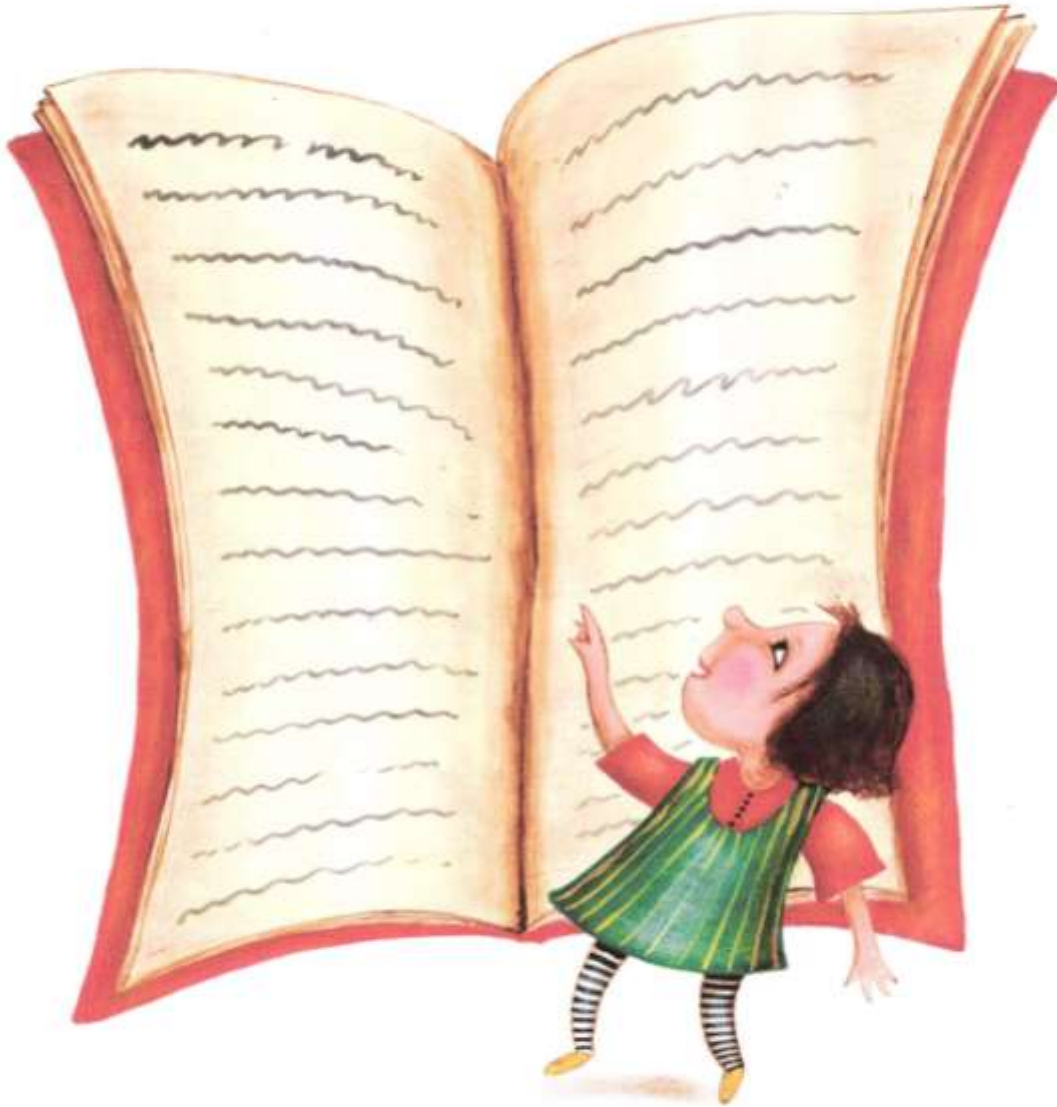


South Dakota State Council ESA  
Procedural Manual



published  
July 2011

South Dakota ESA	Procedural Manual	TABLE OF CONTENTS
------------------	-------------------	-------------------

**NOTE:** pages are intentionally not numbered to allow addition/removal of pages without renumbering

**EXECUTIVE BOARD OFFICERS**

- President
- President-elect
- Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Parliamentarian
- Jr. Past President
- Sr. Past President

**APPOINTED OFFICERS**

- Association of the Arts Chair
- Awards and DIANA Chair
- Chaplain
- Chapter Recognition Chair
- Circle of Life Coordinators (Senior and Junior)
- Contest Coordinator
- Convention Chair
- Easter Seal Chair
- ECHOES Editor
- Educational Director
- ESA Foundation State Counselors (Senior and Junior)
- Fall Council Chair
- Hats for Hope
- Hope for Heroes
- Historian
- Philanthropic Chair
- State Project Chair
- Webmaster
- Youth Award Coordinator

**STANDING COMMITTEES**

- Audit Committee
- Budget Committee
- By-law Committee
- Minute Review Committee
- Nominating Committee)

**GENERAL INFORMATION**

- Contests and Recognitions
- ESA Foundation
- IC Office Candidate
- International Convention
- MARC
- Rotational Plan
- Rules for State Meetings
- Tribute to the ESA Flag

South Dakota ESA	Procedural Manual	TABLE OF CONTENTS
------------------	-------------------	-------------------

**FORMS**

- Awards Recognition Information Request
- By-Law/Standing Rule Change Suggestions
- Nomination Form

South Dakota ESA	Procedural Manual	President
------------------	-------------------	-----------

PRESIDENT

**RESPONSIBILITY**

- General supervision of the business and activities of the South Dakota Council of Epsilon Sigma Alpha.

**TERM**

- Elected in accordance with by-laws.
- May not succeed herself in another one-year term.
- Becomes Jr. Past President at the end of her term.

**DUTIES**

- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Name Appointed Officers, Standing Committees, and such Special Committees as deemed necessary. Review By-laws and Procedural Manual for responsibilities on appointments. As President, you are ex officio member of all committees, except the Nominating Committee.
- Make arrangement for signing checking and savings account authorization cards. Banking regulations no longer allow signing at State Convention.
- As State President you are a member of the General Board of Midwest Area Regional Council (MARC).
- Attend International Convention. Refer to International Convention in General Information Section of this Procedural Manual.
- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer.) NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- Provide ECHOES Editor with list of State Presidents you'd like to receive the ECHOES.
- Prepare a State Yearbook prior to the Summer Board Meeting and distribute to each member of the General Board, the Pheasant State Quills (perhaps in an abbreviated format to minimize cost), the International Council representative and the MARC representative to the State Convention. NOTE: MARC rep will not be known until after Annual Conference in October.
- Preside at the Annual State Convention, Fall Council and at all meetings of the State Executive and General Boards. Call special meetings of the State Council Executive Board and General Board as necessary. Work with President-elect in establishing Spring/Leadership Workshop so it and Board Meeting can be held at the same site/city.
- Recognize First Year Members and First-time attendees at Fall Council and State Convention.
- Confer with officers and committee chairs in handling their duties.
- Prepare and mail/e-mail an agenda to the General Board at least one week prior to Fall Council, State Convention, General Board, and other meetings, as appropriate. Have copies

South Dakota ESA	Procedural Manual	President
------------------	-------------------	-----------

of your working agenda available at State meetings for the Recording Secretary, Minute Review Committee and International Council and MARC representatives.

- Make an official visit to each chapter one time during your term of office. Encourage chapters to minimize the financial impact by hosting a multi-chapter event or plan events for the same general time span. If you are unable to visit a chapter, it is your responsibility to arrange for someone (preferably a member of the Executive Board) to make a visit before State Convention. Submit mileage on expense voucher for reimbursement based on actual mileage at budgeted rate/mile.
- For mileage rate, see [www.epsilonsigmaalpha.org](http://www.epsilonsigmaalpha.org)
- Furnish copies of all pertinent correspondence concerning business of the Council to the President-elect for her information.
- Keep copies of Flag Ceremonies used at State Convention in the President's permanent file. Ask someone, in advance, to do the Flag Ceremony at "your" Convention and then provide previous material as appropriate.
- Collect pictures, articles, etc. for your scrapbook and forward to the Historian. You are to receive your scrapbook at State Convention, although the Historian will likely take it so Convention pictures can be included; it should be returned to you at Fall Council.
- Receive International Council credentials from International Council Treasurer. Have Chapters verify information and give to newly elected State President to take to International Convention.
- Notify Chaplain of "news" as appropriate.
- Submit a written report for State Convention, which shall become a part of the Convention proceedings.
- Select someone to lower your gavel at the end of your term.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

#### **HELPFUL HINTS**

- Refer to Rotational Plan prior to making appointments. This will be particularly important starting in 2004-2005 when each chapter will have a responsibility each year.
- Read the entire Procedural Manual in advance of assuming office.

## PRESIDENT-ELECT

**RESPONSIBILITY**

- Assume the duties of State President in her absence or in the event of vacancy in the office of State President.
- Serve as the State's Membership Director.
- Present a workshop for the membership following your trip to the ESA Leadership Seminar.

NOTE: In the event there are no nominations for Vice President submitted pre-Convention or from the floor at Convention, the President Elect shall assume the duties of the Vice President.

**TERM**

- Elected in accordance with by-laws.
- May not succeed herself in another one-year term.
- Assume the office of President at the expiration of the term of the incumbent.

**DUTIES**

- Prepare acceptance speech to be delivered at the State Convention (usually after installation on Saturday evening). Select your Corresponding Secretary. Prior to selecting the members for Appointed Office, Committee Chairs and Committee members review the Rotational Plan. Select who you wish to raise your gavel guard at State Convention when you become President.
- To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to the Webmaster.
- Select your installing officer(s)—must be a Past State President, present or past MARC President, or present or past International Council President. Provide the installing officer with your theme in plenty of time and work out details with her.
- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer.) NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- Serve as Membership Director for the South Dakota Council. Keep chapters abreast of membership growth goals and programs for encouraging fulfillment of the goals. Attend chapter meetings if invited, or ask to be invited.
- Make reports at Fall Council, State Convention and Board Meetings as appropriate.
- Purchase your full crown pin at Leadership Seminar; obtain a check from State Treasurer.
- Work with President in establishing Spring/Leadership Workshop so it and Board Meeting can be held at the same site/city.
- Make sure you obtain the ESA International credentials from the President at Convention AND take them to International Convention. You will receive information on time and location of "credentials" prior to the International Convention.
- Be prepared to give the TRIBUTE TO THE ESA FLAG at Fall Council and State Convention. The Tribute is in the General Section of this Manual. Be sure you have white gloves to wear for the Flag Ceremony at State Convention.

- At the end of your term as President-Elect, select someone to raise your gavel.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

#### **HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.

## VICE PRESIDENT

**RESPONSIBILITY**

- Assume the duties of President-elect in the event of a vacancy in that office.
- Serve as Chair of the Nominating Committee (see Standing Committees section).

**TERM**

- Elected in accordance with by-laws.
- May not succeed herself in another one-year term.

**NOTE** In the event there are no nominations for this office submitted pre-convention or from the floor at convention, the President-Elect shall assume the duties of this office

**DUTIES**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer.) NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Review Nominating Committee information which follows.
- Advise/remind candidates for office of need for a skit (and handouts if so desired) as part of the entertainment at the Friday night Mixer at State Convention.
- Select topic for one-minute speeches to be given at State Convention by candidates for office.
- Prepare ballots for election of officers.
- Provide or check with convention chair for ballot box.
- Shall be responsible for updating the Rotational Plan, presenting it for review at State Convention, and presenting it for approval at Fall Council.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

**HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.
- Refer to the Forms Section of the Procedural Manual for the State Office Nomination Form. Suggestion is to add your information then e-mail or snail mail to Chapter Presidents and Executive Board members.

## RECORDING SECRETARY

**RESPONSIBILITY**

- Keep accurate records of all Council meetings including those of the State Executive Board, Fall Council meeting, State Convention, and any special meetings called.

**TERM**

- Elected in accordance with by-laws.
- May not succeed herself in another one-year term.

**DUTIES**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Review the agenda you should receive in advance of state meetings. Use it as your guide in recording minutes of the meeting. You'll be given a copy of the President's working agenda at the meeting.
- Take minutes of meetings. All motions need to be in writing exactly as stated by the President prior to calling for the vote.
- Have minutes typed.
- Forward minutes to the Minute Review Committee and the President within 15 days after the meeting. Request the minutes be returned within 7 calendar days.
- Make corrections and forward corrected copy to State President for signature prior to publication.
- Distribute copy of minutes (except Board minutes) to ECHOES Editor (for distribution to each chapter). Be sure to include any bylaw or standing rule changes in the minutes. Complete copy of minutes is to be sent to the State President and Parliamentarian.
- Place a copy of Board and General assembly minutes in the Recording Secretary's permanent minute book.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 30 days following State Convention.

**HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.

South Dakota ESA	Procedural Manual	Corresponding Secretary
------------------	-------------------	-------------------------

## CORRESPONDING SECRETARY

### RESPONSIBILITY

- Assist the State President as she requests.

### TERM

- Appointed by the State President for a one-year term.

### DUTIES

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Read correspondence at Board Meetings, Fall Council and State Convention. Include in the reading to whom the correspondence was addressed, name of sender and the text (or a summarization).
- As requested by the President, prepare and distribute the yearbook.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

### HELPFUL HINTS

- Anticipate the State President's needs; don't wait for her to ask! Your duties are as she decides!
- Familiarize yourself with the Procedural Manual.

South Dakota ESA	Procedural Manual	Treasurer
------------------	-------------------	-----------

## TREASURER

### RESPONSIBILITY

- Serve as chief fiscal officer for the Council.
- Chair the Budget Committee (see Standing Committees section).

### TERM

- May not succeed herself in another one-year term.

### DUTIES

- Review approved budget. Keep track of all expenses incurred during your term. Those submitting reimbursement requests need to use the voucher in the State Yearbook. Disburse funds as authorized in the approved budget. Confirm that mileage reimbursement is consistent with that on [www.epsilonsigmaalpha.org](http://www.epsilonsigmaalpha.org) Vouchers are due to you by April 10.

#### NOTES:

- Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate. Those expenses should be at least mentioned at Board Meeting.
- Some reimbursement requests such as room at Convention will not be available until Convention.
- Provide over-budget documentation to Audit Committee as well as ensuring there is a bill attached to each voucher.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Remind chapters to submit state dues for their members by December 1 and a list of members for whom dues are paid. The August 1 issue of the ECHOES is a good vehicle for disseminating this information.
- Issue financial report at Fall Council and year-end financial report at State Convention.
- Pay annual International Council dues. It's suggested that International Council dues be paid by November 1. (NOTE: State Council ESA dues are paid by ESA Foundation State Counselor from Chinese Auction income.)
- Provide a check to the President-elect for her Full Crown Pin prior to her attendance at Leadership Seminar; this saves postage and handling costs.
- Serve as Chair of the Budget Committee. Refer to Budget Committee and Audit Committee in the Standing Committee section of this Procedural Manual. With the Budget Committee, prepare a proposed budget for the year following your term. Be prepared to present it at the Board Meeting and General Assembly at Convention.
- Make arrangement for signing checking and savings account authorization cards. Banking regulations no longer allow signing at State Convention. In the event, the bank will change, send check for account balance to the incoming Treasurer. Reminder: remove previous officer names from authorization. Helpful hint: banks now typically require a copy of minutes verifying election of officers.

## PARLIAMENTARIAN

**RESPONSIBILITY**

- Chair the By-law Committee (see Standing Committees section).
- Advise State President on matters of procedure including adherence to Rules of Convention.

**TERM**

- May not succeed herself in another one-year term.

**NOTE: In the event there are no nominations for this office submitted pre-convention or from the floor at convention, the Jr. Past President shall assume the duties of this office**

**DUTIES**

- Advise State President on matters of procedure including adherence to Rules for State Meetings. This document is available in the General Section of this Manual.
- Familiarize yourself with By-laws and Standing Rules. By-law changes may only be voted upon at State Convention. Proposed By-law changes need to be provided to the membership via website, email and/or ECHOES at least 30 days prior to State Convention. IN ANY EVENT, the proposed changes must be submitted to the President for Executive Board action prior to publication.
- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- It is essential you have an up-to-date copy of the By-laws, Standing Rules, Procedural Manual, and Robert's Rules of Order Newly Revised at all State meetings.
- Refer to the By-Law Committee section of the Manual for detailed guidelines.
- Present by-law/standing rules and changes to the Executive Board, General Board and General Assembly at State Convention. (You are responsible for making motion to accept.)
- Be prepared to read Rules of The Meeting at Fall Council and State Convention and move their acceptance. It is your responsibility to advise the President if the appropriate Rules of the Meeting are not being followed.
- Review minutes for accuracy of by-laws/standing rules, make corrections to Parliamentarian's file copy, submit a copy to the ECHOES Editor for publication following State Convention, to the Recording Secretary, Webmaster and to the President of the Quills for Procedural Manual updates.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files including bylaws and standing rules as amended at convention to your successor within 15 days following State Convention. Be sure most recent amendment/action date appears on bylaws and standing rules.

**HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.
- Refer to the Forms Section of the Procedural Manual for the Proposed Amendments, Additions, Deletions, and/or Corrections for By-Laws and Standing Rules. Suggestion is to add your information then e-mail or snail mail to Chapter Presidents and Executive Board members.

## JUNIOR PAST PRESIDENT

**RESPONSIBILITY**

- Serve as Disaster Fund Chair.
- Assist the current State President as requested.
- In the event there are no nominations for Parliamentarian submitted pre-Convention or from the floor at Convention, this position shall assume the duties of the Parliamentarian.

**TERM**

- Automatic upon completion of term as State President, provided member in good standing.

**DUTIES**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Assist the current State President as requested. You should have provided her the President's permanent files and any other pertinent data within 15 days after your term expired.
- If the President desires a workshop at Fall Council, you may be asked to assist.
- If you received your scrapbook at State Convention, plan to bring it to Fall Council for the membership to see.
- Encourage each chapter to support the ESA Disaster Fund. Compile chapter reports and forward monies to International Council Disaster Fund Chair. Prepare and present report at Fall Council and State Convention. Monies for Disaster Fund are due to you by January 1.
- Purchase gift for outgoing President from her General Board members. (Money is collected from Board Members.)
- Purchase gift for International Council and MARC representatives to State Convention. (Amount to be spent is budgeted item.)
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

**HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.

## SENIOR PAST PRESIDENT

**RESPONSIBILITY**

- Arrange for Workshop(s) for the General Membership at State Convention and other meetings as requested.

**TERM**

- Automatic upon completion of term as Jr. State President, provided member in good standing.

**DUTIES**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Arrange for a Workshop for the General Membership at State Convention and at other meetings as directed by the President and her Board. Work with the State President, with State Convention Chair, President-elect, and International Council and MARC representatives to Convention well in advance.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

**HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.

South Dakota ESA	Procedural Manual	Association of the Arts Chair
------------------	-------------------	----------------------------------

## ASSOCIATION OF THE ARTS CHAIR

### RESPONSIBILITY

- Promote individual member's arts and crafts.
- Encourage members to submit entries for judging at the International Convention.
- Provide for display, voting and presenting Best of Show award at State Convention.

### TERM

- This responsibility rests with the chapter hosting State Convention. Refer to Rotational Plan in General Information Section of this Procedural Manual.

### DUTIES

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Arrange with State President for the entry form to be included in the State Yearbooks received by Chapter Presidents.
- Prepare and submit an article to the ECHOES Spring Issue regarding entries.
- A "Best of Show" (only award to be made except in case of tie) will be voted upon by the membership present. Ballot box is to be in immediate area of display. Ballots are your responsibility.
- Arrange with Convention Chair for adequate and secure display space. Confirm that a ballot box will be available.
- Present the "Best of Show" in the time slot noted in the Convention agenda.
- Encourage entries for judging at International Convention and remind member(s) that getting entries there and back is individual member's responsibility. If you do not receive an entry for International Convention competition, contact the International Council Association of the Arts Chair or refer to ESA website.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

### HELPFUL HINTS

- Familiarize yourself with the Procedural Manual.

AWARDS and DIANA CHAIR

**RESPONSIBILITY**

- Inform chapters of information needed and deadlines, compile information for First Pearl, Pallas Athene, and Service Award recipients and arrange for recognition at State Convention.
- Encourage chapters to sponsor a DIANA (and/or ZEUS) and arrange for judging State entries; recognize State winner at State Convention.

**TERM**

- One-year term.
- Selected in accordance with the Rotational Plan. Refer to Rotational Plan in General Information Section of this Procedural Manual.

**DUTIES**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Make copy of information format to State President for incorporating into the State Yearbook.
- Remind chapters, in letters or ECHOES or via email, of information needed for February 15-February 14 sorority year and deadline. DIANA information needs to be postmarked no later than March 1. Awards need to be postmarked by March 15.
- All Fifth and Sixth Degree Pallas Athene Award winners will be honored at the Saturday night Banquet along with those members achieving 25 years of service and more, in five-year increments. (All other service award recipients are usually recognized at the Saturday noon Awards luncheon.)
- Visit with State President about where she'd like recognitions in the State Convention agenda. For example, First Pearl, Pallas Athene Degrees (one thru four), and Service Awards (5, 10, 15 and 20-year) have been recognized at Saturday Awards Lunch. Recognition of Fifth and Sixth Degree Pallas Athene Awards and Service Awards (25 years and more, in five-year increments) have usually been made during the Saturday Banquet at State Convention. REMINDER: WATCH YOUR BUDGET!
- Although traditionally not used because each recipient has generally received a certificate, Certificates of Recognition are available from the State President. If you opt to use the certificates, have the State President and International Council representative sign the certificate. Ask State President about a convenient time.
- Keep materials received for recognitions for one year in the permanent pass-along file.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

### **HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.
- Refer to the Forms Section of the Procedural Manual for the Awards Recognition Form. Suggestion is to add your information then e-mail or snail mail to Chapter Presidents and Executive Board members.

## CHAPLAIN

**RESPONSIBILITY**

- Prepare and offer invocations, table prayers and closing thoughts at State Meetings.
- Express condolences and provide appropriate messages for deaths, marriages, births, etc.
- Notify State President, Chapter Presidents, MARC Chaplain, ESA Headquarters and International Council Chaplain in the event of deaths, illnesses, need for thoughts or prayers for a member or her family.
- Prepare and conduct Memorial Service/non-denominational service at State Convention.

**TERM**

- Named by State President upon recommendation of chapter, which will host State Convention. Chaplain shall not be eligible for reappointment until at least one year has lapsed after expiration of her term.

**DUTIES**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- ON-GOING: Express condolences upon event of death of a member (to husband or next of kin) and to member for death in immediate family. Send an appropriate card and/or message for illness of a member and her family, birth, marriage, etc.
- Refer to the By-laws regarding financial expression of sympathy for Past State Presidents or current Executive Board members. (Article XI, Section 4 in the by-laws revised May 2003)
- MEMORIAL CANDLE: shall be lighted at the beginning of State Convention by the Chaplain. At the time of lighting, words should refer to any members we lost during the year as well as all sisters who have gone before. Extinguish at the end of each assembly. This is NOT a duty of the International Council or MARC representative.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

**HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.

South Dakota ESA	Procedural Manual	Chapter Recognition Chair
------------------	-------------------	------------------------------

## CHAPTER RECOGNITION CHAIR

### RESPONSIBILITY

- Inform chapters of information needed and deadlines, compile information for First-year and Chapter Member of the Year and Outstanding Chapter.
- Prepare/arrange recognition for First-year and Chapter Member of the Year entrants at State Convention.
- Judge (or arrange for judging) and present/recognize Outstanding Chapter Award at State Convention.

### TERM

- One-year term.
- Selected in accordance with the Rotational Plan. Refer to Rotational Plan in General Information Section of this Procedural Manual.

### DUTIES

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Make copy of information format to State President for incorporating into the State Yearbook.
- Remind chapters, in letters or ECHOES or via email, of information needed for February 15-February 14 sorority year and deadline. Recognition materials must be postmarked by March 15.
- Visit with State President about where she'd like recognitions in the State Convention agenda. For example, some years First-year and Chapter Members of the Year have been recognized at Friday evening Mixer; other years First-year Members have been recognized at General Assemblies and/or Awards Luncheon.
- A Certificate of Recognition is available from the State President. Have the State President and International Council representative sign the certificate. Ask State President about a convenient time.
- Keep materials received for recognitions for one year in the permanent pass-along file.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

### HELPFUL HINTS

- Familiarize yourself with the Procedural Manual.

South Dakota ESA	Procedural Manual	Circle of Life Coordinators, Sr. & Jr.
------------------	-------------------	---

CIRCLE OF LIFE COORDINATORS  
(Senior and Junior)

**RESPONSIBILITY**

- Encourage each chapter to have at least one project annually for St. Jude/Circle of Life.
- Obtain information from chapters and submit to Circle of Life Coordinator at ESA Headquarters.
- Present award certificates at State Convention.

**TERM**

- State President appoints Junior Coordinator at Convention. The previous year's Junior Coordinator becomes the Senior Coordinator.

**DUTIES**

- Contact each chapter's Circle of Life coordinator to encourage chapter sponsorship of at least one special event during the sorority year. Remind chapters to advise you of events prior to date and to prepare a report and send it and monies to you for forwarding to Headquarters.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- SENIOR COORDINATOR: Plan your trip to St. Jude's in Memphis. Information will come to you about the seminar and the trip. Travel and lodging will be paid.
- Familiarize yourself with the materials you receive and share with the membership as appropriate.
- Certificate of Participation should be awarded to each chapter who works and/or contributed funds to Circle of Life. One place will be awarded for Total Monies raised and one place will be awarded for Total Hours worked per member. These certificates will be presented as part of the Saturday Awards Luncheon.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

**HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.

South Dakota ESA	Procedural Manual	Contest Coordinator
------------------	-------------------	---------------------

## **CONTEST COORDINATOR**

### **RESPONSIBILITY**

- Provide assistance to committee chairs in availability of forms, deadlines for contests and recognitions, guidelines, etc.
- Encourage committee chairs to communicate with chapters in a timely manner to ensure adequate time for chapters to submit information, whether to be judged or not.

### **TERM**

- Appointed by the State President for a one-year term
- May serve consecutive terms? May not serve more than one term? Has yet to be decided.

### **DUTIES**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.
- Prepare an overview document (see Contests and Recognitions – Information at a Glance) and distribute to committee chairs as well as having posted in the Procedural Manual on the website.
- Provide guidance as requested.
- Forward all permanent files to your successor within 15 days following State Convention.

## CONVENTION CHAIR

**RESPONSIBILITY**

- Prepare for and host the annual State Convention.  
(Date is either last week-end in April or first week-end in May, or dates may span late April/Early May unless changed by vote at State Convention or Fall Council. In event of catastrophic occurrence, date may be changed by consensus of Executive and/or General Board.)

**TERM**

- One-year term.
- Selected in accordance with the Rotational Plan which is in General Information section of this Procedural Manual.

**DUTIES**

- Review approved budget. Refer to Article XI – FINANCE in the By-laws regarding what the State pays, advance funding requested, and profit/lost.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Provide each chapter an informational letter (or invitation). Obtain name and address of International Council and MARC representatives and list of other guests from State President to whom invitations should be sent. Include one to ESA Headquarters. **INCLUDE REGISTRATION FORM IN ECHOES AND ON SOUTH DAKOTA ESA WEBSITE.**
- Get all flags at Fall Council (American Flag, South Dakota State Flag, ESA Flag, Flag of All Faiths, ESA Foundation Flag, St Jude Flag and MARC flag). Remember there will be a Flag Ceremony and you will need to make necessary arrangements for poles and bases if the State Flag of the International Council representative and the State Flag of the MARC representative are to be part of the Flag Ceremony.
- Provide tables for scrapbook (chapter and state display), ESA Foundation, Educational Programs, Association of the Arts, and any other tables as requested/approved by the State President.
- Prepare agendas as provided by State President for distribution to members in attendance.
- Prepare financial statement including distribution of any remaining funds. Chapter absorbs loss unless extraordinary circumstances and voting action will be necessary. Copies are to be provided to the State President, Recording Secretary, and upcoming Convention and Fall Council Chairs as well as published in the ECHOES.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor (chapter hosting next Convention) by July 1. Prior year's files could be transferred prior to July 1.

**HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.
- Make notes at Fall Council and State Convention.

- Invitations to current State Convention can be given to Chapter Presidents at Fall Council or Spring Executive Board, to minimize postage costs.

#### ADDITIONAL NOTES

- The chapter hosting Convention should plan to pay from registration income: costs involved in planning, decorations, meals, entertainment, tote bags (if desired), and agendas.
- The State Council should pay for: registration, room, and corsage for the IC Representative, MARC rep, and the State President, as budgeted.
- The Quills pay for any Quills induction costs and any recognition they arrange.
- Make arrangements for room reservations and corsages for IC Representative, MARC Representative, and State President. Check budget for funding allowed.
- Establish deadline for Convention pre-registration and registration refunds. After this date, no exceptions will be made.
- Retain profits from Convention as outlined in the by-laws.
- Absorb any loss from Convention, except in extreme situations, where an appeal may be made to the State Council.
- Absorb any hidden costs arising at the time of Convention.
- Work out with State Council any unspecified State-related expenses.
- Work with Installing Officers to facilitate their job. There is generally an allocation in the Budget for Installation expense. Expenses beyond that are the responsibility of the incoming President/her Chapter, or installing officers.
- The Convention chair shall be responsible for ordering corsages for the IC Rep and MARC Rep.

## EASTER SEAL CHAIR

### RESPONSIBILITY

- Encourage each chapter to have at least one project annually for Easter Seal.
- Obtain information on each chapter's participation.
- Present recognition certificates at State Convention.

### TERM

- Appointed by State President and is eligible for re-appointment.

### DUTIES

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Familiarize yourself with the materials you receive and share with the membership as appropriate. Currently, there is no Easter Seal office in South Dakota. Contact State President to determine where monies from events should be sent. Then advise Chapters.
- Certificate of Participation should be awarded to each chapter who works and/or contributed funds to Easter Seal. One place will be awarded for Total Monies raised and one place will be awarded for Total Hours worked per member. These certificates will be presented as part of the Saturday Awards Luncheon.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

### HELPFUL HINTS

- Familiarize yourself with the Procedural Manual.

## ECHOES EDITOR

**RESPONSIBILITY**

- Print and distribute The ECHOES in accordance with established timetable—September 1, December 1 and March 1.

**TERM**

- One-year term.
- Selected in accordance with the Rotational Plan. Refer to Rotational Plan in General Information Section of this Procedural Manual.

**DUTIES**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Remind chapters and State Officers of due dates and publishing deadlines. (Keep in mind some chapters meet later in the month.) Provide guidelines of what to include. Encourage articles be brief and to the point; take editorial license if need be. Encourage news be submitted electronically to the Editor.
- Obtain e-mail address for each chapter president, Executive Board Member, International Council President, MARC President, and ESA Membership Organization, and all others the State President wishes copies be e-mailed to.
- It is the responsibility of chapter presidents to ensure their members receive the ECHOES via e-mail, paper copy or website.
- Submit copy of each issue of The ECHOES to the International Council News Bulletin Chair.
- Place a copy of each issue in the file to be passed on to the subsequent editors.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

**HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.
- Recommend a newspaper print type font (like Arial, Courier or Times Roman) and a font size that makes for easy readability.
- Watch margin divider column break to ensure smooth flow of news.
- DO NOT publish Board Minutes of Meetings even if you receive them.

## EDUCATIONAL DIRECTOR

### RESPONSIBILITY

- Encourage each chapter to have an educational program.
- Compile chapter education reports for display at State Convention.
- Refer to General Section of this Procedural Manual regarding recognition awards to be given at State Convention.

### TERM

- One-year term.
- Selected in accordance with the Rotational Plan. Refer to Rotational Plan in General Information Section of this Procedural Manual.

### DUTIES

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Encourage each chapter to participate in monthly educational programs. Be sure each chapter educational director has a form with your name and address on it so they can make a supply of copies. (It can be included in Chapter President's State Yearbook; work out details with the State President.) There may be an overlap due to chapter's sorority year and state's sorority year.
- Chapters may submit monthly reports or a one-time submittal as long as the Director receives the material by the deadline which is March 15.
- Advise chapters that they may enter their programs into International competition.
- Encourage chapters to nominate their educational director for Outstanding Educational Director (Athenian) Award.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

### HELPFUL HINTS

- Familiarize yourself with the Procedural Manual.
- Familiarize yourself with Educational Awards Guidelines in the JONQUIL and/or State Yearbook.

South Dakota ESA	Procedural Manual	ESA Foundation State Counselors, Sr. & Jr.
------------------	-------------------	--

ESA FOUNDATION STATE COUNSELORS  
(Senior and Junior)

**RESPONSIBILITY**

- Promote the ESA Foundation and its programs/projects to the membership.
- Promote ESA Foundation Scholarships.
- Compile information from chapters and give report at State Convention.
- Attend ESA Foundation Workshop at International Convention (or ask someone to attend in your absence). Familiarize yourself with the State Counselor's Reference manual provided at that Workshop.
- *Pay ESA Foundation annual dues for the SD State Council before March 1<sup>st</sup> annually.*

**TERM**

- State President appoints Junior State Counselor at Convention. The previous year's Junior State Counselor becomes the Senior State Counselor.
- State Counselors must be members in good standing of the ESA Foundation as of March 1 in the year in which they are appointed.
- The Senior State Counselor's duties expire after the International Convention following the State Convention, at which time the Junior State Counselor assumes the position and the duties of the Senior State Counselor.

**DUTIES**

- The State Counselor who becomes Sr. State Counselor at State Convention should plan to attend, or arrange to have someone attend, the State Counselors' Workshop at International Convention. At this workshop, the State Counselor will receive information about programs/projects/changes for the year and State Counselor's Reference Manual.
- The Sr State Counselor at State Convention will get voting credential cards signed and prepare them for the Credentials verification at International Convention.
- SHARE information from the Workshop at International Convention with the Summer Board Meeting attendees.
- Prepare articles promoting the Foundation for the ECHOES and submit at least one article to the State Counselors' Newsletter.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Mail scholarship application forms IN OCTOBER to high schools and colleges. **KEEP TRACK OF EXPENSES AND KEEP RECEIPTS.** You'll learn more about reimbursement process at Workshop.
- Be prepared to devote a number of days (example: late January to mid-February) to review scholarships and forward on to next processor and to send processing fees to the ESA Foundation Treasurer. (Deadlines are very critical. They ensure timeliness throughout the process and also for the announcement of scholarship awards in May/June.)

South Dakota ESA	Procedural Manual	ESA Foundation State Counselors, Sr. & Jr.
------------------	-------------------	--

- Plan the fund raising event at State Convention. Have chapters and members bring gifts for the Chinese Auction. Starting May 2002 auction, the ticket sales were kept open through Saturday afternoon. Winning numbers and prize list will be posted sometime on Saturday. This enables more opportunities for people to purchase tickets and members don't have to be present to win.
- Foundation members need to decide percentage level of support for our scholarships and support of the MARC scholarship.
- Sr. State Foundation Counselor is responsible for sending check to ESA Foundation Headquarters.
- When you become Sr. State Counselor, give your records to the Jr., and when you leave the Sr. State position, give your file to the incoming Sr. These files should be turned over within 15 days after INTERNATIONAL CONVENTION.
- Chinese Auction monies are to be used to
  - support the South Dakota Endowments (as of March 2011—the South Dakota State Council, Milburn, Scott, Jones and Campbell), MARC endowment(s) and Foundation general endowments
  - reimbursing the scholarship application expenses incurred by the Counselor, e.g., mailing forms, applications and checks
  - procure a live auction item for Foundation Fund Fest at the International Convention, and make arrangements for it to be there
- Familiarize yourself with the scholarship-related reimbursement process from the Foundation.
- Update Procedural Manual page(s) as appropriate and give to a member of the Quills.

#### **HELPFUL HINTS**

- ESA Foundation in 2001 made application forms (printed and collated) available with your name.
- For mailing our scholarship application forms, purchase 6" x 9" envelopes. Postage is less than 9" x 12".
- Use the DATED SCHOLARSHIP MATERIAL stamp on the lower left corner of each envelope sent out.
- After mailing out the forms, SAVE SOME EXTRA FORMS.
- READ VERY CAREFULLY ABOUT THE SCHOLARSHIPS/GUIDELINES IN THE REFERENCE GUIDELINES BOOK RECEIVED AT THE ESA FOUNDATION STATE COUNSELORS' WORKSHOP.
- Do NOT hold applications and send all at once. Send several at a time to the regional scholarship coordinator, and send processing fees for those applications to the ESAF treasurer.
- Keep a list of applications and monies as a back up.
- Keep all envelopes until you know applications have been received by the Scholarship Regional Coordinator.

## FALL COUNCIL CHAIR

**RESPONSIBILITY**

- Prepare for and host Fall Council.  
(Fall Council is held in either September or October.)

**TERM**

- Selected upon recommendation of chapter, which will host Fall Council. Refer to Rotational Plan in General Information Section of this Procedural Manual.

**DUTIES**

- Review approved budget.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Announce date, site and any other pertinent information at the State Convention preceding Fall Council.
- Provide each chapter an informational letter (or invitation) and registration form for duplicating and distribution to chapter members. May be posted to website, emailed or included in the ECHOES. Obtain list from State President of guests (including International Council representative and MARC President) to whom invitations should be provided. Include one to ESA Membership Organization. Include Registration Form in ECHOES and on State ESA website.
- Get all flags at State Convention (American Flag, South Dakota State Flag, ESA Flag, Flag of All Faiths, ESA Foundation Flag, St. Jude Flag and MARC flag) and arrange to display. Flag poles and bases are property of SDESA. There is no Flag Ceremony.
- Prepare agendas provided by State President for distribution to members in attendance.
- Prepare financial statement including distribution of any remaining funds. Chapter absorbs loss unless extraordinary circumstances and voting action will be necessary. Copies are to be provided to the State President, Recording Secretary, and upcoming Convention and Fall Council Chairs as well as published in the ECHOES.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor (chapter hosting next year's Fall Council by December 1<sup>st</sup>. Include information on planning, actual vs claimed costs, and a copy of the financial statement.)

**HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.
- When negotiating facility and/or fund service, watch for hidden costs like guaranteed number.
- Distribute invitations at State Convention, at Summer Board, via email or post on the website, to minimize postage costs.

**ADDITIONAL NOTES**

- Establish budget for agendas, invitations/postage, name tags, and such items as your chapter determines (and can afford or finance through registration) such as centerpieces, head table centerpiece or floral arrangement, entertainment (if decide to have), meeting table (and luncheon table if desired), place cards, nut cups (and contents), favors for lunch, door prizes, etc.
- Obtain site and determine rental cost; determine menu and cost; and establish pre-registration and registration at the door costs.

South Dakota ESA	Procedural Manual	Hats for Hope
------------------	-------------------	---------------

#### HATS FOR HOPE

Hats for Hope projects are usually conducted on the community/chapter level.

The Philanthropic Chair is responsible for encouraging participation by chapters. She should also receive information on projects held for forwarding as appropriate to the International Council appointed officer.

To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.

South Dakota ESA	Procedural Manual	Hope for Heroes
------------------	-------------------	-----------------

## HOPE FOR HEROES

### RESPONSIBILITY

- Encourage each chapter to have a Hope for Heroes project.

### TERM

- **Selected by President for one-year term.**

### DUTIES

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- **Utilizing information received from Chapters, prepare report for presentation at State Convention.**
- **Provide information received from Chapters to appropriate appointed International Council officer.**
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

### HELPFUL HINTS

- Familiarize yourself with the Procedural Manual.
- Familiarize yourself with Hope for Heroes information in the JONQUIL and/or State Yearbook and/or IC's website.

## HISTORIAN

**RESPONSIBILITY**

- Compile a scrapbook of the State President's year and present it to her.

**TERM**

- One-year term.
- Selected in accordance with the Rotational Plan. Refer to Rotational Plan in General Information Section of this Procedural Manual.

**DUTIES**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Contact chapters reminding them to submit materials by April 1.
- Make book selection, cover, title page, division pages, etc. as appropriate.
- Include reminders in ECHOES.
- Present scrapbook to State President at Convention and display it EVEN if you have to take it home to finish it, for example to include State Convention pictures.
- Encourage chapters to bring their own current year's scrapbook or history to State Convention for display.
- Arrange with Convention Chair to have adequate and secure display case.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

**HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.
- There is no judging at the State or International level.

## PHILANTHROPIC CHAIR

### RESPONSIBILITY

- Encourage chapter participation in philanthropic projects on the community, state and international level.
- Encourage each chapter to submit philanthropic hours and monies and nominate their director into competition.
- Remind each chapter, even if they do not wish to enter competition, hours and monies need to be submitted to you to help ESA maintain its non-profit status.
- Make presentations at State Convention consistent with Contests sheet in General Section of the Procedural Manual.
- See Hats for Hope.

### TERM

- Appointed by the State President for one-year term and is not eligible for re-appointment until at least one year has lapsed after expiration of term.

### DUTIES

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Familiarize yourself with Philanthropic guidelines provided in the State Yearbook and/or the JONQUIL and/or the ESA website [www.epsilonsigmaalpha.org](http://www.epsilonsigmaalpha.org). You will receive a form from the International Council Philanthropic Chair for submitting data. The form is available at [www.epsilonsigmaalpha.org](http://www.epsilonsigmaalpha.org). Membership numbers are available from the State Treasurer and the mileage rate is available at [www.epsilonsigmaalpha.org](http://www.epsilonsigmaalpha.org)
- Remind chapters to keep track of philanthropic hours and monies and encourage each chapter to enter State competition. (Chapters not entering are to use separate form for submitting hours and monies so State and International have accurate record of ESA participation.) Also remind chapters to include \$1.00/member for those whose State dues were paid.
- Remind chapters of deadline for submitting information.
- Arrange with three Pheasant State Quills (from different chapters) to judge the Outstanding Philanthropic Director competition.
- First place only for Philanthropic endeavors will be awarded in three categories—hours per member, monies per member, and Outstanding Director. Awards are usually made at the Saturday Awards Luncheon.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

### HELPFUL HINTS

- Familiarize yourself with the Procedural Manual.

South Dakota ESA	Procedural Manual	State Project Chair
------------------	-------------------	---------------------

## STATE PROJECT CHAIR

### RESPONSIBILITY

- Encourage chapter participation in State Project.
- Remind each chapter to submit number of State Project philanthropic hours worked and amount of monies raised/donated in addition to including in Philanthropic Contest forms.
- Arrange for philanthropic recipient to be at State Convention if there is no cost to the State budget involved.
- Review Contest information in General section of the Procedural Manual.
- Present proposed five-year project at State Convention in years ending in “4” or “9”.
- Unless otherwise assigned encourage chapters to support Hats for Hope and Hope for Heroes projects on their community level. Have chapters submit project information to you for reporting on the State level and to the appropriate International Council appointed officer.

### TERM

- Appointed by State President for one-year term in accordance with the Rotational Plan.

### DUTIES

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Familiarize yourself with State Project and the Hats for Hope and Hope for Heroes Projects.
- \$1.00 of each member’s State dues is earmarked for the State Project.
- Present or forward check to recipient as appropriate.
- If it’s a year to present/vote on the State Project, research options and solicit ideas from chapters. Present options/recommendation at State Convention for .
- Submit news items to the ECHOES as appropriate.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

### HELPFUL HINTS

- Familiarize yourself with the Procedural Manual.
- Unless otherwise assigned encourage chapters to support Hats for Hope and Hope for Heroes projects on their community level and submit project information to you for reporting on the State level and to the appropriate International Council Officer.

**WEBMASTER****RESPONSIBILITY**

- Maintain the website as directed by the current State President
- Encourage use of the website among all the state officers, board and committee members to distribute information from a central location to reduce costs, increase visibility and effectively communicate with our membership

**TERM**

- Appointed by the State President for a one-year term
- May serve consecutive terms

**DUTIES**

- Renew the domain name registration – currently registered with GoDaddy.com
- Renew the hosting service/tool – currently using website tonight.
- Submit voucher to the current treasurer for the renewal expenses in accordance with the budget.
- Notify the treasurer if there are any additional expenses or expected increases in the annual fee so the proper amount can be budgeted.
- Post all documents provided to you in a timely manner.
- Provide training material to the other committee members, the ECHOES editor, the Corresponding Secretary, and the President for posting and site updating, if they desire.
- Work with the committee and State President to review the format, current page layout and content to keep the appropriate information available to the members.
- Work with the Fall Council and Convention Chairs to have registration forms posted online and additional details regarding events available from the website for easy access to all members.
- Forward all permanent files to your successor within 15 days following State Convention.

## YOUTH AWARD CHAIR

**RESPONSIBILITY**

- Encourage chapter participation in Youth Award on chapter and State level.
- Make presentation at State Convention.
- Enter South Dakota winner into International competition.

**TERM**

- Appointed by State President for one-year term and is not eligible for re-appointment until at least one year has lapsed after expiration of term.

**DUTIES**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Familiarize yourself with the rules for the State and International contests. The rules are provided in the State Yearbook and/or JONQUIL or ESA International website. Entry must be postmarked by March 15. Be sure to also check International entry deadline and adjust State deadline if necessary.
- Arrange for three judges from outside ESA. Be sure entries when submitted to judges do not have names identifiable.
- A prize for the State winner is generally included in the budget.
- If you choose to have the winner at Convention, it is not the Convention Chapter's expense. It must be within the State budget available, or at the expense of the chapter who submitted the entry.
- Submit news items to the ECHOES as appropriate.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

**HELPFUL HINTS**

- Familiarize yourself with the Procedural Manual.

## AUDIT COMMITTEE

**RESPONSIBILITY**

- Review Treasurer's books and financial statements after Fall Council and State Convention.

**COMMITTEE COMPOSITION/LIMITATIONS**

- Three members named by the State President. Each member **shall** be from a different chapter, but all **MUST** be from chapters other than the Treasurer's.
- If a member of the committee is unable to do the audit, it is her responsibility to find a replacement, preferably from her chapter.

**DUTIES**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Receive ledger, checkbook and financial records 30 days after Fall Council and State Convention; review, sign ledger, and return to Treasurer within 7 days. Books are to be "closed" before you do audit following Convention.
- Audit Report is to be signed by members of the Audit Committee and a copy forwarded to the State President. The original report should be kept in the Treasurer's ledger.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days after the books are "closed".

**HELPFUL HINTS**

- Listen carefully to Treasurer's Report (as well as read it in the ECHOES), make notes at Fall Council/State Convention, get hand-outs at Fall Council/State Convention (financial statement and proposed/expenditures budget), and compare for accuracy.
- Check ledger balance against bank statement(s) and checkbook. Are expenditures/deposits adequately identified? Are these payments made over budget but not approved by motion at Fall Council/Convention or special meetings?

**BUDGET COMMITTEE****RESPONSIBILITY**

- Assist in preparation of budget for upcoming sorority year.

**COMMITTEE COMPOSITION/LIMITATIONS**

- Outgoing Treasurer as Chair, outgoing President, and President-elect.
- SUGGEST: two Past State Presidents who are members of chapter other than those of Treasurer, President and President-elect.

**TIMETABLE(S)**

- Meet prior to Spring Executive Board Meeting to prepare the proposed budget.

**DUTIES**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Discuss current income and expenditures prior to preparing the budget.
- Get input from Board members on adequacy of allocations itemized in current budget vs. need to perform assigned duties.
- Familiarize yourself with the Finance Sections of the By-laws and Standing Rules.
- Consider location of International Convention when budgeting transportation costs. Remind the President to be alert for “cheap” air fares.
- Consider mileage around the state from the President’s town for chapter visitations.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

**HELPFUL HINTS**

## BY-LAW COMMITTEE

**RESPONSIBILITY**

- Study the By-laws and Standing Rules and make recommendations for change.
- Record By-law changes on your By-law copy and be sure it is passed on to your successors.

**COMMITTEE COMPOSITION/LIMITATIONS**

- Parliamentarian as Chair and three appointed Council members, one of whom shall be a Past State President. The appointed members will be named by the State President. The President is an ex officio member of the committee.
- No committee member shall be eligible for re-appointment until at least one year has lapsed after expiration of her term.

**DUTIES/TIMETABLE(S)**

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Familiarize yourself with By-laws and Standing Rules. By-law changes may only be voted upon at State Convention. Proposed By-law changes need to be provided to the membership via website, email and/or ECHOES at least 30 days prior to State Convention. IN ANY EVENT, the proposed changes must be submitted to the President for Executive Board action prior to publication.
- Amendments may be proposed at State Convention.
- Amendments must be presented to the Executive Board prior to being published in the ECHOES at least 30 days prior to State Convention. OR, if the publication deadline cannot be accommodated by the Executive Board, a copy of the proposed changes shall be submitted to each chapter president for her to distribute to her members at least 30 days prior to State Convention. Amendments are voted on at State Convention.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention. Include a newly printed set of the By-laws if changes have been made. Be sure to include date the By-laws were amended and approved.

**HELPFUL HINTS**

- Study By-laws and how they “tie” together.
- Review records passed on by previous committee.
- Listen to business at State Convention and Fall Council and action taken on proposed changes.
- Have at least one meeting before February 1.
- An emergency does not exist just because an amendment was defeated previously!

South Dakota ESA	Procedural Manual	Minute Review Committee
------------------	-------------------	-------------------------

## MINUTE REVIEW COMMITTEE

### RESPONSIBILITY

- Review minutes of Fall Council and State Convention and any special meetings called.

### COMMITTEE COMPOSITION/LIMITATIONS

- Three members named by State President and **each shall be** from a **different** chapter **and other** than the Recording Secretary's **chapter**. State President is ex officio member.

### DUTIES

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Receive minutes from Recording Secretary 15 days after Fall Council, State Convention and any special meetings.
- Review minutes, make corrections, and return to the Recording Secretary within seven (7) days of receipt.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

### HELPFUL HINTS

- In your agenda for each meeting (Fall Council, State Convention, and special meetings), make notes such as exact wording of motions, who made, who seconded, passed (or defeated), compare handouts (proposed/accepted budget, proposed/accepted by-laws, etc.) Compare with information you receive for the minutes, and ask for clarification AT THE MEETING if you have questions.
- The assemblies may be tape recorded if you wish.

South Dakota ESA	Procedural Manual	Nominating Committee
------------------	-------------------	----------------------

## NOMINATING COMMITTEE

### RESPONSIBILITY

- Obtain and present a slate of one to three names for each office, except those of President, and Corresponding Secretary, to the Spring Executive Board Meeting.

### COMMITTEE COMPOSITION/LIMITATIONS

- Vice President, as chair, and others deemed necessary by her.
- President is NOT an ex officio member of the committee.

### DUTIES

- Review approved budget. Keep track of all expenses incurred during your year. Send your itemized expenses to the State Treasurer (use Voucher in State Yearbook or obtain additional copies from the State Treasurer). NOTE: Any expenses beyond the approved budget will require membership approval at Fall Council or State Convention, as appropriate.
- **To post information on [www.sodakesa.org](http://www.sodakesa.org) forward material to Webmaster.**
- Email/letter and nomination forms need to be provided to chapter presidents requesting nominations and qualifications of members eligible for office with an announced January 15 deadline. Include information that all candidates will be expected to make a one-minute speech at Convention General Assembly. Candidates for office shall indicate first choice on Official Nomination form.
- Review Nomination Forms to ascertain eligibility of candidates (By-laws, Qualifications of Officers) and ascertain that the number of candidates for any office, except President and Corresponding Secretary, does not exceed three (3).
- If there are more than three (3) candidates for an office, determine eligibility of candidate(s) for another position on the ballot. Notify the candidate of the action stating that the candidate shall give the Committee her decision within 10 days.
- Publish Slate of Officers in pre-Convention ECHOES. If there's not a Slate of Officers by publication date, send/e-mail the Slate of Officers to Chapter Presidents at least 30 days prior to Convention.
- Prepare ballots for Convention.
- Make changes to the Procedural Manual as appropriate and forward to the President of the Quills.
- Forward all permanent files to your successor within 15 days following State Convention.

### HELPFUL HINTS

- Distribute Nomination Forms at Fall Council or via e-mail, ECHOES, or State Yearbook to save postage and answer questions.
- Request time on Fall Council agenda to make presentation ("PITCH") for candidates.
- Spread word to chapters prior to Convention that the slate is not full and remind members of procedure for nominations from the floor at Convention.

South Dakota ESA	Procedural Manual	Contests and Recognitions
------------------	-------------------	---------------------------

These guidelines relate only to the awards for Contests listed below. Detailed information for all contests is included in the specific officer pages of this Procedural Manual as well as the Contest Coordinator is available to assist the committee chairs with deadlines and changes in criteria and forms required.

**Each committee chair needs to read this sheet to become familiar with awards she may need to present.**

### **ASSOCIATION OF THE ARTS**

Chapter members will be encouraged to bring items to State Convention to be displayed. A “Best of Show” will be voted upon by the membership present. The host chapter will be responsible for display of items and the ballot box.

### **DIANA and OUTSTANDING YOUTH AWARDS**

These awards will be continued as is; and if possible, the winners will be nominated by South Dakota ESA for the Jefferson Awards and the Spirit of Dakota Award.

### **CIRCLE OF LIFE, EASTER SEAL, DISASTER FUND, and ESA FOUNDATION**

Certificate of Participation will be awarded to each chapter who works and/or contributed funds to each program. One place will be awarded for Total Monies raised for each program, and one place will be awarded for Total Hours worked per member for each program.

### **OUTSTANDING CHAPTER**

Each chapter will be asked to send in, prior to State Convention, a short synopsis of their year prior to State Convention. The Outstanding Chapter will be announced at the Saturday night Banquet.

### **WOMAN OF THE YEAR**

Each chapter will be asked to submit a short report, prior to State Convention, on their Woman of the Year. These reports will be read at the Saturday night Banquet. No one individual will be chosen as the State Woman of the Year, as each is very special and all are winners.

### **OUTSTANDING FIRST-YEAR MEMBER**

All first-year members in attendance at State Convention will be recognized. No special award will be given.

### **SERVICE AWARDS**

All Fifth and Sixth Degree Pallas Athene Award winners will be honored at the Saturday night Banquet along with those members achieving 25 years of service and more, in five-year increments. (All other service award recipients are usually recognized at the Saturday Awards luncheon.)

### **OUTSTANDING EDUCATIONAL PROGRAM and DISTINGUISHED ATHENIAN AWARD (Outstanding Educational Director)**

One award will be given in each category.

### **PHILANTHROPIC AWARDS**

First place only will be awarded in three categories—Hours per member, Monies per member, and Outstanding Director.

Approved initially at May 2000 SD State Convention

## AN OVERVIEW

The ESA Foundation is a non-profit/tax exempt public foundation pledged to develop philanthropic activities of volunteers, provide assistance to established programs that serve human needs, and produce new programs to improve the quality of life. The Internal Revenue Service has ruled that the ESA Foundation is exempt from Federal Income Tax under Section 501 c 3 of the Internal Revenue code as an organization operating exclusively for charitable and educational purposes.

Information on the Foundation as well as all programs supported by the Foundation is available at [www.epsilonsigmaalpha.org/esaf](http://www.epsilonsigmaalpha.org/esaf)

## SOUTH DAKOTA PARTICIPATION

Specific questions should be referred to the ESA Foundation State Counselor and/or the ESA Foundation Junior State Counselor. Duties are outlined in the Appointed Officer section of this Procedural Manual.

Currently there are three vested endowments from which scholarships open exclusively to South Dakota students may be awarded annually. They are the Dr. Sidney Milburn Memorial Endowment, the Royal and Cora Scott Family Endowment, and the Bob and Jan Jones Endowment. South Dakota students are also eligible to compete for the MARC scholarships. Two endowments, the Barbara and Clayton Campbell Breast Cancer Endowment and the South Dakota state Council Endowment, are not fully vested at the present time. There are a number of other scholarships South Dakota students may apply for. They are considered "open" or are course of study specific. In any event, the specific guidelines must be met.

When decisions are to be made regarding South Dakota participation it was agreed at the South Dakota State Convention (May 2002) that members of the Foundation should make those decisions.

Funds raised from the Chinese Auction (or another fund raiser) at the State Convention will be used to support scholarships and those expenses associated with the scholarship process.

Provisions for selection of a South Dakota Candidate for International Council Office include:

- The South Dakota State Council shall recognize and support only one candidate from South Dakota for International Council office. The officially recognized candidate for International Council office shall be a past state president.
- Nominations for the International Council ballot shall be submitted by the nominee's chapter president or her representative at the Fall Council meeting.
- Funds for the hand-out item for International Convention shall be disbursed from the ICOF (International Council Obligation Fund).
- The South Dakota State Council will support a member up to five consecutive years from the time the State nominates the member for an International council office. In the event the nominee has attained an elective International Council office, support will be continued.
- If/when the candidate reaches the level of elected Second Vice-President, the candidate shall then appoint a campaign manager who shall be in charge of raising funds to cover additional expenses which will be incurred, such as the President's reception, installation booklets, and other expenses designated by the candidate and her campaign chair. In addition, the chair (and co-chair) shall assist the candidate in any other way requested or needed.

South Dakota ESA	Procedural Manual	International Convention
------------------	-------------------	--------------------------

### HELPFUL HINTS FOR THE STATE PRESIDENT

#### AT STATE CONVENTION:

- Be sure credentials are in order
- Be sure to get the State Flag and white gloves and take to International Convention. Usually the International Convention committee has flag poles (for a price). You should have been advised of details at Leadership.

#### PLAN:

- Attend PICPA luncheon (need to indicate on Registration form)

#### TAKE:

- Credentials
- State Flag and white gloves (for Opening Ceremonies)
- Small SD flags (for Awards Luncheon)

#### AT CONVENTION:

- Arrange for South Dakota picture (usually Saturday night)
- Arrange State dinner outing (coordinate schedules, seek/offer suggestions, etc.)
- **Munchies for the SD Caucus**
- **Attend MARC meeting since you are automatically a representative. If one of the representatives is not available to attend, appoint someone.**

## ***AN OVERVIEW***

Midwest Area Regional Council is composed of ten states ... Illinois, Indiana, Iowa, Michigan Great Lakes, Minnesota, Missouri, Nebraska, Ohio, South Dakota, and Wisconsin.

The objectives of MARC are to promote closer relations and fuller cooperation among the member states; to assist member states in reaching new goals and new heights in the growth and strengthening of ESA in the Midwest; to serve as a means of promoting fellowship and unity; to offer a means of sharing mutual problems, concerns and goals; and to generate a means of providing further educational and leadership training for ESA members in the Midwest.

The MARC website is [www.esamarc.org](http://www.esamarc.org). The site includes bylaws, names of officers, and other pertinent information.

## ***SOUTH DAKOTA PARTICIPATION***

### **RESPONSIBILITY:**

- To attend the two annual MARC meetings—at International Convention and the Annual MARC Conference.

### **TERM:**

- The State President is automatically a member of the MARC General Board during the year of her presidency.
- The two MARC representatives will each serve a one-year term on the MARC General Board. Each year the State President will appoint two members as representatives so terms will be staggered.
- The term will be from when the State President announces her appointments at State Convention through the following State Convention.

### **DUTIES:**

- If the State President or representative(s) are unable to attend either MARC meeting, it is imperative that an alternate be selected. THERE IS NO VOTING BY PROXY.
- Disseminate information at State Meetings and via the ECHOES.
- Prepare and submit articles for the reMARC's.
- There is a MARC MARKETPLACE held in conjunction with the Annual MARC Conference in October. Each state is asked to provide at least three gifts (each worth at least \$15) for the Chinese Auction. Refer to the Rotational Plan in General Information Section of this Procedural Manual. It lists which chapters are responsible for each providing a gift in any given year.

- Because the representatives will serve from our Convention to Convention (May to May) and the MARC year runs from Conference to Conference (October to October), the

South Dakota ESA	Procedural Manual	MARC
------------------	-------------------	------

State President and the representatives leaving the MARC General Board need to turn their materials over to their successors at our State Convention.

#### **OTHER**

- Nominations for MARC elected office: the form must be completed, submitted to the Executive Board and brought before the membership at State Convention.
- A portion of the funding raised in the Annual Chinese Auction at our State Convention will be used to support the MARC Scholarship.

#### **HELPFUL HINTS**

- When selecting gift for your chapter's "donation" to the MARC MARKETPLACE, keep in mind the size and fragileness – how will the gift get to the Conference? How will the recipient get the gift home?

+++++

South Dakota ESA	Procedural Manual	Rules for State Meetings
------------------	-------------------	-----------------------------

1. Stand; address the Chair; give your name and chapter. Speak slowly, loudly and clearly.
2. A second to a motion must come from a chapter other than the one which proposed the motion.
3. A member is limited to speaking twice on a motion, the second speech being in the nature of a rebuttal or to provide new information on the motion. Member speeches shall be limited to two minutes.
4. Discussion on any one item shall be limited to ten minutes.
5. Excluding matters requiring a two-thirds vote, all voting in the General Assembly shall be by voice vote, except in the event of an undetermined vote which shall be determined by a standing vote.
6. These rules shall be adopted, suspended or rescinded by a two-thirds vote of the delegates voting.
7. Robert's Rules of Order Newly Revised shall govern this Convention in all cases to which they are applicable and in which they are not inconsistent with the International Council or State Council By-laws.
8. All motions shall be in writing and given to the Chair for reading before the question is put to a vote.

South Dakota ESA	Procedural Manual	Tribute to the ESA Flag
------------------	-------------------	----------------------------

**TRIBUTE TO THE ESA FLAG**

Oh, flag of blue and gold we pay tribute to you.

We honor those who have traveled the ESA path before us;  
Those who saw the vision, felt the spirit, and laid the cornerstone of Epsilon Sigma Alpha.

We pay tribute to our founders, who made possible for us the opportunity to develop friendships around the world;  
To your golden lamp of learning and our right to be of service;  
To the candles on your crest symbolic of God, country, cause, fellow man, home, and work;  
To your jonquil bright in color carrying the promise of Spring and the awakening of Epsilon Sigma Alpha ... an emblem of noble thought;  
To the open book, an emblem unfolding the wealth of knowledge and the strength of wisdom;  
Keep your ESA banner waving, oh flag of blue and gold.

Keep us worthy of your magnificent principles and heritage.

As you reveal beauty's ageless mysteries with understanding to the searching heart, may we find  
 In all essentials   UNITY  
 In non-essentials   LIBERTY  
 In all things        CHARITY, LOVE and LOYALTY.

AWARDS RECOGNITION for \_\_\_\_ State Convention

Chapter name, number, town: \_\_\_\_\_

**FIRST PEARL RECIPIENTS to be recognized:**

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

NOTE: Recipients will be recognized at the Saturday Awards Luncheon.

**PALLAS ATHENE RECIPIENTS to be recognized:**

NAME	check degree earned-→	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>

NOTE: Recipients of 5<sup>th</sup> and 6<sup>th</sup> Degrees will be recognized at Saturday Evening Banquet; others will be recognized at the Saturday Awards Luncheon.

**YEARS OF SERVICE RECIPIENTS to be recognized:**

NAME	check years→	5	10	15	20	25	30	35	40	45	50	55	60	65+

NOTE: For members with 25 or more years of service, please attach a short synopsis of their years in ESA. It will be the basis of recognition at the Saturday Evening Banquet. Other recipients will be recognized at the Saturday Awards Luncheon.

**If more space is needed, please use reverse or add a separate page.**

Chapter President (or Awards Chairman) signature: \_\_\_\_\_

Chapter Contact Person: \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail address \_\_\_\_\_

DEADLINE: March 15

SEND TO:

Name/address \_\_\_\_\_

e-mail \_\_\_\_\_

QUESTIONS: phone \_\_\_\_\_ or cell \_\_\_\_\_