41	Changed Article V, Officer and Duties, Section 4 from duties as <u>prescribed</u> to duties as <u>outlined</u> . (Pat Ludwig 10/06)
October, 2006	42	Changed Article VII, Meeting, Section 1, Executive Board Meeting, A From: The Executive Board shall meet two (2) times per year plus an Executive Board Planning Session. To: The Executive Board shall meet as necessary. (Pat Ludwig 10/06)
October, 2006	43	Delete Section B – Special Executive Board Meetings - from Article VII, Meetings, Section 1, Executive Board Meetings, and put 1, 2 & 3 under A as any Executive Board Meeting will now be a Special Executive Board Meeting. (Pat Ludwig 10/06)
October, 2006	44	Changed Article VII, Meetings, Section 1, Executive Board Meetings, B, Special Executive Board Meetings, From: May be called by: a. the President, b. two (2) members of the Executive Board To: May be called by: a. the President, <u>or</u> , b. two members of the Executive Board. (Pat Ludwig 10/06)

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October, 2006	45	Changed Article VII, Meetings, Section 2, General Board Meetings A to indicate that the General Board shall meet <u>three(3)</u> times per year instead of <u>two (2)</u> . (Pat Ludwig 10/06)
October, 2006	46	Changed Article VII, Meetings, Section 2, General Board Meetings, B, Special General Board Meetings, 3 From: May be called by: a. the President, b. two (2) members of the Executive Board, c. a majority of the General Board To: May be called by: a. the President, <u>or</u> , b. two (2) members of the Executive Board, <u>or</u> c. a majority of the General Board (Pat Ludwig 10/06)
October, 2006	47	Changed Article VII, Meetings, Section 3, General Council Meetings, A From: The General Council shall meet three (3) times a year: Fall, Spring and Annual. (See Standing Rule II) To: The General Council shall meet three (3) times a year: <u>General Council Meeting/Leadership Conference, General Council Meeting/Fun Day and General Council Meeting/Annual Convention.</u> (Pat Ludwig 10/06)
October, 2006	48	Changed Article VIII, Fees, Section 1, Dues, A, 3 From: MAL fees to cover... <u>council publications other than the council newsletter</u> To: MAL fees to cover... <u>any council assessments.</u> (Pat Ludwig 10/06)
October, 2006	49	Changed Article VIII, Fees, Section 1, Dues, B From: to be paid in full by <u>April 15, one (1) year prior</u> to the convention, and the Council Treasurer shall remit the said funds to the hostess chapter of <u>the following year's</u> convention no later than May 1. To: to be paid in full by <u>September 1, one and three quarters (1 ¾) years</u> prior to the convention, and the Council Treasurer shall remit the said funds to the hostess chapter of <u>that convention when the convention site has been secured.</u> (Pat Ludwig 10/06)
October, 2006	50	Deleted 6 from Article VIII, Fees, Section D, Disbursements, providing that the council pay expenses for the official IC and official MARC Representatives for other than the Annual Council Meeting as these

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		representatives do not attend other meetings. (Pat Ludwig 10/06)
October, 2006	51	<p>Changed Article IX, Nominations, Elections, Term of Office, Vacancies, Section 5 to state that newly elected officers shall take office <u>immediately following the Convention</u> instead of <u>on June 16</u>.</p> <p>Also changed to reflect that the Treasurer will receive the books no later than <u>ninety (90) days</u> after the close of the Convention instead of <u>sixty (60) days</u>. (Pat Ludwig 10/06)</p>
October, 2006	52	<p>Article X, Representation and Voting, Sections 1, 2, 3</p> <p>Section 1: The voting at the <u>General Council Meeting</u></p> <p>Section 2: The voting at the <u>General Board Meeting</u></p> <p>Section 3: The voting at the <u>Executive Board Meeting</u></p> <p>Changed Section 1 to read: The voting at <u>all Board and Council Meetings</u> is as follows:</p> <p>Deleted Sections 2 and 3 (Pat Ludwig 10/06)</p>
October, 2006	53	<p>Article X, Representation and Voting, Section 5, Quorum, A, B, &amp; C</p> <p>A: A quorum of the <u>General Council Meeting</u></p> <p>B. A quorum of the <u>General Board Meeting</u></p> <p>C: A quorum of the <u>Executive Board Meeting</u></p> <p>Changed Section A to read: A quorum <u>at all Board and Council Meetings</u> shall consist of a majority of the total eligible votes.</p> <p>Deleted Sections B and C (Pat Ludwig 10/06)</p>
October, 2006	54	<p>Changed Article XIII, Amendments, Section 1 to reflect that the by-laws may be amended...by a two-thirds (2/3) vote of <u>the eligible voters present</u> instead of the <u>voting delegates present and voting</u>. (Pat Ludwig 10/06)</p>
October, 2006	55	<p>Changed Article XIII, Amendments, Section 1, A to reflect that amendments shall be submitted to the Council Parliamentarian no later than forty-five (45) days prior to a scheduled <u>General Board Meeting</u> instead of <u>Executive/General Board Meeting</u>. Also changed <u>duplicating and mailing</u> to <u>duplicating and distributing</u>. (Pat Ludwig 10/06)</p>
October, 2006	56	<p>Change Article XIII, Amendments, Section 1, A, 1 to state that the Parliamentarian may <u>distribute</u>, rather than <u>send</u>, proposed By-law Amendments. Also deleted <u>postmarked</u>. (Pat Ludwig 10/06)</p>

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October, 2006	57	<p>Changed Standing Rule II, Meetings Calendar</p> <p>From: The meetings calendar of the MGLSC shall be</p> <p>June <u>Executive Board</u> Planning Session</p> <p>August <u>Executive Board</u> &amp; General Board Meeting</p> <p>Fall General <u>Membership Meeting</u> &amp; Leadership Conference</p> <p>January <u>Executive Board</u> &amp; General Board Meeting</p> <p>March General <u>Membership Meeting</u> &amp; Fun Day</p> <p>May <u>1<sup>st</sup> weekend</u> Annual Convention Meeting</p> <p>To: The meetings calendar of the MGLSC shall be</p> <p>June <u>General Board</u> Planning Session</p> <p>August General Board Meeting</p> <p>Fall General <u>Council</u> Meeting/Leadership Conference</p> <p>January General Board Meeting</p> <p>March General <u>Council</u> Meeting/Fun Day</p> <p>May <u>General Council Meeting</u>/Annual Convention (Pat Ludwig 10/06)</p>
October, 2006	58	<p>Changed Standing Rule III, Fee, C The MGLSC treasury shall defray the following budget approved items: 7</p> <p>From: MGLSC President's registration fee for the I.C. Convention, Annual MARC Conference <u>and</u> Fall General Council Meeting/Leadership Conference, the <u>Spring</u> General <u>Membership</u> Meeting/Fun Day and the <u>Annual Meeting</u>, and MGLSC First Vice President's registration fee to the ESA Headquarters Leadership Seminar.</p> <p>To: MGLSC President's registration fee for the I.C. Convention, annual MARC Conference, Fall General Council Meeting/Leadership Conference, <u>March</u> General <u>Council</u> Meeting/Fun Day and the <u>General Council Meeting</u>/Annual Convention.</p> <p>Change 8 to read: MGLSC First Vice President's registration fee to the ESA Headquarters Leadership Seminar.</p> <p>ReNUMBER the current 8 to 9 and 9 to 10. (Pat Ludwig 10/06)</p>

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October, 2006	59	Changed Standing Rule XIII, Healthy Chapter, C to pay annual buffer fee by <u>September 1</u> instead of <u>April 15</u> . (Pat Ludwig 10/06)
March, 2007	60	Changed Standing Rule III, Fees, A to reflect dues are raised from \$13.00 to \$25.00 per member which includes \$13.00 dues, \$10.00 W&M, & \$2.00 Communications Fund. (Pat Ludwig 3/07)
March, 2007	61	Changed Standing Rule III, Fees, B to raise buffer fee from \$5.00 per member with a maximum of \$50 per chapter, to \$10.00 per member with no chapter maximum. (Pat Ludwig 3/07)
March, 2007	62	Changed Standing Rule III, Fees, C to underline and bold the words <b><u>registration fee</u></b> to emphasize that it is only the registration fee that is paid for the President for I.C. Convention. (Pat Ludwig 3/07)
March, 2007	63	Changed Standing Rule III, Fees, C, 8 to underline and bold the words <b><u>registration fee</u></b> to emphasize that it is only the registration fee that is paid for the Vice President for the ESA Headquarters Leadership Seminar. (Pat Ludwig 3/07)
March, 2007	64	Changed Standing Rule III, Fees, C, 9 to underline and bold the words <b><u>registration fee</u></b> to emphasize that it is only the registration fee that is paid for the MARC Representatives to the Annual MARC Conference. (Pat Ludwig 3/07)
March, 2007	65	Changed Standing Rule III, Fees, C, 10, a to change <u>jet fare</u> to <u>airfare</u> and to add that transfer expenses between the airport and hotel are also paid for the MGLSC President for the I.C. Convention. (Pat Ludwig 3/07)
March, 2007	66	Changed Standing Rule III, Fees, C, 10, a, 2 to change <u>jet fare</u> to <u>airfare</u> for consistency with the change number 65 above. (Pat Ludwig 3/07)
March, 2007	67	Changed Standing Rule III, Fees, C, 10, b From: paying <u>traveling expenses and registration fee</u> for the MGLSC First Vice President to the ESA Headquarters Leadership Seminar

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		To: paying <u>Round trip coach airfare and transfer expenses between the airport and hotel</u> . (Pat Ludwig 3/07)
March, 2007	68	Changed Standing Rule IV, and deleted A From: <u>One</u> hostess Chapter is to be responsible for the entire annual meeting with A indicating that <u>two or more</u> chapters may be responsible. To: <u>The</u> hostess chapter(s) <u>is/are</u> responsible for the entire annual meeting <u>with majority approval of the General Board</u> . (Pat Ludwig 3/07)
March, 2007	69	Changed Standing Rule V from sending out a meeting agenda (14) days prior to council meetings to sending out an agenda (7) days prior to council meetings. (Pat Ludwig 3/07)
March, 2007	70	Changed Standing Rule VI, Suggested Order of Business from President's March to Flag Ceremony including the Pledge of Allegiance. (Pat Ludwig 3/07)
March, 2007	71	Changed Standing Rule VI, Suggested Order of Business from Pledge of Allegiance to Chapter Candle Lighting Ceremony. (Pat Ludwig 3/07)
March, 2007	72	Changed Standing Rule VI, Suggested Order of Business From: Roll Call (by chapter, stating number present, delegate vote and President's vote) To: Roll Call (stating number of members in chapter and number present). (Pat Ludwig 3/07)
March, 2007	73	Changes Standing Rule VI, Suggested Order of Business from Credentials Report to Credential Report (stating voting members present, number needed for majority and number needed for 2/3 vote.) (Pat Ludwig 3/07)
March, 2007	74	Changed Standing Rule VII From: At <u>council meetings and the annual meeting</u> , a motion made <u>on</u> the floor shall be presented in writing to the recording secretary during the discussion of the motion. To: At <u>all</u> meetings, a motion made <u>from</u> the floor shall be presented in writing to the <u>Recording Secretary</u> during the discussion of the motion. (Pat Ludwig 3/07)

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March, 2007	75	<p>Changed Standing Rule VIII</p> <p>From: The MGLSC officers shall retain the files of the two (2) predecessors. All other files are to be returned to the member who held office.</p> <p>To: The MGLSC minutes, treasurer's report, and Chapter Links shall be retained indefinitely and passed on each year and all other officers shall retain files of the (2) predecessors and return remaining files to the member who held the office.(Pat Ludwig 3/07)</p>
March, 2007	76	<p>Changed Standing Rule IX</p> <p>From: Honorary officer or membership is not obligated in any way by the honor. They have no duties imposed on them by virtue of the office. The fact that they hold the honorary office does not prevent them from holding another regular office. Any honorary officer or member has no responsibility or obligation to fulfill. Although they may attend meetings and speak, they do not have the right to vote nor to make motions by virtue of their honorary position.</p> <p>To: An honorary member is not obligated in any way by the honor. Although they may attend meetings and speak, they do not have the right to vote nor to make motions by virtue of their honorary position. (Pat Ludwig 3/07)</p>
March, 2007	77	<p>Changed Standing Rule XI to correct <u>Spring General Board Meeting</u> to <u>March General Council Meeting/Fun Day</u> in accordance with change previously made to Standing Rule II. (Pat Ludwig 3/07)</p>
March, 2007	78	<p>Changed Standing Rule XII, A, Distinguished Athenian Service Award to delete that an appropriate charm will be given. (Pat Ludwig 3/07)</p>
March, 2007	79	<p>Changed Standing Rule XII, Awards D, Philanthropic Service Awards 1, Chapter Philanthropic Projects to add that certificates will also be given to the top chapter for most monies per chapter and most hours per chapter. (Pat Ludwig 3/07)</p>
March, 2007	80	<p>Changed Standing Rule XII, Awards D, Philanthropic Service Awards 2, Local Council and IC Philanthropic</p>

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		to add that certificates will also be given to the top chapter for most monies per chapter and most hours per chapter. (Pat Ludwig 3/07)
March, 2007	81	<p>Changed Standing Rule XII. Awards D, Philanthropic Service Awards 3, State Philanthropic Projects</p> <p>From: A traveling stainless steel dish and certificate for the chapter with the most hours and monies per member toward a State philanthropic project.</p> <p>To: A certificate for the top chapter contributing to State philanthropic projects in the following categories:</p> <ul style="list-style-type: none"> <li>a. Most monies per member</li> <li>b. Most hours per member</li> <li>c. Most monies per chapter</li> <li>d. Most hours per chapter</li> </ul> <p>(Pat Ludwig 3/07)</p>
March, 2007	82	<p>Changed Standing Rule XII, Awards D, Philanthropic Service Awards 4, Easter Seals</p> <p>to add that certificates will also be given to the top chapter for most monies per chapter and most hours per chapter. (Pat Ludwig 3/07)</p>
March, 2007	83	<p>Changed Standing Rule XII, Awards D, Philanthropic Service Awards 5, Circle of Life</p> <p>To add that certificates will also be given to the top chapter for most monies per member and most hours per chapter. (Pat Ludwig 3/07)</p>
March, 2007	84	<p>Changed Standing Rule XII, Awards D, Philanthropic Service Awards 6, Disaster Fund Award</p> <p>From: A certificate for the chapter which has contributed the most monies per member to the Disaster Fund</p> <p>To: A certificate for the top chapter contributing to the IC Disaster Fund in the following categories:</p> <ul style="list-style-type: none"> <li>a. Most monies per member</li> <li>b. Most monies per chapter</li> </ul> <p>(Pat Ludwig 3/07)</p>
March, 2007	85	<p>Changed Standing Rule XII, Awards D, Philanthropic Service Awards 7, Love Fund Award</p>

<u>Date</u>	<u>Revision</u>	<u>Change</u>
		<p>From: A certificate for the chapter which has contributed the most monies per member to the Love Fund</p> <p>To: A certificate for the top chapter contributing to the Love Fund in the following categories:</p> <ol style="list-style-type: none"> <li>a. Most monies per member</li> <li>b. Most monies per chapter</li> </ol> <p>(Pat Ludwig 3/07)</p>
March, 2007	86	<p>Changed Standing Rule XII Awards F, Miss Enthusiasm Award</p> <p>From: A <u>charm</u> for the person who has been most helpful to you at council meetings</p> <p>To: A <u>gift</u> for the person who has been most helpful to you <u>throughout the year determined by secret ballot at the Annual Convention.</u> (Pat Ludwig 3/07)</p>
March, 2007	87	<p>Changed Standing Rule XII. Awards G, Membership-Rushing Award</p> <p>From: certificate for the first, second, and third place to chapters earning the most point in the membership program</p> <p>To: A certificate for the top chapter earning the most points in the membership program. (Pat Ludwig 3/07)</p>
March, 2007	88	<p>Changed Standing Rule XII. Awards J, Association of the Arts Recognition</p> <p>From: for those people who submit entries in the Association of the Arts at the annual convention.</p> <p>To: A recognition certificate for those people who submit entries in the Association of the Arts at the annual convention. (Pat Ludwig 3/07)</p>
March, 2007	89	<p>Changed Standing Rule XII, Awards K, Healthy Chapter Award</p> <p>From: issued to all chapters meeting the criteria listed under Standing Rule XIII, A certificate will be awarded.</p> <p>To: A certificated will be issued to all chapters <u>applying for this award and</u> meeting the criteria listed under Standing Rule XIII. (Pat Ludwig 3/07)</p>
March, 2007	90	<p>Changed Standing Rule XII, Awards M, Past State President's Award 2, Outstanding Pledge of the Year</p>

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		<p>From: a certificate to the pledge and \$10.00 will be given in her honor given to the ESA project of her choice</p> <p>To: A certificate will be awarded and a \$10.00 donation in the winner's honor will be made to the ESA project of her choice. (Pat Ludwig 3/07)</p>
March, 2007	91	<p>Changed Standing Rule XII, Awards, N</p> <p>Currently Reads: Total monies include actual monies, donated goods, and dollars calculated based on mileage. Delete from Standing Rule XII and move to Standing Rule XII, D, as a description for the Philanthropic Service Awards. (Pat Ludwig 3/07)</p>
March, 2007	92	<p>Changed Standing Rule XIII, Healthy Chapter, B to indicate that International Council dues should be paid by September 1 instead of October 1. (Pat Ludwig 3/07)</p>
March, 2007	93	<p>Delete Standing Rule XIII, Healthy Chapter, D stating that chapters should Pay Ways &amp; Means Project Assessment by the published due date.(Pat Ludwig 3/07)</p>
March, 2007	94	<p>Changed Standing Rule XIII, Healthy Chapter, F to change the due date for contributions to the Council Philanthropic Projects and the Love Fund from March 15 to June 1. (Pat Ludwig 3/07)</p>
March, 2007	95	<p>Changed Standing Rule XIII, Healthy Chapter, G to change the due date for contributions to St. Jude, Easter Seals and the IC Disaster Fund from march 15 to June 1. (Pat Ludwig 3/07)</p>
March, 2007	96	<p>Changed Standing Rule XIII, Healthy Chapter, H to change the due date for contributions to any local project from March 15 to June 1. (Pat Ludwig 3/07)</p>
March, 2007	97	<p>Changed Standing Rule XIII, Healthy Chapter, I</p> <p>From: Submit Philanthropic, Educational Reports and chapter minutes within thirty (30) days of the event</p> <p>To: Submit Educational Reports and chapter minutes within thirty (30) days of the event to the appropriate officer. (Pat Ludwig 3/07)</p>
March, 2007	98	<p>Changed Standing Rule XIII, Healthy Chapter, J to delete the requirement to "have subscriptions to the</p>

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		Council newsletter from a minimum two(2) members or from 10% of the members of the chapter, whichever is greater” as the Chapter Link is distributed by email now and the fee is included in the dues. (Pat Ludwig 3/07)
March, 2007	99	Delete Standing Rule XIV, Love Fund, C indicating any chapter or individual may donate to the Love Fund as this point is covered under E of this Standing Rule. (Pat Ludwig 3/07)
March, 2007	100	Changed Standing Rule XIV, Love Fund, F and I F currently reads: amount to be determined by the Love Fund Committee. I currently reads: the maximum amount that can be received is two hundred-fifty dollars (\$250.00). Combine both under F to read: Amount awarded will be determined by the Love Fund Committee up to the maximum of two hundred-fifty dollars (\$250.00). (Pat Ludwig 3/07)
March, 2007	101	Standing Rule XIV, Love Fund Delete G indicating contributions to this fund are not compulsory for any chapter or individual as this is covered under section G of this Standing Rule. (Pat Ludwig 3/07)
March, 2007	102	Changed Standing Rule XV From: Philanthropic donations of \$25.00 or more must be sent direct to the ESA Turnaround Fund by each individual chapter. Donations must be to a recognized 501(c)3 organization or proof of this designation must be included with the check. Philanthropic donations of \$25.00 or less must be sent directly to the charity by each individual chapter. To: <u>To help maintain ESA’s 501(c)3 status,</u> philanthropic donation of \$25.00 or more <u>should</u> be sent direct to the ESA <u>Foundation</u> Turnaround Fund by each individual chapter. Donations must be to a recognized 501(c)3 organization or proof of this designation must be included with the check. Philanthropic donations <u>less than</u> \$25.00 <u>should</u> be sent direct to the charity by each individual chapter. (Pat Ludwig 3/07)
March, 2007	103	Changed Standing Rule XVI, Award Presentation Schedule, A

<u>Date</u>	<u>Revision</u>	<u>Change</u>
		<p>From: At the MGLSC State Convention, we shall have the following awards with the reporting deadline postmarked by April 1: Distinguished Athenian, Gold Link, Gold Seal, Diana Award, Woman of the Year, Mr. &amp; Ms. Enthusiasm and The Association of the Arts.  To: At the MGLSC Annual Convention, the following awards will be presented. Submission deadline – postmarked by April 1:</p> <ul style="list-style-type: none"> <li>Distinguished Athenian Service Award</li> <li>Gold Link Award</li> <li>Gold Seal Merit Award</li> <li>Outstanding Woman of the Year Award</li> <li>Mr. &amp; Ms. Enthusiasm Awards</li> <li>Diana Award</li> <li><u>Reach Out Award</u></li> </ul> <p>(Pat Ludwig 3/07)</p>
March, 2007	104	<p>Changed Standing Rule XVI, Award Presentation Schedule, B</p> <p>From: At the Fall State Leadership Meeting, we will have the following awards with the reporting deadline postmarked by June 1: Rushing, Past State President, Easter Seals, Circle of Life, Disaster Fund, Love Fund, <u>Youth Award</u> and Healthy Chapter.  To: At the Fall <u>General Council Meeting/Leadership Conference</u>, the following awards will be presented. Submission deadline – postmarked by June 1:</p> <ul style="list-style-type: none"> <li><u>Philanthropic Service Awards</u> <ul style="list-style-type: none"> <li><u>Chapter Philanthropic Project Award</u></li> <li><u>Chapter, Council, and IC Philanthropic Project Awards</u></li> <li><u>State Philanthropic Project Award</u></li> <li>Easter Seals Award</li> <li>Circle of Life (St. Jude) Award</li> <li>Disaster Fund Award</li> <li>Love Fund Award</li> </ul> </li> <li>Membership-Rushing Award</li> <li>Healthy Chapter Award</li> <li>Past President's Awards <ul style="list-style-type: none"> <li>Membership Award</li> <li>Outstanding Pledge of the Year Award</li> </ul> </li> </ul> <p>(Pat Ludwig 3/07)</p>
March, 2007	105	<p>Changed Standing Rule XVI, Award Presentation Schedule, 1 to indicated awards will be presented by the outgoing officers instead of by the outgoing and incoming officers. (Pat Ludwig 3/07)</p>

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	106	Changed Elected Officers, President, 1 From: Call all Council, General Council, General Board, and Executive Board meetings. To: Call all Council meetings. (Pat Ludwig 3/07)
March, 2007	107	Changed Elected Officers, President, 2 From: Publish an agenda for each meeting fourteen (14) days prior to that meeting for the General Board and Executive Board. To: Publish an agenda seven (7) days prior to each meeting. (Pat Ludwig 3/07)
March, 2007	108	Changed Elected Officers, President, 3 From: Preside over all General Council, General Board and Executive Board meetings. To: Preside over all Council meetings. (Pat Ludwig 3/07)
March, 2007	109	Changed Elected Officers, President, 9 From: Serve on all committees as an ex-officio member with the exception of the Nominations Committee. To: Serve on all committees as an ex-officio member. (Pat Ludwig, 3/07)
March, 2007	110	Changed Elected Officers, President, 10 From: Appoint an administrative assistant at her own discretion. To: Appoint an administrative assistant if desired. (Pat Ludwig 3/07)
March, 2007	111	Changed Elected Officers, President, 11 From: Appoint the <u>IC Projects Coordinators</u> , Historian, Chaplain, two (2) <u>MARC Representatives</u> , <u>Youth Coordinator</u> , <u>Collegiate Coordinator</u> and <u>ESA Foundation Counselor</u> . To: Appoint the <u>St. Jude and Easter Seals Coordinators</u> , Historian, Chaplain, two (2) <u>MARC Representatives</u> , <u>Collegiate/Youth Coordinator</u> , <u>Corresponding Secretary</u> , <u>Webmaster</u> , and <u>ESA Foundation Counselor</u> . (Pat Ludwig 3/07)
March, 2007	112	Deleted Elected Officers, President, 12 which states: Instruct all elected officers, appointed officers and committee chairmen to prepare notebooks, to be passed on to each successor. (Pat Ludwig 3/07)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	113	Deleted Elected Officers, President, 13 which states: Visit each chapter of the Council at least once during her tenure of office, or send her alternate. (Pat Ludwig 3/07)
March, 2007	114	Deleted Elected Officers, President, 14 which states: Publish an all-Council calendar in the first issue of the Council newsletter after the annual meeting. Being moved to the duties of the Council Editor. (Pat Ludwig 3/07)
March, 2007	115	Changed Elected Officers, President, 15 From: Maintain appropriate contact with member of the Executive Board. To: Maintain appropriate contact with all MGLSC members. (Pat Ludwig 3/07)
March, 2007	116	Changed Elected Officers, President, 17 dealing with the Outstanding Woman of the Year ceremony to correct annual meeting in May to General Council Meeting/Annual Convention. (Pat Ludwig 3/07)
March, 2007	117	Deleted Elected Officers, President, 18 which states: Keep in close contact with each local chapter president as this is covered in 15. (Pat Ludwig 3/07)
March, 2007	118	Deleted Elected Officers, President, 19 which states: Keep the First Vice President up-to-date on all Council business as this is covered in 15. (Pat Ludwig 3/07)
March, 2007	119	Changed Elected Officers, President, 20 From: Prepare a report including all pertinent correspondence for each meeting. To: Prepare a report for each meeting as necessary. (Pat Ludwig 3/07)
March, 2007	120	Renumbered duties and added the following: Provide updated Council yearbook for all new MGLSC members with the assistance of the Junior Past President and First Vice President as necessary. (Pat Ludwig 3/07)
March, 2007	121	Changed Elected Officers, First Vice President, 5 From: Act as State Membership Chairman; work in cooperation with each chapter president and the International Membership Director.

<u>Date</u>	<u>Revision</u>	<u>Change</u>
		To: Act as State Membership Chairman; work in cooperation with the International Membership Director with the assistance of three (3) Chapter Vice Presidents and the Collegiate/Youth Coordinator as necessary. (Pat Ludwig 3/07)
March, 2007	122	Added A under Elected Officers, First Vice President 5 stating: Make regular contact with recommend-a-friend people. (Pat Ludwig 3/07)
March, 2007	123	Added B under Elected Officers, First Vice President 5 stating: Promote headquarters annual growth program. (Pat Ludwig 3/07)
March, 2007	124	Added C under Elected Officers, First Vice President 5 stating: Present Service Awards if requested to do so by the Corresponding Secretary. (Pat Ludwig 3/07)
March, 2007	125	Changed Elected Officers, First Vice President, 6 From: Act as chairman of the Nominations Committee. To: Act as Nominations Chairman with assistance from two (2) members of the Beacons Chapter and two (2) Chapter Presidents as necessary. (Pat Ludwig 3/07)
March, 2007	126	Added A under Elected Officers, First Vice President, 6 stating: Solicit at least two (2) nominations for each elective position on the Executive Board. (Pat Ludwig 3/07)
March, 2007	127	Added B under Elected Officers, First Vice President, 6 stating: Publish a list of nominations at least thirty (30) days prior to the General Council Meeting/Annual Convention. (Pat Ludwig 3/07)
March, 2007	128	Added C under Elected Officers, First Vice President, 6 stating: Prepare an official ballot to be submitted at the General Council Meeting/Annual Convention. (Pat Ludwig 3/07)
March, 2007	129	Added D under Elected Officers, First Vice President, 6 stating: Assist the President in filling any vacancies on the Executive Board during the year. (Pat Ludwig 3/07)
March, 2007	130	Changed Elected Officers, First Vice President, 8 From: Plan and supervise the President's March at each Council meeting (flag/candle ceremony).

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		To: Plan and supervise the Flag Ceremony, including the Pledge of Allegiance, at the General Council Meeting/Annual Convention. (Pat Ludwig 3/07)
March, 2007	131	Added A under Elected Officers, First Vice President, 8 stating: At the General Council Meeting/Leadership Conference and the General Council Meeting/Fun Day, the flags should be posted prior to the meeting. (Pat Ludwig 3/07)
March, 2007	132	Changed Elected Officers, First Vice President, 9 From: Prepare a report including all pertinent correspondence for each meeting. To: Prepare a report for each meeting as necessary. (Pat Ludwig 3/07)
March, 2007	133	Changed Elected Officers, First Vice President, 10 From: Write an article for the Council Newsletter to include information relative to chairmanships. To: Write an article for the Council Newsletter to include information relative to membership and nominations as necessary. (Pat Ludwig 3/07)
March, 2007	134	Changed Elected Officers, First Vice President, 11 From: Conduct a Council Pledge Day/Jewel Pin Ceremony. To: Conduct a Jew Pin Ceremony if one is requested. (Pat Ludwig 3/07)
March, 2007	135	Added the following to Elected Officers, First Vice President: Prepare installation ceremony or request installing officer to prepare the ceremony. (Pat Ludwig 3/07)
March, 2007	136	Added A to Elected Officers, First Vice President – Prepare installation ceremony – stating: Arrange for hand carries if desired for installation. (Pat Ludwig 3/07)
March, 2007	137	Added the following to Elected Officers, First Vice President: Assist the President with the Council Yearbook if requested to do so. (Pat Ludwig 3/07)
March, 2007	138	Added the following as number 1 to Elected Officers, First Vice President: To be eligible for the office of Second Vice President, a candidate must have been a Chapter President. (Pat Ludwig 3/07)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	139	Changed Elected Officers, Second Vice President, 1 From: By virtue of her office, shall be known as Philanthropic Chairman. To: Act as State Philanthropic Chairman; work in cooperation with the International Philanthropic Chairman and request assistance as necessary from the Junior Past President, St. Jude Coordinator and Easter Seals Coordinator. (Pat Ludwig 3/07)
March, 2007	140	Added A to Elected Officers, Second Vice President, 1 stating: Receive nominations for an annual state philanthropic project from the chapters. (Pat Ludwig 3/07)
March, 2007	141	Added B to Elected Officers, Second Vice President, 1 stating: Promote the IC philanthropic projects. (Pat Ludwig 3/07)
March, 2007	142	Added C to Elected Officers, Second Vice President, 1 stating: Compile statistical report from individual chapters concerning chapter and Council philanthropic work. (Pat Ludwig 3/07)
March, 2007	143	Added D to Elected Officers, Second Vice President, 1 stating: Submit a compiled Council report to IC of chapter and Council philanthropic work. (Pat Ludwig 3/07)
March, 2007	144	Delete 2 from Elected Officers, Second Vice President which states: Visit each chapter at least once a year during her tenure of office, or send an alternate. (Pat Ludwig 3/07)
March, 2007	145	Changed Elected Officers, Second Vice President, 3 From: Receive and present bids for all General Council Meetings and Executive Board Meetings with the exception of Leadership Conference. To: Receive and present bids for all meetings with the exception of the General Council Meeting/Leadership Conference. (Pat Ludwig 3/07)
March, 2007	146	Changed Elected Officers, Second Vice President, 4 From: Assist any chapter with philanthropic activities. To: Assist any chapter with philanthropic activities as requested. (Pat Ludwig 3/07)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	147	Changed Elected Officers, Second Vice President, 5 From: Serve as a member of the Awards Committee. To: Assist the Corresponding Secretary with awards as requested. (Pat Ludwig 3/07)
March, 2007	148	Changed Elected Officers, Second Vice President, 6 From: Prepare a report including all pertinent correspondence for each meeting. To: Prepare a report regarding State Philanthropic activities for each meeting as necessary. (Pat Ludwig 3/07)
March, 2007	149	Changed Elected Officers, Second Vice President, 7 From: Conduct a flag ceremony at each Council Meeting. To: Conduct a Chapter Candle Lighting ceremony at the General Council Meeting/Annual Convention. (Pat Ludwig 3/07)
March, 2007	150	Changed Elected Officers, Second Vice President, 8 From: Write an article for the Council newsletter to include information relative to chairmanships. To: Write an article for the Council newsletter to include information relative to Philanthropic projects as necessary. (Pat Ludwig 3/07)
March, 2007	151	Added Junior Past President to the Elected Officers with the following duties: 1. Act as state chairman for the IC Disaster Fund and the MGLSC Love Fund. 2. Assist the President with the council yearbook if requested to do so. 3. Provide the Second Vice President with IC Disaster Fund and MGLSC Love Fund information as requested. 4. Assist the Corresponding Secretary with Awards as requested. 5. Serve on the Courtesy Committee. (Pat Ludwig 3/07)
March, 2007	152	Changed Elected Officers, Recording Secretary, 1 From: Record the minutes of all General Council, General Board and Executive Board Meetings. To: Record the minutes of all Council meetings. (Pat Ludwig 3/07)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	153	Changed Elected Officers, Recording Secretary, 2 From: Publish all minutes to the General Board members no later than one (1) month following the meeting. As a courtesy, a copy will be sent to the IC Representative attending State Convention. To: Distribute General Board meeting minutes to all General Board members no later than one (1) month following the meeting. (Pat Ludwig 3/07)
March, 2007	154	Changed Elected Officers, Recording Secretary, 3 From: Publish a journal of the annual meeting. To: The General Council Meeting/Annual Convention minutes should include a record of all events at the Convention. (Pat Ludwig 3/07)
March, 2007	155	Changed Elected Officers, Recording Secretary, 4 From: Publish reports of officers and committees at the annual meeting. To: Minutes should include a synopsis of officer and committee reports. (Pat Ludwig 3/07)
March, 2007	156	Changed Elected Officers, Recording Secretary, 5 From: Serve as a member of the Minutes and History Committee. To: Assist the Historian with the MGLSC history if requested to do so. (Pat Ludwig 3/07)
March, 2007	157	Deleted Elected Officers, Recording Secretary, 6 stating: Write articles for each edition of the Council newsletter. (Pat Ludwig 3/07)
March, 2007	158	Changed Elected Officers, Recording Secretary, 7 From: Retain annual election ballots for one (1) year. To: Retain annual election ballots for one (1) year if necessary. (Pat Ludwig 3/07)
March, 2007	159	Changed Elected Officers, Recording Secretary, 8 From: Retain two previous years of minutes of the Council. To: Minutes should be retained indefinitely as a permanent record of the Council. (Pat Ludwig 3/07)
March, 2007	160	Added the following to Elected Officers, Recording Secretary: Distribute General Council meeting minutes to all MGLSC members no later than one (1) month following the meeting. (Pat Ludwig 3/07)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	161	<p>Changed Elected Officers, Treasurer, 1</p> <p>From:</p> <p>Receive and receipt all monies for the Council</p> <p>A. Deposit all monies within <u>thirty (30)</u> days of receipt.</p> <p>B. Recipients of all Council reimbursements shall cash checks within <u>thirty (30)</u> days of receipt.</p> <p>To:</p> <p>Receive all monies for the Council</p> <p>A. Deposit all monies within <u>seven (7)</u> day of receipt.</p> <p>B. Recipients of Council reimbursements shall cash checks within <u>seven (7)</u> days of receipt.</p> <p>(Pat Ludwig 3/07)</p>
March, 2007	162	<p>Changed Elected Officers, Treasurer, 2</p> <p>From: Prepare a financial report to be distributed to all General Board members at all meetings.</p> <p>To: Prepare a financial report to be distributed at all meetings. (Pat Ludwig 3/07)</p>
March, 2007	163	<p>Changed Elected Officers, Treasurer, 3</p> <p>From: Submit all accounts for audit annually.</p> <p>To: Submit all accounts for outside audit annually.</p> <p>(Pat Ludwig 3/07)</p>
March, 2007	164	<p>Added A to Elected Officers, Treasurer, 3 stating:</p> <p>Individual performing the audit should have training in financial area, as in banking, credit unions, or other financial institutions. (Pat Ludwig 3/07)</p>
March, 2007	165	<p>Changed Elected Officers, Treasurer, 6, B</p> <p>From: Maintain separate records of the monies in the general and special funds. Special funds are the <u>Chapter Link</u>, Love and Travel Funds.</p> <p>To: Maintain separate records of the monies in the general and special funds. Special funds are the <u>Communications</u>, Love, and Travel Funds. (Pat Ludwig 3/07)</p>
March, 2007	166	<p>Changed Elected Officers, Treasurer, 6, C</p> <p>From: The Council President's signature as well as the Council Treasurer's signature is to be on file as an authority to sign checks and to authorize payment of bills.</p> <p>To: The Council President's signature as well as the Council Treasurer's signature is to be on file at the bank. Each has the authority to sign checks and to authorize payment of bills. (Pat Ludwig 3/07)</p>

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	167	Changed Elected Officers, Treasurer, 7 From: Shall have herself bonded prior to receiving or disbursing funds. To: Shall be sure the MGLSC insurance bond is current. (Pat Ludwig 3/07)
March, 2007	168	Changed Elected Officers, Treasurer, 9 From: Shall chair the Credentials Committee. To: Conduct roll call by chapters at each Council meeting to determine how many voting members are present. (Pat Ludwig 3/07)
March, 2007	169	Added A to Elected Officers, Treasurer, 9 stating: Determine number of votes needed for both a simple majority and a 2/3 majority and read that information into the minutes of each Council meeting. (Pat Ludwig 3/07)
March, 2007	170	Deleted Elected Officers, Treasurer, 10 stating: Prepare a report including all pertinent correspondence for each meeting. (Pat Ludwig 3/07)
March, 2007	171	Changed Elected Officers, Treasurer, 11 From: Write article for the Council newsletter relating to financial responsibilities as well as respective chairmanships. To: Write article for the Council newsletter as necessary. (Pat Ludwig 3/07)
March, 2007	172	Deleted Elected Officers, Treasurer, 12, stating: File for the Council's tax number with ESA Headquarters. (Pat Ludwig 3/07)
March, 2007	173	Added new number 12 to Elected Officers, Treasurer stating: Prepare Tax Facts Report for the Council and submit to ESA headquarters by September 15 <sup>th</sup> of each year. (Pat Ludwig 3/07)
March, 2007	174	Deleted Elected Officers, Treasurer, 13 stating: Secure services of an outside auditor. It was combined with duty #3. (Pat Ludwig 3/07)
March, 2007	175	Changed Elected Officers, Parliamentarian, 3 From: Report by-law changes at the Fall and Spring General Council meeting. To: Present by-law changes at any General Council meeting. (Pat Ludwig 3/07)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	176	Changed Elected Officers, Parliamentarian, 4 From: Send proposed by-law revisions to each member of the General Board and MALS no later than 30 days prior to a scheduled meeting. To: Distribute proposed by-law revisions to each MGLSC member no later than 30 days prior to a General Council Meeting. (Pat Ludwig 3/07)
March, 2007	177	Changed Elected Officers, Parliamentarian, 5 From: Shall send an amended copy of the by-laws to each member of the General Board no later than one (1) month <u>prior</u> to a scheduled General Council Meeting. To: Provide an amended copy of the by-laws to each MGLSC member no later than one (1) month <u>after</u> approval. (Pat Ludwig 3/07)
March, 2007	178	Deleted Elected Officers, Parliamentarian, 6 which states: Serve as a member of the Credentials Committee. (Pat Ludwig 3/07)
March, 2007	179	Changed Elected Officers, Parliamentarian, 7 From: Prepare a report including all pertinent correspondence for each meeting. To: Prepare a report for each meeting as necessary. (Pat Ludwig 3/07)
March, 2007	180	Changed Elected Officers, Parliamentarian, 8 From: Write articles for the Council newsletter to include information relative to chairmanship. To: Write articles for the Council newsletter as necessary. (Pat Ludwig 3/07)
March, 2007	181	Deleted Elected Officers, Parliamentarian, 9 stating: Be responsible for corrections and amendments to By-Laws and Standing Rules to have ready for insertion in yearbooks. (Pat Ludwig 3/07)
March, 2007	182	Changed Elected Officers, Council Editor 1 From: Publish four (4) copies of the Council newsletter ( <u>July 15</u> , October 15, January 15, and March 15). To: Publish four (4) copies of the Council newsletter ( <u>August 15</u> , October 15, January 15, and March 15). (Pat Ludwig 3/07)
March, 2007	183	Deleted Elected Officers, Council Editor 2, 2A, and 2B stating: Collect subscriptions for Newsletter... (Pat Ludwig 3/07)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	184	Changed Elected Officers, Council Editor, 3 From: Prepare a report including all pertinent correspondence for each meeting. To: Prepare a report for each meeting as necessary. (Pat Ludwig 3/07)
March, 2007	185	Deleted Elected Officers, Council Editor, 4 stating: Include pertinent information in each council newsletter. (Pat Ludwig 3/07)
March, 2007	186	Changed Elected Officers, Council Editor, 6 From: The officer or committee chairman is responsible for costs (paper, postage, etc.) To: The Council Editor is reimbursed from the Communications Fund for expenses (paper, postage, etc.) (Pat Ludwig, 3/07)
March, 2007	187	Changed Elected Officers, Council Editor, 7 From: Send complimentary copies of the newsletter to ESA Headquarters, IC president, IC Publicity Chairman, MARC President, IC Representative to the State Convention and IC State President's Chairman. To: Send complimentary copies of the newsletter to the IC President, MARC President, and the IC and MARC Representatives to the MGLSC State Convention. (Pat Ludwig 3/07)
March, 2007	188	Added the following to Elected Officers, Council Editor: Publish the MGLSC roster and an all-Council calendar in the August 15 <sup>th</sup> edition of the newsletter. (Pat Ludwig 3/07)
March, 2007	189	Changed Elected Officers, Educational Director, 1 From: Submit a report as requested by the Awards Committee. To: Submit Distinguished Athenian and Gold Link award information to the Corresponding Secretary and President. (Pat Ludwig 3/07)
March, 2007	190	Changed Elected Officers, Educational Director, 5 From: Act as chairman of the Workshop Committee. To: Plan and supervise workshops at all Council meetings with the assistance of four (4) chapter Educational Directors if time permits. (Pat Ludwig 3/07)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	191	Changed Elected Officers, Educational Director, 7 From: Serve as a member of the Awards Committee. To: Assist the Corresponding secretary with awards as requested. (Pat Ludwig 3/07)
March, 2007	192	Changed Elected Officers, Educational Director, 8 From: Prepare a report including all pertinent correspondence for each meeting. To: Prepare a report for each meeting as necessary. (Pat Ludwig 3/07)
March, 2007	193	Changed Elected Officers, Educational Director, 9 From: Write articles for the Council newsletter to include information relative to chairmanships. To: Write articles for the Council newsletter as necessary. (Pat Ludwig 3/07)
March, 2007	194	Deleted Appointed Officers, Corresponding Secretary, B stating: Notify the General Board and the Executive Board members of any important information and announcements. (Pat Ludwig 3/07)
March, 2007	195	Changed Appointed Officers, Corresponding Secretary, C From: Act as chairman of the Scrapbook Committee. To: Act as Scrapbook Committee Chairman, if the President requests a scrapbook, with assistance from the Administrative Assistant as necessary. (Pat Ludwig 3/07)
March, 2007	196	Added #1 under C of Appointed Officers, Corresponding Secretary stating: Collect memorabilia of the Council year including the taking of photographs at all events. (Pat Ludwig 3/07)
March, 2007	197	Added #2 under C of Appointed Officers, Corresponding secretary stating: Design and construct a scrapbook to present to the Junior Past President at the General Council Meeting/Leadership Conference following her year of administration. (Pat Ludwig 3/07)
March, 2007	198	Changed Appointed Officers, Corresponding Secretary, D From: Act as Awards Committee chairman. To: Act as Awards Committee chairman with assistance from the Junior Past President (Disaster Fund

<u>Date</u>	<u>Revision</u>	<u>Change</u>
		& Love Fund), Second Vice President (Philanthropic), and the Educational Director (Distinguished Athenian & Gold Seal) as necessary. (Pat Ludwig 3/07)
March, 2007	199	Added #1 under Appointed Officers, Corresponding Secretary, D stating: Receive entries and arrange all judging of awards. (Pat Ludwig 3/07)
March, 2007	200	Added #2 under Appointed Officers, Corresponding Secretary, D stating: Secure uniform certificates for first place winners. (Pat Ludwig 3/07)
March, 2007	201	Added #3 under Appointed Officers, Corresponding Secretary, D stating: Make award presentations with assistance as necessary. (Pat Ludwig 3/07)
March, 2007	202	Changed Appointed Officers, Corresponding Secretary, E From: Prepare a report including all pertinent correspondence at each meeting. To: Read highlights of all pertinent correspondence at each meeting. (Pat Ludwig 3/07)
March, 2007	203	Changed Appointed Officers, Corresponding Secretary, F From: Write articles for the Council newsletter including activities relating to specific chairmanships. To: Write articles for the Council newsletter including activities relating to awards and the President's scrapbook as necessary. (Pat Ludwig 3/07)
March, 2007	204	Deleted Appointed Officers, Corresponding Secretary, G stating: Handle remembrances for any Executive Board member for birth, death, marriage or illness. (Pat Ludwig 3/07)
March, 2007	205	Changed Appointed Officers, Corresponding Secretary, H From: Collect (\$3.00 - \$5.00) from each chapter to purchase a gift for the Council President to be presented at the Annual Meeting. To: Collect \$5.00 from each chapter at the General Council Meeting/Fun Day to purchase a gift for the Council President to be presented at the General Council Meeting/Annual Convention. (Pat Ludwig 3/07)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	206	Deleted Appointed Officers, Corresponding Secretary, I stating: Be responsible for having a corsage for the Council President at the IC Convention. (Pat Ludwig 3/07)
March, 2007	207	Changed Appointed Officers, Corresponding Secretary, J From: Plan and prepare with the current MGLSC Outstanding Woman of the Year and the Council President, a Woman of the Year presentation ceremony for the banquet at the annual meeting in May. To: Plan and prepare, with the assistance of the current MGLSC Outstanding Woman of the Year and the Council President, a Woman of the Year presentation ceremony for the banquet at the General Council Meeting/Annual Convention. (Pat Ludwig 3/07)
March, 2007	208	Deleted Appointed Officers, Corresponding Secretary, K stating: Be responsible for annual update of Council Installation Ceremony Manual. (Pat Ludwig 3/07)
March, 2007	209	Added the following to Appointed Officers, Corresponding Secretary: Prepare a list of award recipients for all attendees at the Awards Luncheon at the General Council Meeting/Annual Convention and for all attendees at the General Council Meeting/Leadership Conference. (Pat Ludwig 3/07)
March, 2007	210	Added the following to Appointed Officers, Administrative Assistant: Assist the Corresponding Secretary with the President's Scrapbook if requested to do so. (Pat Ludwig 3/07)
March, 2007	211	Changed Appointed Officers, Chaplain, A From: Conduct a devotional service at each Council Meeting. To: Conduct a Chapel service Sunday morning at the General Council Meeting/Annual Convention. (Pat Ludwig 3/07)
March, 2007	212	Changed Appointed Officers, Chaplain, B From: Send cards or other remembrances at special times. To: Send cards or other remembrances to any MGLSC member at special times (birth, death, marriage, or illness.) (Pat Ludwig 3/07)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	213	Changed Appointed Officers, Chaplain, D From: Write articles for the Council newsletter to include information relative to this office. To: Write articles for the Council newsletter to include information relative to this office as necessary. (Pat Ludwig 3/07)
March, 2007	214	Added the following to Appointed Officers, Chaplain: Prepare an Opening Thought and meal prayers for each meeting. (Pat Ludwig 3/07)
March, 2007	215	Added the following to Appointed Officers, Chaplain: Forward MGLSC information to the IC Chaplain and forward the IC Chaplain's report to all MGLSC members having email. (Pat Ludwig 3/07)
March, 2007	216	Changed Appointed Officers, ESA Foundation Counselor, B From: Counselors serve two (2) year terms. To: Serve a two (2) year term. (Pat Ludwig 3/07)
March, 2007	217	Changed Appointed Officers, ESA Foundation Counselor, F From: Develop and maintain an up-to-date file of individual and chapter meetings. To: Develop and maintain an up-to-date file of individual and chapter Foundation members. (Pat Ludwig (3/07)
March, 2007	218	Changed Appointed Officers, ESA Foundation Counselor, G From: Present a report at all Council meetings. To: Present a report at all Council meetings as necessary. (Pat Ludwig 3/07)
March, 2007	219	Changed Appointed Officers, ESA Foundation Counselor, H From: Write articles for the Council newsletter to include information relative to this office. To: Write articles for the Council newsletter to include information relative to this office as necessary. (Pat Ludwig 3/07)
March, 2007	220	Deleted Appointed Officers, ESA Foundation Counselor, I stating: Raise membership fee and annual dues independent of the MGLSC treasury. (Pat Ludwig 3/07)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	221	<p>Changed Appointed Officers, Historian A</p> <p>From: Serve as Chairman of the Minutes and History Committee.</p> <p>To: Act as Chairman of the History Committee with assistance from the Recording Secretary, Beacons Secretary, and one (1) chapter secretary as necessary. (Pat Ludwig 3/07)</p>
March, 2007	222	<p>Changed Appointed Officers, Historian B</p> <p>From: Maintain the Council History which will consist of a MGLSC Prospectus that is continually updated.</p> <p>To: Maintain the Council History which should include a summary that is continually updated. (Pat Ludwig 3/07)</p>
March, 2007	223	<p>Changed Appointed Officers, Historian C</p> <p>From: Retain all previous Council minutes with the exception of the two previous years retained by the Recording secretary and all items of a historical nature.</p> <p>To: Retain all items of a historical nature. (Pat Ludwig 3/07)</p>
March, 2007	224	<p>Changed Appointed Officers, Historian D</p> <p>From: Write articles for the Council newsletter to include information relative to this office.</p> <p>To: Write articles for the Council newsletter to include information relative to this office as necessary. (Pat Ludwig 3/07)</p>
March, 2007	225	<p>Deleted Appointed Officers, St. Jude Coordinator, C</p> <p>stating: Conduct an annual workshop on St. Jude projects. (Pat Ludwig 3/07)</p>
March, 2007	226	<p>Deleted Appointed Officers, St. Jude Coordinator, E</p> <p>stating: Assist Easter Seal Coordinator with Easter Seal activities. (Pat Ludwig 3/07)</p>
March, 2007	227	<p>Added the following to Appointed Officers, St. Jude Coordinator: Provide the Second Vice President with St. Jude philanthropic information as requested. (Pat Ludwig 3/07)</p>
March, 2007	228	<p>Deleted Appointed Officers, Easter Seal Coordinator, C</p> <p>stating: Conduct annual workshop on Easter Seal Projects. (Pat Ludwig 3/07)</p>

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	229	Deleted Appointed Officers, Easter Seal Coordinator, E stating: Assist St. Jude Coordinator with St. Jude activities. (Pat Ludwig 3/07)
March, 2007	230	Deleted Appointed Officers, Easter Seal Coordinator, G stating: Become St. Jude Coordinator the following year. (Pat Ludwig 3/07)
March, 2007	231	Added the following to Appointed Officers, Easter Seal Coordinator: Provide the Second Vice President with Easter Seal philanthropic information as requested. (Pat Ludwig 3/07)
March, 2007	232	Deleted Appointed Officers, MARC Representatives, B Qualifications, 1 stating: Must have served as a chapter president or state council officer. (Pat Ludwig 3/07)
March, 2007	233	Changed Appointed Officers, MARC Representatives, B Qualifications, 3 From: Must be able to attend IC Convention and MARC Conference. To: Should be able to attend IC Convention and MARC Conference. (Pat Ludwig 3/07)
March, 2007	234	Changed Appointed Officers, MARC Representatives, C Duties, 3 From: Present a report at all Council meetings. To: Present a report at Council meetings as necessary. (Pat Ludwig 3/07)
March, 2007	235	Changed Appointed Officers, MARC Representatives, C Duties, 4 From: Write articles for the Council newsletter about MARC. To: Write articles for the Council newsletter about MARC as necessary. (Pat Ludwig 3/07)
March, 2007	236	Changed Appointed Officers, MARC Representatives, C Duties, 5 stating: Inform member of the purpose, benefits, and activities of MARC; to a under C Duties, 4 as a description of what could be in an article for the Council newsletter. (Pat Ludwig 3/07)
March, 2007	237	Changed Appointed Officers, MARC Representatives, C Duties, 6 stating: Promote interest and encourage participation in MARC activities; to b under C Duties, 4

<u>Date</u>	<u>Revision</u>	<u>Change</u>
		as a description of what could be in an article for the Council newsletter. (Pat Ludwig 3/07)
March, 2007	238	Combined the Collegiate and Youth Coordinator positions and changed Appointed Officers, Collegiate Coordinator, F From: Write articles for the Council newsletter to include information relative to this office. To: Write articles for the Council newsletter as necessary. (Pat Ludwig 3/07)
March, 2007	239	Added the following to Collegiate/Youth Coordinator: Assist the First Vice President with membership information as requested. (Pat Ludwig 3/07)
March, 2007	240	Deleted all duties presently assigned to the Youth Coordinator as the Outstanding Youth Award was eliminated from the MGLSC awards on March 5, 2004. (Pat Ludwig 3/07)
March, 2007	241	Added the following to Collegiate/Youth Coordinator: Encourage youth membership in the DESA program (Debutant of Epsilon Sigma Alpha – birth through age 11) and the ELAN program (Education-Leadership-Affirmation-Networking – ages 12-17.) (Pat Ludwig 3/07)
March, 2007	242	Added Appointed Officers, Webmaster, with the following duties: A. Maintain the following items on the Council Website. <ol style="list-style-type: none"> <li>1. MGLSC By-Laws and Standing Rules</li> <li>2. List of the Council Officers and Chapter Presidents</li> <li>3. Minutes of the Council Meetings</li> <li>4. All-Council Calendar of Events</li> <li>5. Links to Chapter, International Council, and MARC websites.</li> </ol> (Pat Ludwig 3/07)
March, 2007	243	Eliminated Standing Committee 1 Yearbook-Roster-Officer Manual Duties assigned to the Junior Past President, President and First Vice President (Pat Ludwig 3/07)
March, 2007	244	Eliminated Standing Committee 2 Nominations

<u>Date</u>	<u>Revision</u>	<u>Change</u>
		Duties assigned to the First Vice President (Pat Ludwig 3/07)
March, 2007	245	Eliminated Standing Committee 3 Philanthropic Duties assigned to the Second Vice President, Junior Past President, St. Jude Coordinator, and Easter Seal Coordinator. (Pat Ludwig 3/07)
March, 2007	246	Eliminated Standing Committee 4 Membership Duties assigned to the First Vice President and the Collegiate/Youth Coordinator. (Pat Ludwig 3/07)
March, 2007	247	Eliminated Standing Committee 5 Minutes & History Duties assigned to the Historian, Recording Secretary, and the Secretary of the Beacons Chapter (Pat Ludwig 3/07)
March, 2007	248	Eliminated Standing Committee 6 Scrapbook Duties assigned to the Corresponding Secretary and the Administrative Assistant. (Pat Ludwig 3/07)
March, 2007	249	Eliminated Standing Committee 7 Awards Duties assigned to the Corresponding Secretary, Junior Past President, Second vice President, and Educational Director. (Pat Ludwig 3/07)
March, 2007	250	Changed Standing Committees, 8 Finance, A Membership, 3 From: Three (3) chapter presidents from three (3) different areas To: One (1) Council member from each of three (3) different chapters. (Pat Ludwig 3/07)
March, 2007	251	Changed Standing Committees, 8 Finance, B Duties, 1 From: Submit a proposed budget at the final session of the Annual Meeting to be approved by the General Council at this time. To: Submit a proposed budget for approval at the final session of the General Council Meeting/Annual Convention. (Pat Ludwig 3/07)
March, 2007	252	Changed Standing Committees, 8 Finance, B Duties, 3

<u>Date</u>	<u>Revision</u>	<u>Change</u>
		From: Provide ways and means project to support the approved budget.  To: Provide ways and means project to support the approved budget if necessary. (Pat Ludwig 3/07)
March, 2007	253	Deleted Standing Committees, 8 Finance, B Duties, 4 stating: Compile a statistical report of individual chapter and Council ways and means project to IC. (Pat Ludwig 3/07)
March, 2007	254	Deleted Standing Committees, 8 Finance, B Duties, 5 stating: Initiate a fund-raiser for the subsequent annual budget. (Pat Ludwig 3/07)
March, 2007	255	Eliminated Standing Committee 9 Credentials Duties are being assigned to the Treasurer. (Pat Ludwig 3/07)
March, 2007	256	Changed Standing Committees, 10 By-Law & Standing Rules Review, A Membership, 3 From: Three (3) chapter presidents. To: One (1) chapter member from each of three (3) different chapters. (Pat Ludwig 3/07)
March, 2007	257	Deleted Standing Committees, 10 By-Law & Standing Rules Review, B Duties, 2 stating: Send copies of proposed By-Law revisions to each member of the General Board and MALs no later than (30) days prior to a scheduled meeting. (Pat Ludwig 3/07)
March, 2007	258	Eliminated Standing Committee 12 Workshop Duties are being assigned to the Educational Director (Pat Ludwig 3/07)
March, 2007	259	Changed Standing Committees, 13 IC Disaster – MGLSC Love Fund, A Membership, 2 From: President of the Past State President’s chapter. To: President of the Beacons Chapter. (Pat Ludwig 3/07)
March, 2007	260	Changed Standing Committees, 13 IC Disaster – MGLSC Love Fund, A Membership, 3 From: Three (3) chapter presidents from three (3) different areas.

<u>Date</u>	<u>Revision</u>	<u>Change</u>
		To: Three (3) chapter presidents. Exception: The president of the applicant's chapter is ineligible for this committee. (Pat Ludwig 3/07)
March, 2007	261	Deleted Standing Committees, 13 IC Disaster – MGLSC Love Fund, B Duties, 1 stating: Promote projects to increase monies for the IC Disaster Fund and Council Love Fund. (Pat Ludwig 3/07)
March, 2007	262	Deleted Standing Committees, 14 Courtesy, B Duties, 1 stating: present all visiting dignitaries with a token of their visit. (Pat Ludwig 3/07)
March, 2007	263	Deleted Standing Committees, 14 Courtesy, B Duties, 2 stating: Serve as hostesses for the guests at meetings. (Pat Ludwig 3/07)
March, 2007	264	Deleted Standing Committees, 14 Courtesy, B Duties, 3 stating: Provide mixer activities before the start of Council meetings. (Pat Ludwig 3/07)
March, 2007	265	Changed Standing Committees, 14 Courtesy, B Duties, 4 From: Prepare a humorous presentation to summarize the happenings of the Annual Meeting at the final session. To: Prepare a humorous presentation to summarize the happenings of the General Council Meeting/Annual Convention to be presented at the final session. (Pat Ludwig 3/07)
March, 2007	266	Changed names of Standing Committees, 15 Fall Council Meeting/Leadership Conference to General Council Meeting/Leadership Conference in accordance with changes previously made to Standing Rule II. (Pat Ludwig 3/07)
March, 2007	267	Changed Standing Committees, General Council Meeting/Leadership Conference B, 5 From: Lodging for one (1) night and any planned meals for the Council President. To: Lodging for one (1) night, if necessary, and any planned meals for the Council President. (Pat Ludwig 3/07)
March, 2007	268	Changed name of Standing Committee, 16 Spring Council Meeting/Fun Day to General Council

<u>Date</u>	<u>Revision</u>	<u>Change</u>
		Meeting/Fun Day in accordance with changes previously made to Standing Rule II (Pat Ludwig 3/07)
March, 2007	269	<p>Changed Standing Committees, General Council Meeting/Fun Day B, 5</p> <p>From: Lodging for (1) night and any planned meals for the Council President.</p> <p>To: Lodging for (1) night, if necessary, and any planned meals for the Council President. (Pat Ludwig 3/07)</p>
March, 2007	270	<p>Changed name of Standing Committee, 17 Annual Meeting and Convention to General Council Meeting/Annual Convention in accordance with changes previously made to Standing Rule II. (Pat Ludwig 3/07)</p>
March, 2007	271	<p>Deleted Standing Committees, 17 General Council Meeting/Annual Convention, D, 3 Appoint a Registration Chairman, a. stating: The Registration Chairman shall be bonded. (Pat Ludwig 3/07)</p>
March, 2007	272	<p>Changed Standing Committees, 17 General Council Meeting/Annual Convention, D, 8 Be responsible for payment of the following, c.</p> <p>From: One (1) meal for one (1) IC Council Philanthropic Project representative, one (1) IC Philanthropic representative and one (1) official MARC representative.</p> <p>To: One (1) meal for one (1) MGLSC Philanthropic project representative, one (1) St. Jude representative, and (1) Easter Seal representative. (Pat Ludwig 3/07)</p>
March, 2007	273	<p>Changed Standing Committees, 17 General Council Meeting/Annual Convention, E</p> <p>From: The Courtesy Committee shall act as official hostesses to the IC/ESA Headquarters and MARC representatives. Prior to the opening of the annual Meeting, the Past State President's chapter shall act as her hostess with the expenses not to exceed the budgeted amount.</p> <p>To: The Beacons Chapter shall act as official hostesses to the IC/ESA Headquarters and MARC representatives prior to the opening of the Annual Meeting, with the expenses not to exceed the budgeted amount. (Pat Ludwig 3/07)</p>

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	274	Revised Article IV, Membership, Section 2 to change Fall General Board meeting to General Board Meeting/Leadership Conference in accordance with October, 2006 changes made to Standing Rule II (Pat Ludwig 3/07)
March, 2007	275	Changed Article V, Officer and Duties, Section 3 Standing Committees Delete Yearbook-Roster-Administrative Manual, Nominations, Philanthropic, Membership, Minutes-History, Scrapbook, Awards, and Workshop Committees. Correct name of Leadership Conference, Fun Day, and Convention Committees. (Pat Ludwig 3/07)
March, 2007	276	Revised Article VII, Meetings, Section 4 to change Fall General Membership Meeting/Leadership Conference to General Council Meeting/Leadership Conference in accordance with October, 2006 changes made to Standing Rule II. (Pat Ludwig 3/07)
March, 2007	277	Revised Article VIII, Fees, Section 1, Dues, B to correct Annual Convention to General Council Meeting/Annual Convention in accordance with October, 2006 changes made to Standing Rule II. (Pat Ludwig 3/07)
March, 2007	278	Revised Article VIII, Section 1, Dues, D, 3 to change Annual Meeting to General Council Meeting/Annual Convention in accordance with October, 2006 changes made to Standing Rule II. (Pat Ludwig 3/07)
March, 2007	279	Revised Article VIII, Section 2, Other Fees, A to change Annual Meeting to General Council Meeting/Annual Convention in accordance with October, 2006 changes made to Standing Rule II. (Pat Ludwig 3/07)
March, 2007	280	Changed Article IX, Nominations, Elections, Term of Office, Vacancies, Section 2, A From: The President must have been a member for a minimum of tow (2) years, <u>held at least one (1) elective office in her chapter</u> , and must have served at least one (1) year on the MGLSC Executive Board in an elective office.

<u>Date</u>	<u>Revision</u>	<u>Change</u>
		To: The President must have been a member for a minimum of two (2) years, <u>been President of her Chapter</u> , and must have served at least one (1) year on the MGLSC Executive Board in an elective office. (Pat Ludwig 3/07)
March, 2007	281	Changed Article IX, Nominations, Elections, Terms of Office, Vacancies, Section 2, B regarding qualifications for office should read First Vice President and Second Vice-President only - Recording Secretary and Treasurer are being moved to Section 2, C. (Pat Ludwig 3/07)
March, 2007	282	Changed Article IX, Nominations, Elections, Terms of Office, Vacancies, Section 2, B, 2 regarding qualifications for office for the First and Second Vice-Presidents should read: must have been President of her Chapter. (Pat Ludwig 3/07)
March, 2007	283	Changed Article IX, Nominations, Elections, Terms of Office, Vacancies, Section 2, C is changed from Parliamentarian, Council Editor and Educational Director to Recording Secretary, Treasurer, Parliamentarian, Council Editor and Educational Director. (Pat Ludwig 3/07)
March, 2007	284	Article IX, Nominations, Elections, Terms of Office, Vacancies, Section C, 3 becomes: the Treasurer must be at least eighteen (18) years of age; and number 3 becomes number 4 stating: a member of less than (2) years may run for these offices when no one else is seeking election to that office and upon a two-thirds majority vote of the General Council. (Pat Ludwig 3/07)
March, 2007	285	Revised Article IX, Nominations, Elections, Term of Office, Vacancies, Section 3 to change Annual General Meeting to General Council Meeting/Annual Convention in accordance with October, 2006 changes made to Standing Rule II. (Pat Ludwig 3/07)
March, 2007	286	Revised Article IX, Nominations, Elections, Term of Office, Vacancies, Section 5 to change Annual Convention Banquet to General Council Meeting/Annual Convention Banquet in accordance with October, 2006 changes made to Standing Rule II. (Pat Ludwig 3/07)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2007	287	<p>Changed Article XIII, Amendments, Section 1</p> <p>From: These by-laws may be amended at any regular meeting of the General Council by a two-thirds (2/3) vote of <u>voting delegates present and voting</u>.</p> <p>To: These by-laws may be amended at any regular meeting of the General Council by a two-thirds (2/3) vote of <u>eligible voters present</u>.</p> <p>(Pat Ludwig 3/07)</p>
March, 2007	288	<p>Changed Article XIII, Amendments, Section 1, A</p> <p>From: Proposed amendments shall be submitted in writing to the Council Parliamentarian no later than forty-five (45) days prior to a scheduled <u>General Board Meeting</u> for distributing to all General <u>Board</u> members.</p> <p>To: Proposed amendments shall be submitted in writing to the Council Parliamentarian no later than forty-five (45) days prior to a scheduled <u>General Council</u> meeting. (Pat Ludwig 3/07)</p>
March, 2007	289	<p>Changed Article, XIII, Amendments, Section 1, A, 1</p> <p>From: Parliamentarian to distribute proposed By-law Amendments to each member of the General <u>Board and MAL's</u> no later than thirty (30) days prior to a scheduled <u>General Board Meeting</u>.</p> <p>To: Parliamentarian to distribute proposed By-law Amendments to all <u>MGLSC</u> members no later than thirty (30) days prior to a scheduled <u>General Council Meeting</u>. (Pat Ludwig 3/07)</p>
March, 2007	290	<p>Revised Article XIII, Amendments, Section 1, A, 1, a to change General Board Meeting to General Council Meeting in accordance with October, 2006 changes to Standing Rule II. (Pat Ludwig 3/07)</p>
May, 2007	291	<p>The Officers and Committees Manual, First Vice President, 8 and 8A and Second Vice President, 7 currently indicate the First Vice President is responsible for the Flag Ceremony and the Second Vice President is responsible for the Candle Lighting Ceremony. Revise to reverse the duties so the First Vice President is responsible for the Candle Lighting Ceremony and the Second Vice President is responsible for the Flag Ceremony. (Pat Ludwig 5/07)</p>
May, 2008	292	<p>Standing Rule III. Fees, A</p> <p>Delete Ways &amp; Means Assessment of \$10.00</p>

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2009	293	Standing Rule III. Fees, B Delete Buffer fee of \$10.00 per member A Convention Fund has been established. (Jean Varga 3/09)
March, 2009	294	Changed Standing Rule III, Fees A From: Dues shall be \$15.00 per member which includes \$13.00 dues and \$2.00 for the Communication Fund To: Dues shall be \$25.00 per member which includes \$13.00 dues, \$2.00 for the Communication Fund, and \$10.00 for the Convention Fund. (Jean Varga 3/09)
March, 2009	295	Changed Standing Rule III, Fees (Modified numbering for clarity). From: C.6. Full Crown jewel pin and gravel guard for the incoming MGLSC President. To: B.6. Full Crown Jewel Pin and Gravel Guard for the incoming MSC President, and a gift for the outgoing President. (Jean Varga 3/09)
March, 2009	296	Changed Standing Rule III, Fees (Modified numbers for clarity) From: C.7. MGLSC President's <b>registration fee</b> for the I.C . Convention, annual MARC Conference, Fall General Council Meeting/Fun Day and the General Meeting/Fun Day and the General Council Meeting/Annual Convention. To: B. 7. MSC President's event fees as follows <b><u>(full registration includes registration and included meals):</u></b> <ul style="list-style-type: none"> <li>a. I.C. Convention <b>full registration.</b></li> <li>b. MARC Leadership and Conference <b>full registration</b></li> <li>c. MSC Fall General Council Meeting/Leadership Conference, the March General Council Meeting/Fun Day and the General Council Meeting/Annual Convention <b>registration fee only.</b></li> </ul>
March, 2009	297	Changed Standing Rule III Fees From: C.8. MGLSC First Vice President's <b>registration fee</b> to the ESA Headquarters Leadership Seminar. To: B. 8. MSC First Vice President's full <b>registration</b> to the ESA Headquarters Leadership Seminar. (Jean Varga 3/09)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2009	298	Changed Standing Rule, III, Fees From: C.9. The <b><u>registration fee</u></b> for two (2) MARC Rep. To: B.9. The full <b><u>registration</u></b> for two (2) MARC Rep. (Jean Varga 3/09)
March, 2009	299	Changed Standing Rule, III, Fees From: C.10.c Mileage for the MGLSC President at the current IRS rate per mile to all MGLSC Functions. To: B.10.c. Mileage for MSC President, First Vice President, and Second Vice President will be paid by the Council Treasury to all MSC functions up to the amount budgeted for each Officer. (Jean Varga 3/09)
March, 2009	300	Standing Rule III, Fees Deleted C.10.d. mileage payments, has been move to B.10.c. (Jean Varga 3/09)
March, 2009	301	Standing Rule, IV Hostess chapter responsibilities. Deleted: Not necessary, all of the Hostess chapter(s), responsibilities are listed in General Council Meeting/Annual Convention committee section. (Jean Varga 3/09)
March, 2009	302	Standing Rule V Modified number for clarity From: V/.... so that chapters have time to meet and instruct their delegates. To: IV/...so that chapters have time to discuss with their membership. (Jean Varga 3/09)
March, 2009	303	Standing Rule XII, The MSC awards. Deleted: D The Philanthropic Service Awards (Jean Varga 3/09)
March, 2009	304	Changed Standing Rule XII. Modified numbering for clarity. From: G MEMBERSHIP-RUSHING AWARD (reporting by June)..... To: XI, F. MEMBERSHIP-RUSHING AWARD (reporting by April 1)... changed reporting date. (Jean Varga 3.09)
March, 2009	305	Standing Rule XII, The MSC awards. Deleted: H. DIANA AWARD (Jean Varga 3/09)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2009	306	Standing Rule XII. The MSC awards Deleted: I. REACH OUT AWARD (Jean Varga 3/09)
March, 2009	307	Standing Rule XII, The MSC awards. Deleted: K. HEALTHY CHAPTER AWARD (Jean Varga 3/09)
March, 2009	308	Changed Standing Rule XII, The MSC awards Modified date for clarity. From: XII. M. PAST STATE PRESIDENTS AWARDS (reporting by June 1) To: XI, I. PAST STATE PRESIDENTS AWARDS (reporting by April 1) (Jean Varga 3/09)
March, 2009	309	Deleted Standing Rule XIII To be a healthy chapter Shall: The award has been deleted. (Jean Varga 3/09)
March, 2009	310	Changed Standing Rule XIV Award Presentation Schedule (Modified number for clarity) From: A. At the MGLSC Annual convention, the following awards will be presented. Submission deadline – postmarked by April 1: <ul style="list-style-type: none"> <li>1. Distinguished Athenian Service Award</li> <li>2. Gold Link Award</li> <li>3. Gold Seal Merit Award</li> <li>4. Outstanding Woman of the Year Award</li> <li>5. Mr. &amp; Mrs. Enthusiasm Awards.</li> <li>6. Diana Award</li> <li>7. Reach Out Award</li> </ul> To: XIV. Award Presentation Schedule At the MSC Annual convention, the following awards will be presented. Submission deadline—postmarked by April 1 <ul style="list-style-type: none"> <li>1. Distinguished Athenian Service Award</li> <li>2. Gold Link Award</li> <li>3. Gold Seal Merit Award</li> <li>4. Outstanding Woman of the Year Award</li> <li>5. Mr. &amp; Mrs. Enthusiasm Awards</li> <li>6. Membership-Rushing Award</li> <li>7. Past State President’s Awards</li> </ul> (Jean Varga 3/09)
March, 2009	311	Standing Rule XVI Award Presentation Schedule: Deleted: B. At the Fall General Council Meeting..... (Jean Varga 3/09)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2009	312	Deleted Standing Rule XVI C. Awards will be presented by outgoing officers. (Jean Varga 3/09)
March, 2009	313	Changed Article 1, Name From: The name of this organization shall be Michigan Great Lakes State Council of Epsilon Sigma Alpha International, hereafter referred to as MGLSC. To: The name of this organization shall be Michigan State Council of Epsilon Sigma Alpha International, hereafter referred to as MSC. (Jean Varga 3/09)
March, 2009	314	Article IV, Membership (Modified numbering for clarity. Deleted Section 1. A. 3 Annual Meeting Buffer Fee Deleted Section 1.D.3.b. Buffer fee (Jean Varga 3/09)
March, 2009	315	Article VIII, Fees Changed Section 1, Dues, A. From: 3. MAL members shall be charged individual membership fees; said fees to cover buffer fee, membership and any council assessments. This Fee shall be pro-rated as follows: To: 3. MAL members shall be charged individual membership fees; said fees to cover membership and any council assessments. This Fee shall be pro-rated as follows: Deleted Section 1 Dues B. The buffer fee has been eliminated. (Jean Varga 3/09}
March, 2009	316	Changed Article VII Meeting Section 4. From: With the exception of the General Council Meeting/Leadership Conference, written bids for all meetings must be presented two years in advance to the Second Vice president, to be presented at the General Council Meeting/Annual Meeting. To: Written bids for all meetings for the coming year, with the exception of the General Council Meeting/Annual Convention must be presented to the Second Vice President at the General Council Meeting/ Fun Day.  Written bids for the General Council Meetings/Annual Convention must be presented to the second Vice President at the General Council Meeting/Fun Day two (2) years in advance. (Jean Varga 3/09)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2009	317	Add: Article XIV, Dissolution of Council Section 1. Upon the dissolution of Michigan State Council all assets and real property of Michigan State Council shall revert to ESA Foundation to be distributed between the current Michigan Scholarships and/or endowments administered by the ESA Foundation. (Jean Varga 3/09)
March, 2009	318	Officers and Committees Manual Changed: Second Vice President Duty #3 From: Receive and present bids for all meetings with the exception of General Council Meeting/Leadership Conference. To: Receive and present bids for all meetings. (Jean Varga 3/09)
March, 2009	319	Changed Corresponding Secretary Duty F From: Collect \$5.00 from each chapter at the General Council Meeting/Fun Day to purchase a gift for the Council President to be presented at the General Council Meeting/Annual Convention. To: Purchase a gift for the Council President up to the budgeted amount to be presented at the General Council Meeting/Annual Convention. (Jean Varga 3/09)
March 2009	320	Duty H From: Prepare a list of award recipients for all attendees at the Awards Luncheon at the General Council Meeting/Annual Convention and for all attendees at the General Council Meeting/Leadership Conference. To: Prepare a list of award recipients for all attendees at the Awards Luncheon at the General Council Meeting/Annual Convention (Jean Varga 3/09)
March 2009	321	<b>Standing Committees</b> Leadership Conference Membership Delete 3. The Council President's chapter will serve as hostess chapter. (Jean Varga 3/09)

<u>Date</u>	<u>Revision</u>	<u>Change</u>
March, 2009	322	<p>IC Disaster – MSC Love Fund</p> <p>A. Membership</p> <p>Changed 3.</p> <p>From: Three (3) chapter Presidents Exception: The president of the applicant’s chapter is ineligible for this committee.</p> <p>To: One (1) chapter president. The president of the applicant’s chapter is ineligible for this committee.</p> <p>(Jean Varga 3/09)</p>
March, 2010	323	<p>Add: Article XIV, Finance</p> <p>Section 1: Each chapter shall submit, by September 1 of each year, the annual “Tax Facts Form” to the International Council and the “Tax Facts Form” and a signed audit statement to the Michigan State Council Treasurer. This will provide oversight and control over the financial affairs of the chapter.</p> <p>Section 2: Failure to submit the requested information in section 1 could result in revocation or suspension of the chapter’s status as a chapter in good standing with the Michigan state Council.</p> <p>NOTE: Renumber previous Article XIV, Dissolution of Council to Article XV.</p> <p>(Pat Ludwig 3/10)</p>
March, 2010	324	<p>Officers and Committees Manual</p> <p>Standing Committees</p> <p>#8 General Council Meeting/Annual Convention</p> <p>Section D: The hostess chapter shall:</p> <p>Paragraph 8: Be responsible for payment of the following:</p> <p>Change from: Meals and lodging for one (1) official IC/ESA Headquarters representative and one (1) official MARC representative.</p> <p>Change to: Registration, meals and lodging for one (1) official IC/ESA Headquarters representative and one (1) official MARC representative.</p> <p>(Pat Ludwig 3/10)</p>
March, 2010	325	<p>Officers and Committees Manual</p> <p>Treasurer’s Duties</p> <p>Section #3, Outside Audit</p> <p>Change from: Submit all accounts for outside audit annually.</p> <p>Change to: Submit all accounts to the audit committee by the August General Board Meeting.</p>

Eliminate: A under #3 which reads: Individual performing the audit should have training in financial areas as in banking, credit unions, or other financial institutions.

(Pat Ludwig 3/10)

March, 2010	326	Officers and Committees Manual Standing Committees Add as #2 AUDIT COMMITTEE A. Membership 1. First Vice President 2. Junior Past Treasurer 3. Parliamentarian B. Duties 1. Audit the Michigan State Council Treasurer's accounts yearly. NOTE: Renumber the current 2-8 to 3-9. (Pat Ludwig 3/10)
March, 2010	327	Officers and Committees Manual First Vice President's Duties #7 Change from: Serve on the Convention and Finance Committees. Change to: Serve on the Convention, Finance and Audit Committees. (Pat Ludwig 3/10)
March, 2010	328	Officers and Committees Manual Treasurer's Duties Add #12 to read: The Junior Past Treasurer will serve on the audit committee. (Pat Ludwig 3/10)
March, 2010	329	Officers and Committees Manual Parliamentarian's duties #2 Change from: Chair the By-Law and Standing Rules Review Committee. Change to: Chair the By-Law and Standing rules Review Committee and serve on the audit committee. (Pat Ludwig 3/10)

**BY-LAWS AND STANDING RULES  
OF THE  
MICHIGAN STATE COUNCIL**

ARTICLE I  
NAME

- Section 1. The name of this organization shall be Michigan State Council of Epsilon Sigma Alpha International, hereafter referred to as MSC.
- Section 2. This document shall be officially known as the Constitution and Bylaws of said Council and shall also be the Constitution of every affiliated body.

ARTICLE II  
MISSION STATEMENT

- Section 1. To unite caring people throughout the world in a dedicated pursuit of excellence resulting in self-fulfillment and meaningful service to others

ARTICLE III  
OBJECTIVES

- Section 1. To implement the basic ideals of Epsilon Sigma Alpha International by promoting relations and cooperation between chapters, state officers, the International Council and International Headquarters.
- Section 2. To provide an atmosphere for potential leadership growth by assisting each other in all matters to promote a common purpose within the sorority.
- Section 3. To promote public awareness of ESA International.
- Section 4. To stimulate the growth and aid in the organization of new chapters in the state.

ARTICLE IV  
MEMBERSHIP

- Section 1. The general membership of the MSC of Epsilon Sigma Alpha International shall be by Active Chapter, MAL, the Past State Presidents Chapter, and Provisional Chapter.
- A. An Active Chapter shall be defined as:
1. MSC dues are paid in full.
  2. Chapter dues are paid in full.
  3. Special Council assessments paid in full.
  4. Ways and Means Project assessments paid in full.
  5. Contributions made to Philanthropic projects.

- B. MAL Chapter shall be comprised of:
  - 1. Members-at-Large who do not belong to the MSC and whose International Council dues are paid in full.
- C. The Past State Presidents Chapter shall be comprised of the following members whose Past State Presidents Chapter dues are paid in full and who are members of another MSC chapter:
  - 1. Past Michigan State Council Presidents
  - 2. Past Great Lakes Council Presidents
  - 3. Past MGLSC Presidents
- D. Provisional Chapters shall be defined as:
  - 1. An Epsilon Sigma Alpha chapter comprised of 80% new members requesting membership in the MSC.
  - 2. Provisional status will be in effect for a minimum of one (1) year from the date of application to the MSC.
    - a. Requires sponsorship of two (2) active MSC chapters.
    - b. During the provisional status year, the chapter has no voting privileges.
  - 3. Provisional chapter membership fees:
    - a. There will be no annual MSC membership fee.
    - b. Upon confirmation, a chapter whose status has changed from provisional to active, annual MSC membership fee will be prorated as follows:
      - 1) Full active member annual membership fee payable if chapter becomes active April 1 through September 30.
      - 2) One-half (1/2) active member's annual membership fee if chapter becomes active as of October 1 through March 31.
      - 3) Said fees are due in full at the time of approval of status change.
  - 4. Provisional Chapters shall participate in General Board and General Council Meetings, philanthropic activities, ways and means projects and/or various functions of the Council for at least one (1) year from the date of their application for acceptance into the Council.
  - 5. Provisional chapter members shall not serve as elected officers, appointed officers or chairmen, until they have fulfilled their provisional period of time and participation in the Council.
    - a. A member of an active Council chapter who transfers to a Provisional chapter may serve as an elected officer or committee chairman on a council level.
  - 6. Provisional chapters may:
    - a. Participate in the awards and educational programs of the Council, except Woman of the Year award, unless the person nominated has transferred from an active chapter and has been a member for at least one (1) year.
    - b. Serve on committees.
    - c. Hostess board and/or general meetings of the Council.

- Section 2. Type of membership shall be determined annually at the General Council Meeting/Leadership Conference as follows:
- A. Confirm applications for provisional chapter status.
  - B. Change provisional status to active.
  - C. Cancel provisional status after one (1) year of:
    1. Non-payment of MSC fees.
    2. Non-response to a registered letter from Membership Chairman

ARTICLE V.  
OFFICERS AND DUTIES

- Section 1. Elected Officers: President, First Vice-President, Second Vice President, Recording Secretary, Treasurer, Parliamentarian, Council Editor, Educational Director, and Junior Past President shall carry out the duties of their individual offices as outlined in the Officers and Committees Manual.
- Section 2. Appointed Officers: Corresponding Secretary, St. Jude Coordinator, Easter Seals Coordinator, Historian, Chaplain, Two (2) MARC Representatives, ESA Foundation Counselor, Administrative Assistant, Collegiate/Youth Coordinator, and Web Master shall carry out the duties of their individual offices as outlined in the Officers and Committees Manual.
- Section 3. Standing Committees: Finance, By-law Standing Rules Review, Audit, General Council Meeting/Leadership Conference, General Council Meeting/Fun Day, General Council Meeting/Annual Convention, IC Disaster Fund/MS Love Fund, and Courtesy shall carry out the duties of the committee as outlined in the Officers and Committees Manual.
- Section 4. All duties as outlined in the Officers and Committee Manual published in the annual yearbook are part of the Standing Rules of the MSC.

ARTICLE VI.  
STRUCTURE

- Section 1. The General Council shall consist of:
- A. All Active Chapters of the MSC.
  - B. The MAL Chapter.
  - C. The Past State Presidents Chapter.
  - D. Provisional Chapters
- Section 2. The General Board shall consist of all of the Chapter Presidents, Executive Board Officers, and Appointed Officers.
- A. Makes decisions and transacts business of the MSC between General Council Meetings.
  - B. Makes recommendations to the General Council.
  - C. Is directly responsible to the General Council.

- Section 3. The Executive Board shall consist of all the Elected Officers plus the Corresponding Secretary and the Junior Past President.
- A. Makes decisions and transacts the business of the MSC between General Board meetings.
  - B. Makes recommendations to the General Board and the General Council.
  - C. Is directly responsible to the General Council.

ARTICLE VII.  
MEETINGS

- Section 1. Executive Board Meetings
- A. The Executive Board shall meet as necessary.
    1. Purpose of the meeting will be stated at the call.
    2. At least forty-eight (48) hours notice is necessary.
    3. May be called by:
      - a. the President or
      - b. two (2) members of the Executive Board.
- Section 2. General Board Meetings
- A. The General Board shall meet three (3) times per year. (See Standing Rule II)
  - B. Special General Board Meetings:
    1. Purpose of the meeting will be stated at the call.
    2. At least five (5) days notice must be given.
    3. May be called by:
      - a. the President or
      - b. two (2) members of the Executive Board or
      - c. a majority of the General Board.
- Section 3. General Council Meetings
- A. The General Council shall meet three (3) times a year: General Council Meeting/Leadership Conference, General Council Meeting/Fun Day and the General Council Meeting/Annual Convention. (See Standing Rule II).
- Section 4. Written bids for all meetings for the coming year, with the exception of the General Council Meeting/Annual Convention must be presented to the Second Vice President at the General Council Meeting/Fun Day.
- Written bids for the General Council Meeting/Annual Convention must be presented to the Second Vice President at the General Council Meeting/Fun Day two (2) years in advance

ARTICLE VIII.  
FEES

- Section 1. Dues
- A. The MSC and MAL members shall pay dues (see Standing Rule III).

1. Provisional chapters are exempt from membership fees for the first year.
2. To be a chapter in good standing with the MSC, the chapter's MSC dues are to be paid by September 1.
3. MAL members shall be charged individual membership fees; said fees to cover membership and any council assessments. This fee shall be pro-rated as follows:
  - a) full membership dues if individual becomes a MAL member as of March 1 through August 31.
  - b) half of membership dues if individual becomes a MAL member as of September 1 through February 28.

B. Income

1. All income shall be channeled through the MSC Treasurer.
2. The MSC will maintain a continuous travel fund.
  - a) Fifty percent (50%) of the profit from the Council's Annual Convention registration fee to be deposited in this account.
  - b) Monies earned from interest on the checking account during a Council year will be transferred to the Travel Fund.
3. Fifty percent (50%) of the profit from the Council's Annual Convention registration fee to be deposited into the General Fund.

C. Disbursements

1. All disbursements shall be channeled through the MSC Treasurer.
2. The MSC treasury shall defray the budget approved items for elected and appointed officers (see Standing Rule III).
3. Receipts and vouchers shall be presented to the Treasurer by the Executive Board Member on her behalf, or on behalf of the committees she chairs, following a board meeting and within thirty (30) days after the General Council Meeting/Annual Meeting.
4. The Treasurer shall submit any non-budgeted items to the General Board for approval.
5. Reimbursement checks will not be written for less than five dollars (\$5.00) throughout the year.
6. Monies left in the budget at the end of the year not used by officers will be divided as follows:
  - a) one-half (1/2) to the Travel Fund;
  - b) one-half (1/2) to the General Fund.

Section 2. Other Fees

- A. A Ways and Means project and/or assessment to provide monies over and above the estimated dues income to meet the approved budget will be presented by the incoming Treasurer and approved at the Second General Assembly of the General Council Meeting/Annual Meeting.
- B. Any special assessments shall be published and distributed thirty (30) days prior to the General Council Meeting where action will be taken.
- C. All Ways and Means projects/assessments and special assessments shall be approved by a majority vote of the General Council.

ARTICLE IX.  
NOMINATIONS. ELECTIONS. TERM OF OFFICE. VACANCIES

- Section 1. Nominations for the seven (7) elected officers of the Executive Board: First Vice President, Second Vice President, Recording Secretary, Treasurer, Parliamentarian, Council Editor and Educational Director shall come from:
- A. Nominations Committee.
  - B. Received from the floor.
- Section 2. Any active member in good standing with her chapter and International Headquarters may seek a MSC office.
- A. The President must have been a member for a minimum of two (2) years, been President of her chapter, and must have served at least one (1) year on the MSC Executive Board in an elective office.
  - B. The First Vice President and Second Vice-President:
    1. must have been a member a minimum of two (2) years,
    2. must have been President of her Chapter.
  - C. The Recording Secretary, Treasurer, Parliamentarian, Council Editor and Educational Director
    1. must have been a member at least two (2) years,
    2. must have held at least one (1) elective office in her chapter.
    3. the Treasurer must be at least eighteen (18) years of age.
    4. a member of less than two (2) years may run for these offices when no one else is seeking election to that office and upon a two-thirds majority vote of the General Council.
- Section 3. At the General Council Meeting/Annual Convention, election ballots will be distributed by the Council Treasurer to each member in attendance.
1. A majority vote shall elect.
  2. A unanimous ballot may be cast by the Recording Secretary if an officer, or slate of officers, are running unopposed.
- Section 4. The President shall appoint three (3) tellers, each from a different area, to count ballots. All ballots must be filed with the Recording Secretary for a period of one (1) year.
- Section 5. Newly elected officers shall be installed at the General Council Meeting/Annual Convention Banquet and shall take office immediately following the Convention, with the exception of the Treasurer who will receive the books no later than ninety (90) days after the close of the Convention.
- Section 6. Officers, with the exception of the Treasurer, shall hold office for a term of one (1) year or until their successors are elected. The latter case would be in the event of public emergency or failure to obtain a nominee for an office.
- A. The office of Treasurer shall be a two (2) year term.
- Section 7. No officer shall be eligible to serve more than one (1) term consecutively in the same office with the following exceptions:

- A. Should a MSC President leave office before completing her term, the President Elect may serve the unexpired term and then serve her own term the following year.
  - 1. If the President Elect chooses not to serve the unexpired term, the General Board shall elect a Past Council President to serve as President for the remainder of the term.
  - 2. The President Elect would then serve as President the following year.
  - 3. Election of an Interim President shall be by ballot with a two-third (2/3) vote.
- B. An officer appointed to fill a vacancy may, if elected, serve in that office the following year.

Section 8. An office is declared vacant when any elected officer (other than the President) leaves office before the expiration of her term. The President shall appoint a member to fill the vacancy with the approval of two-thirds (2/3) of the General Board.

ARTICLE X.  
REPRESENTATION AND VOTING

- Section 1. The voting at all Board and Council Meetings is as follows:
  - A. A member present and in good standing with paid IC and MSC dues shall receive one (1) vote.
    - 1. The President shall receive one (1) vote only in case of a tie.
- Section 2. Provisional Chapters shall have no voting privileges during their provisional period.
- Section 3. Quorum
  - A. A quorum at all Board and Council Meetings shall consist of a majority of the total eligible votes.
- Section 4. All International Officers are ex-officio members of the MSC and Committees but shall act in an advisory capacity only with no voting privileges.

ARTICLE XI.  
DISCIPLINARY PROCEDURE

- Section 1. Any officer may be recalled by the MSC membership before the end of the officer's current term by:
  - A. A petition, signed by ten (10) MSC members requesting a recall hearing and stating the charges against the officer to be recalled, is presented to any member of the Executive Board.
  - B. Upon receipt of such petition, the Executive Board member will contact another member of the Executive Board. They will call a special meeting of the General Board within five (5) days. The officer to be recalled will be notified of the meeting at the same time. Each member of the General

Board and the officer in question will receive a copy of the petition at the call of the meeting.

- C. The General Board will hear the spokesman for the petitioners and the officer in question for a total of thirty (30) minutes each. There will be a one (1) hour question period by the General Board. Both spokesman for the petitioner and officer in question will have fifteen (15) minutes each for a summary statement.
- D. The General Board will then take a secret ballot. A two-thirds (2/3) vote is needed to recall.
- E. Upon return of all files and materials belonging to the office, the recalled officer shall be reimbursed for her authorized expenses.

ARTICLE XII.  
PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in these by-laws are in accordance with the International Council By-laws and Robert's Rules of Order, Newly Revised. They shall govern the Michigan Great Lakes State Council of Epsilon Sigma Alpha International in all cases in which they are applicable and when they do not conflict with the by-laws of this Council.

ARTICLE XIII.  
AMENDMENTS

- Section 1. These by-laws may be amended at any regular meeting of the General Council by a two-thirds (2/3) vote of eligible voters present.
- A. Proposed amendments shall be submitted in writing to the Council Parliamentarian no later than forty-five (45) days prior to a scheduled General Council Meeting.
    - 1. Parliamentarian to distribute proposed By-law Amendments to all MSC members no later than thirty (30) days prior to a scheduled General Council Meeting.
      - a. If the General Council Meeting date changes, the original schedule date shall apply.
- Section 2. These By-laws and Standing Rules, as corrected and amended, shall be published when necessary. When minor corrections are to be made, they shall be published in a form suitable for insertion into the present bylaws.
- Section 3. By-law amendments will become effective immediately following the close of the meeting.

ARTICLE XIV  
FINANCE

- Section 1. Each chapter shall submit, by September 1 or each year, the annual “Tax Facts Form” to the International Council and the “Tax Facts Form” and a signed audit statement to the Michigan State Council Treasurer. This will provide oversight and control over the financial affairs of the chapters.
- Section 2. Failure to submit the requested information in Section 1 could result in revocation or suspension of the chapter’s status as a chapter in good standing with the Michigan State Council.

ARTICLE XV  
DISSOLUTION OF COUNCIL

- Section 1 Upon the dissolution of Michigan State Council all assets and real property of Michigan State Council shall revert to ESA Foundation to be distributed between the current Michigan scholarships and/ or endowments administered by the ESA Foundation.

## STANDING RULES

- I. The fiscal year will run from June 1 to May 31 with no treasurer transactions happening during the audit and transition period.
  
- II. The meetings calendar of the MSC shall be:

June	General Board Planning Session
August	General Board Meeting
Fall	General Council Meeting/Leadership Conference
January	General Board Meeting
March	General Council Meeting/Fun Day
May	General Council Meeting/Annual Convention
  
- III. Fees
  - A. Dues shall be \$25.00 per member which includes \$13.00 dues, \$2.00 for the Communications Fund, and \$10.00 for the Convention Fund.
  - B. The MSC treasury shall defray the following budget approved items:
    1. Postage
    2. Supplies (council letterheads, paper for printing, envelopes, etc.)
    3. Printing costs
    4. Telephone
    5. General expenses approved by the MSC which remain within the appropriate concepts of budgeted allowances
    6. Full Crown Jewel Pin and Gavel Guard for the incoming MSC President, and a gift for the out going President.
    7. MSC President's event fees as follows (full registration includes registration and included meals.
      - a. I.C. Convention **full registration.**
      - b. MARC Leadership and Conference **full registration.**
      - c. MSC Fall General Council Meeting/Leadership Conference, the March General Council Meeting/Fun Day and the General Council Meeting/Annual Convention **registration fee only.**
    8. MSC First Vice President's full **registration** to the ESA Headquarters Leadership Seminar.
    9. The full **registration** for two (2) MARC Representatives or alternates to the Annual MARC Conference.
    10. The MSC will pay the following items from the Travel Fund:
      - a. Round trip coach airfare and transfer expenses between the airport and hotel for the MSC President, or her Alternate, to the IC Convention held within the Continental United States.
        - 1) If the IC Convention is held outside of the Continental United States, a pro-rated allowance will be determined at the prior annual MSC meeting.
        - 2) Should the MSC President, or alternate, elect to utilize other transportation, reimbursement will be for mileage at the current IRS rate per mile, such amount not to exceed the round trip coach airfare.
      - b. Round trip coach airfare and transfer expenses between the airport and hotel for the MSC First Vice President to the ESA Headquarters Leadership Seminar.

- c. Mileage for the MSC President, First Vice President, and Second Vice President will be paid by the Council Treasury to all MSC functions up to the amount budgeted for each Officer.
  - C. There will be a fifty dollar (\$50.00) allowance to defray a MSC IC candidate's introductory expenses at the IC Convention. Appropriate receipts are necessary for reimbursement.
- IV. Chapters are to be notified of the time, date, and place of each meeting no later than fourteen (14) days prior to such meetings. An agenda of business shall be sent no later than seven (7) days prior to the council meetings and should include all materials as detailed as possible (i.e. copies of proposed budgets, executive board recommendation and any changes to be discussed) so that chapters have time to discuss with their membership.
- V. The suggested Order of Business for all council meetings shall be:
  - A. Call to Order
  - B. Flag Ceremony including the Pledge of Allegiance
  - C. Opening Ritual
  - D. Chapter Candle Lighting Ceremony
  - E. Invocation
  - F. Introduction of Officers and Guests
  - G. Rules of the Meeting
  - H. Roll Call (stating number of member in chapter and number present).
  - I. Credentials Report (stating voting members present, number needed for majority and number needed for 2/3 vote).
  - J. Minutes of the previous council meeting
  - K. Treasurer's Report
  - L. Correspondence
  - M. Officers' Reports
  - N. Committee Reports
  - O. Any special reports (i.e. chapter, ESA Foundation, IC Convention, etc.)
  - P. Unfinished Business
  - Q. New Business
  - R. Announcements
  - S. Benediction
  - T. Adjournment
  - U. Closing Ritual
- VI. At all meetings, a motion made from the floor shall be presented in writing to the Recording Secretary during the discussion of the motion.
- VII. The MSC officers shall retain files as follows:
  - A. The MSC minutes, treasurer's reports, and Chapter Links shall be retained indefinitely and passed on each year.
  - B. Other MSC officers shall retain files of the (2) predecessors and return remaining files to the member who held the office.

- VIII. An honorary member is not obligated in any way by the honor. Although they may attend meetings and speak, they do not have the right to vote nor to make motions by virtue of their honorary position.
- IX. MSC candidates for an I.C. office shall be chosen by secret ballot at the annual meeting based on resumes from each individual candidate published thirty (30) days prior to the vote. Only one (1) candidate shall be chosen.
- X. Chapters proposing a Council philanthropic project shall submit bids with full information on the form provided no later than the March General Council Meeting/Fun Day.
- XI. The MSC awards shall include the following:
- A. DISTINGUISHED ATHENIAN SERVICE AWARD (reporting date by April 1) for outstanding educational accomplishments by a chapter Educational Director. A special certificate from ESA Headquarters will be given.
  - B. GOLD LINK AWARD (reporting date by April 1) to chapters for submitting a minimum of six (6) educational programs within 30 days of the educational program presented. A certificate will be awarded.
  - C. GOLD SEAL MERIT AWARD (reporting date by April 1) for outstanding chapter educational programs for the year to be submitted for IC judging. A certificate will be awarded.
  - D. MSC OUTSTANDING WOMAN OF THE YEAR AWARD (reporting date by April 1) is judged on a point system from chapter entries, the award will include an appropriate charm, a certificate and a rose.
    - 1. The current MSC Outstanding Woman of the Year, the Council President, and the Awards chairman shall plan and prepare an Outstanding Woman of the Year Presentation ceremony for the banquet at the Annual Meeting in May.
    - 2. The candidate must be a MSC member for one (1) year or more.
  - E. MISS ENTHUSIASM AWARD, (reporting by April 1) A gift for the person who has been the most helpful to you throughout the year determined by secret ballot at the Annual Convention.
  - F. MEMBERSHIP-RUSHING AWARD (reporting by April 1) A certificate for the top chapter earning the most points in the membership program.
  - G. ASSOCIATION OF THE ARTS RECOGNITION (reporting by April 1) – A recognition certificate for those people who submit entries in the Association of the Arts at the annual convention.
  - H. MR. ENTHUSIASM AWARD (reporting by April 1) certificate and gift to be given to nominee. If more than one nominee, awards chairman shall have them judged.
  - I. PAST STATE PRESIDENT'S AWARDS: (reporting by April 1)
    - 1. Membership Award - to the chapter with the most new pledges. A certificate to the chapter and \$10.00 will be given to the ESA project of the winning chapter's choice.
    - 2. Outstanding Pledge of the Year - A certificate will be awarded and a \$10.00 donation in the winner's honor will be made to the ESA project of her choice.
- XII. Love Fund guidelines shall include the following:

- A. Any MSC member in good standing or any MSC chapter which may need help is eligible.
- B. The fund is given for any reason other than personal pleasure and within reason to be determined by the Love Fund Committee.
- C. Application for the individual assistance will go directly from the individual to the Love Fund Chairman. Applications for the chapter assistance will be submitted by the chapter president to the Love Fund Chairman.
- D. An individual or chapter wishing assistance is not obliged to reimburse the fund but may make a donation at a later date.
- E. Amount awarded will be determined by the Love Fund Committee up to the maximum of two hundred-fifty dollars (\$250.00).
- F. Contributions to this fund are not compulsory for any chapter or individual.
- G. This fund does not take the place of the ESA Disaster Fund.
- H. This is intended to serve as a guide since most situations do not fall completely into a specific category. It is important for the committee to assess the need carefully when making their recommendation.

- XIII. To help maintain ESA's 501(c)3 status, philanthropic donations of \$25.00 or more should be sent direct to the ESA Foundation Turnaround Fund by each individual chapter. Donations must be to a recognized 501(c)3 organization or proof of this designation must be included with the check.

Philanthropic donations less than \$25.00 should be sent direct to the charity by each individual chapter.

- XIV. Award Presentation Schedule:

- A. At the MSC Annual Convention, the following awards will be presented. Submission deadline – postmarked by April 1:
  1. Distinguished Athenian Service Award
  2. Gold Link Award
  3. Gold Seal Merit Award
  4. Outstanding Woman of the Year Award
  5. Mr. & Ms. Enthusiasm Awards
  6. Membership Rushing Award
  7. Past State President's Awards

- XV. Amendments/changes to the Standing Rules may be made at any General Council meeting by a majority vote.

**MICHIGAN  
STATE COUNCIL**

**OFFICERS  
AND  
COMMITTEES**

## **PRESIDENT**

1. Call all Council meetings
2. Publish an agenda seven (7) days prior to each meeting.
3. Preside over all Council meetings
4. Provide leadership to organize the Council into a functional body
5. Attend the International Convention as the MSC official representative or appoint an alternate for voting purposes
6. Appoint standing committees' members with the recommendations from the committee chairmen
7. Appoint and dismiss special committees
8. Chair the Leadership Conference Committee
9. Serve on all committees as an ex-officio member.
10. Appoint an administrative assistant if desired.
11. Appoint the St. Jude and Easter Seals Coordinators, Historian, Chaplain, two (2) MARC Representatives, Collegiate/Youth Coordinator, Corresponding Secretary, Webmaster, and ESA Foundation Counselor
12. Maintain appropriate contact with all MSC members.
13. Write an article for the Council newsletter
14. Plan and prepare, with the assistance of the current MSC Outstanding Woman of the Year and the Awards Chairman, an Outstanding Woman of the Year presentation ceremony for the banquet at the General Council Meeting/Annual Convention.
15. Prepare a report for each meeting as necessary.
16. Serve as a member of the MARC General Board
17. Attend all MARC meetings and conferences or appoint an alternate for voting purposes.
18. Provide an updated Council yearbook for all new MSC members with the assistance of the Junior Past President and First Vice Pr

## **FIRST VICE PRESIDENT**

1. By virtue of her office shall be known as the President-elect
2. Preside in the absence of the President
3. Shall automatically become Council President the following year
4. Attend the ESA Headquarters' Leadership Seminar
5. Act as State Membership Chairman; work in cooperation with the International Membership Director with the assistance of three (3) Chapter Vice Presidents and the Collegiate/Youth Coordinator as necessary.
  - A. Make regular contact with recommend-a-friend people.
  - B. Promote headquarters annual growth program.
  - C. Present Service Awards if requested to do so by the Corresponding Secretary.
6. Act as Nominations Chairman with assistance from two (2) members of the Beacons Chapter and two (2) Chapter Presidents as necessary.
  - A. Solicit at least two (2) nominations for each elective position on the Executive Board.
  - B. Publish a list of nominations at least (30) days prior to the General Council Meeting/Annual Convention.
  - C. Prepare an official ballot to be submitted at the General Council Meeting/Annual Convention.
  - D. Assist the President in filling any vacancies on the Executive Board during the year.
7. Serve on the Convention, Finance, and Audit Committees
8. Conduct a Chapter Candle Lighting ceremony at the General Council Meeting/Annual Convention.
9. Prepare a report for each meeting as necessary.
10. Write an article for the Council Newsletter to include information relative to membership and nominations as necessary.
11. Conduct a Jewel Pin Ceremony if one is requested.
12. Prepare installation ceremony or request installing officer to prepare the ceremony.
  - A. Arrange for hand carries if desired for installation.
13. Assist the President with the Council Yearbook if requested to do so.

## **SECOND VICE PRESIDENT**

1. To be eligible for the office of Second Vice President, a candidate must have been a Chapter President.
2. Act as State Philanthropic Chairman; work in cooperation with the International Philanthropic Chairman and request assistance as necessary from the Junior Past President, St. Jude Coordinator and Easter Seal Coordinator.
  - A. Receive nominations for an annual state philanthropic project from the chapter.
  - B. Promote the IC philanthropic projects.
  - C. Compile statistical report from individual chapters concerning chapter and Council philanthropic work.
  - D. Submit a compiled Council report to IC of chapter and Council philanthropic work.
3. Receive and present bids for all meetings.
4. Assist any chapter with philanthropic activities as requested.
5. Assist the Corresponding Secretary with awards as requested.
6. Prepare a report regarding State Philanthropic activities for each meeting as necessary.
7. Plan and supervise the Flag Ceremony, including the Pledge of Allegiance, at the General Council Meeting/Annual Convention.
  - A. At the General Council Meeting/Leadership Conference and the General Council Meeting/Fun Day, the flags should be posted prior to the meeting.
8. Write an article for the Council newsletter to include information relative to philanthropic projects as necessary.

## **JUNIOR PAST PRESIDENT**

1. Act as state chairman for the IC Disaster Fund and the MSC Love Fund.
2. Assist the President with the Council yearbook if requested to do so.
3. Provide the Second Vice President with IC Disaster Fund and MSC Love Fund information as requested.
4. Assist the Corresponding Secretary with Awards as requested.
5. Serve on the Courtesy Committee.

## **RECORDING SECRETARY**

1. Record the minutes of all Council meetings.
2. Distribute General Board meeting minutes to all General Board members no later than one (1) month following the meeting.
3. The General Council Meeting/Annual Convention minutes should include a record of all events at the Convention.
4. Minutes should include a synopsis of officer and committee reports.
5. Assist the Historian with the MSC history if requested to do so.
6. Retain annual election ballots for one (1) year if paper ballots were used.
7. Retain all minutes of the Council and pass on each year.
8. Distribute General Council meeting minutes to all MSC members no later than one (1) month following the meeting.

## **TREASURER**

1. Receive all monies for the Council
  - A. Deposit all monies within seven (7) days of receipt
  - B. Recipients of Council reimbursements shall cash checks within seven (7) days of receipt.
2. Prepare a financial report to be distributed at all meetings
3. Submit all accounts to the audit committee by the August General Board Meeting.
4. Will be responsible for ordering full crown pin and gavel guard for the incoming president and have it ready for convention
5. Bill each chapter for all Council assessments
6. Open all Council accounts:
  - A. One checking account for both general and special funds
  - B. Maintain separate records of the monies in the general and special funds  
Special funds are the Communications, Love and Travel Funds
  - C. The Council President's signature as well as the Council Treasurer's signature is to be on file at the bank. Each has the authority to sign checks and to authorize payment of bills.
7. Shall be sure the MSC insurance bond is current.
8. Shall chair the Finance Committee
9. Conduct roll call at each Council meeting by chapters to determine how many voting members are present.
  - A. Determine number of votes needed for both a simple majority and 2/3 majority and read that information into the minutes of each Council meeting.
10. Write an article for the Council newsletter as necessary.
11. Prepare Tax Facts Report for the Council and submit to ESA Headquarters by September 15<sup>th</sup> of each year.
12. The Junior Past Treasurer will serve on the audit committee.

## **COUNCIL EDITOR**

1. Publish four (4) copies of the Council newsletter (August 15, October 15, January 15, and March 15)
2. Prepare a report for each meeting as necessary.
3. Set a reasonable deadline for the receiving and publishing of said materials
4. The Council Editor is reimbursed from the Communications Fund for expenses (paper, postage, etc.)
5. Send complimentary copies of the newsletter to the IC President, MARC President, and the IC and MARC representatives to the MSC State Convention.
6. Publish the MSC roster and an all-Council calendar in the August 15<sup>th</sup> edition of the newsletter.

## **PARLIAMENTARIAN**

1. Advise the President on matters relating to parliamentary procedure according to *Robert's Rule of Order, Newly Revised* and to the Michigan Great Lakes State Council By-Laws
2. Chair the By-law & Standing Rules Review Committee and serve on the audit committee.
3. Present by-law changes at any General Council meeting.
4. Distribute proposed by-law revisions to each MSC member no later than 30 days prior to a General Council meeting.
5. Provide an amended copy of the by-laws to each MSC member no later than one (1) month after approval.
6. Prepare a report for each meeting as necessary.
7. Write articles for the Council newsletter as necessary.

## **EDUCATIONAL DIRECTOR**

1. Submit Distinguished Athenian and Gold Link award information to the Corresponding Secretary and President.
2. Provide chapter report forms for the Chapter Educational Directors and receive completed forms back
3. Prepare a Council educational report and submit it to the IC Educational Director
4. Work with Chapter Educational Directors
5. Plan and supervise workshops at all Council meetings with the assistance of four (4) chapter Educational Directors if time permits.
6. Co-chair the General Council Meeting/Leadership Conference Committee
7. Assist the Corresponding Secretary with awards as requested.
8. Prepare a report for each meeting as necessary.
9. Write articles for the Council newsletter as necessary.

## **APPOINTED OFFICERS**

1. **CORRESPONDING SECRETARY**
  - A. Assist the President with all correspondence
  - B. Act as Scrapbook Committee Chairman, if the President requests a scrapbook, with assistance from the Administrative Assistant as necessary.
    1. Collect memorabilia of the Council year including the taking of photographs at all event.
    2. Design and construct a scrapbook to present to the Junior Past President at the General Council Meeting/Leadership Conference following her year of administration.
  - C. Act as Awards Committee chairman with assistance from the Junior Past President (Disaster Fund & Love Fund), Second Vice President (Philanthropic), and the Educational Director (Distinguished Athenian & Gold Seal) as necessary.
    1. Receive entries and arrange all judging of awards.
    2. Secure uniform certificates for first place winners.
    3. Make Award presentations with assistance as necessary.
  - D. Read highlights of all pertinent correspondence at each meeting.
  - E. Write articles for the Council newsletter including activities relating to awards and the President's scrapbook as necessary.
  - F. Purchase a gift for the Council President up to the budgeted amount to be presented at the General Council Meeting/Annual Convention.
  - G. Plan and prepare, with the assistance of the current MSC Outstanding Woman of the Year and the Council President, an Outstanding Woman of the Year presentation ceremony for the banquet at the General Council Meeting/Annual Convention.
  - H. Prepare a list of award recipients for all attendees at the Awards Luncheon at the General Council Meeting/Annual Convention.
  
2. **ADMINISTRATIVE ASSISTANT**
  - A. Duties are assigned by the Council President
  - B. Assist the Corresponding Secretary with the President's Scrapbook if requested to do so.
  
3. **CHAPLAIN**
  - A. Conduct a Chapel service Sunday morning at the General Council Meeting/Annual Convention.
  - B. Send cards or other remembrances to any MSC member at special times (birth, death, marriage, or illness.)
  - C. Serve on the Courtesy Committee
  - D. Write articles for the Council newsletter to include information relative to this office as necessary.
  - E. Prepare an Opening Thought and meal prayers for each meeting.
  - F. Forward MSC information to the IC Chaplain and forward the IC Chaplain's reports to all MSC members having email.

4. **ESA FOUNDATION COUNSELOR**
  - A. Must be a member of the ESA Foundation
  - B. Serve a two (2) year term.
  - C. Promote the interest and assist in the growth of ESA Foundation membership
  - D. Inform the members of the Foundation's purpose
  - E. Encourage participation in its activities
  - F. Develop and maintain an up-to-date file of individual and chapter Foundation members.
  - G. Present a report at all Council meetings as necessary.
  - H. Write articles for the Council newsletter to include information relative to this office as necessary.
  
5. **HISTORIAN**
  - A. Act as Chairman of the History Committee with assistance from the Recording Secretary, Beacons Secretary, and one (1) chapter secretary as necessary.
  - B. Maintain the Council History which should include a summary that is continually updated
  - C. Retain all items of a historical nature
  - D. Write articles for the Council newsletter to include information relative to this office as necessary.
  
6. **ST JUDE COORDINATOR**
  - A. Attend St. Jude seminars at IC level
  - B. Coordinate, schedule, advise and assist chapters with St. Jude fund-raising projects
  - C. Write articles on St. Jude projects for the Council newsletter
  - D. Maintain a liaison with ALSAC representative
  - E. Provide the Second Vice President with St. Jude philanthropic information as requested.
  
7. **EASTER SEAL COORDINATOR**
  - A. Attend Easter Seal Seminars at IC level
  - B. Coordinate, schedule, advise and assist chapters with Easter Seal fund raising projects
  - C. Write articles on Easter Seal projects for the Council newsletter
  - D. Maintain liaison with Easter Seal Representatives
  - E. Provide the Second Vice President with Easter Seal philanthropic information as requested.

8. **MARC REPRESENTATIVES**
  - A. Representatives to serve a one (1) year term, but may be re-appointed for successive terms
  - B. Qualifications
    1. Must be able to travel within the Midwest Regional Area
    2. Should be able to attend IC Convention and MARC Conference
  - C. Duties
    1. Serve as a member of the MARC General Board
    2. Attend all MARC meetings and conferences
    3. Present a report at Council meetings as necessary
    4. Write articles for the Council newsletter about MARC as necessary
      - a. Inform members of purpose, benefits and activities of MARC
      - b. Promote interest and encourage participation in MARC activities
  
9. **COLLEGIATE/YOUTH COORDINATOR**
  - A. Promote interest and assist in the growth of new collegiate chapters in the Council
  - B. Help strengthen the existing collegiate chapters
  - C. Help strengthen the Council by placing collegiate graduates in traditional chapters
  - D. Inform the Council of collegiate activities
  - E. Encourage the attendance and participation of collegiate chapters at Council functions
  - F. Write articles for the Council newsletter as necessary
  - G. Assist the First Vice President with membership information as requested.
  - H. Encourage youth membership in DESA program (Debutante of Epsilon Sigma Alpha – birth through age 11) and the ELAN (Education-Leadership-Affirmation-Networking – ages 12-17.)
  
10. **WEBMASTER**
  - A. Maintain the following items on the Council website:
    1. MSC By-laws and Standing Rules
    2. List of the Council Officers and Chapter Presidents
    3. Minutes of the Council Meetings
    4. All-Council Calendar of Events
    5. Links to Chapter, International Council, and MARC websites

## STANDING COMMITTEES

1. FINANCE
  - A. Membership
    1. Treasurer, Chairman
    2. First Vice President
    3. One (1) Council member from each of three (3) different chapters.
  - B. Duties
    1. Submit a proposed budget for approval at the final session of the General Council Meeting/Annual Convention.
    2. Submit any expenses in excess or in addition to budgeted amount for the approval of the General Board.
    3. Provide ways and means project to support the approved budget if necessary.
  
2. AUDIT COMMITTEE
  - A. Membership
    1. First Vice President
    2. Junior Past Treasurer
    3. Parliamentarian
  - B. Duties
    1. Audit the Michigan state Council Treasurer's account yearly.
  
3. BY-LAW & STANDING RULES REVIEW
  - A. Membership
    1. Parliamentarian, chairman
    2. Junior Past Parliamentarian
    3. One (1) chapter member from each of three (3) different chapters.
  - B. Duties
    1. Review the Council By-Laws annually
  
4. LEADERSHIP CONFERENCE
  - A. Membership
    1. President, Chairman
    2. Educational Director, co-chairman
  - B. Duties
    1. Plan and conduct the annual Leadership Conference for the Council membership
  
5. IC DISASTER – MSC LOVE FUND
  - A. Membership
    1. Junior Past President, chairman
    2. President of the Beacons chapter
    3. One (1) chapter president. Exception: The president of the applicant's chapter is ineligible for this committee.
  - B. Duties

1. Receive applications and approve recipients of the Council Love Fund
6. COURTESY
  - A. Membership
    1. Junior Past President, chairman
    2. Chaplain
    3. Outstanding Woman of the Year
    4. Distinguished Athenian
  - B. Duties
    1. Prepare a humorous presentation to summarize the happenings of the General Council Meeting/Annual Convention to be presented at the final session.
7. GENERAL COUNCIL MEETING/LEADERSHIP CONFERENCE
  - A. The Leadership Conference Committee shall be responsible to plan and conduct the annual Leadership Conference
  - B. The hostess chapter will coordinate the Council meeting as follows:
    1. Arrange for meeting facilities, meals and, if necessary, lodging
    2. Send out registration information and maps after approval by the General Board
    3. Receive and issue receipts for all registration monies
    4. Name tags
    5. Lodging for one (1) night, if necessary, and any planned meals for the Council President
    6. Remit one-third (1/3) of the profit of the registration fee along with a financial statement to the Council Treasurer within thirty (30) days after the meeting (the registration fee is the fee set by the hostess chapter, approved by the General Board and includes everything but meals)
8. GENERAL COUNCIL MEETING/FUN DAY
  - A. The hostess chapter shall be responsible for planning and conducting the Fun Day activities
  - B. The hostess chapter will coordinate the Council meeting as follows:
    1. Arrange for meeting facilities, meals, and if necessary, lodging
    2. Send out registration information and maps after approval by the General Board
    3. Receive and issue receipts for all registration monies
    4. Name tags
    5. Lodging for (1) night, if necessary, and any planned meals for the Council President
    6. Remit one-third (1/3) of the profit of the registration fee along with a financial statement to the Council Treasurer within thirty (30) days after the meeting. (The registration fee is the fee set by the hostess chapter, approved by the General Board and includes everything but meals and any Fun Day activities for which there is already a charge)

9. GENERAL COUNCIL MEETING/ANNUAL CONVENTION
  - A. The MSC shall hold its annual three (3) day meeting and convention by May 31
  - B. The purpose of the annual meeting shall be to elect officers, receive reports of officers and committees, and transact any business that may arise
  - C. The hostess chapter will coordinate the Annual meeting and set the registration fee to realize a profit for the Council treasury
  - D. The hostess chapter shall:
    1. Plan the theme
    2. Arrange for meals, meeting rooms and lodging
    3. Appoint a Registration Chairman
      - a. Collect registration monies to be included with registration
      - b. Issue full refund for cancellations received up to fourteen (14) days prior to convention, after that a 15% charge will be deducted from the total monies remitted
    4. Be responsible for name tags, meal tickets and convention program to include the agenda of the meetings provided by the Council President
    5. Arrange for a convention florist
    6. Plan and arrange for banquet entertainment
    7. Remit the total profits from the registration fee along with a financial statement to the Council Treasurer within thirty (30) days after the meeting
      - a. The registration fee being the fee set by the hostess chapter and approved by the General Board, to include everything but meals
    8. Be responsible for payment of the following:
      - a. Council President's lodging for two (2) nights and meals
      - b. Corsages or flowers for the Council President, President elect, one (1) official IC/ESA Headquarters representative, and one official MARC representative
      - c. One (1) meal for one (1) MSC Philanthropic Project representative, one (1) St. Jude representative, and (1) Easter Seal representative
      - d. Registration, meals and lodging for one (1) official IC/ESA Headquarters representative and one (1) official MARC representative
      - e. Gifts for the official IC/ESA Headquarters and official MARC representatives
      - f. Banquet entertainment
  - E. The Beacons Chapter shall act as official hostesses to the IC/ESA Headquarters and MARC representatives prior to the opening of the Annual Meeting, with the expenses not to exceed the budgeted amount