

EPSILON SIGMA ALPHA INTERNATIONAL
MISSOURI STATE COUNCIL BY-LAWS

ARTICLE/SECTION

I. NAME

The name of this non-profit organization shall be the Missouri State Council of Epsilon Sigma Alpha International and may be referred to as MSC. (03/07)

II. PURPOSE

1. To promote philanthropic and service endeavors.
2. To promote educational development in accordance with the three-fold purpose of ESA.
3. To encourage and assist in growth and retention of membership through inter-chapter association and to closer relations with the International Council, ESA Headquarters, MARC, and the ESA Foundation.

III. MEMBERSHIP

1. Membership in MSC shall consist of ESA members in good financial standing in an active Chapter chartered in the State of Missouri. Members of newly organized chapters automatically become eligible for membership in MSC.
2. Chapter Status may be:
Active: Pay all dues for all chapter members and participates in state activities. (03/07)
Athene: Pay all dues for all chapter members; does not compete for state awards; must apply to ESA Headquarters for this status. (03/07)
Alumni: Does not pay any dues. Does not vote. May attend MSC functions. Does not compete for state awards. Designed for the member over 62. Chapter must be chartered 25 years and apply to State President for this status.
Member at Large: A MAL may become a non-voting member of MSC upon payment of MSC dues.

IV. FISCAL YEAR

The fiscal year of MSC shall be April 1 to March 31.

V. DUES

1. Dues will be \$20 per member per year, and payable in full on May 1st. Should a member become inactive before the end of the year, no refund shall be made. (03/07)
2. Chapter dues owed will be determined based on the number of members present in the chapter as of April 1st of the current year. (02/11)

VI. OFFICERS/CHAIRMEN

1. Elective Officers of the MSC shall be:

President	Corresponding Secretary
President-Elect	Parliamentarian
Vice President	Treasurer
Recording Secretary	Workshop Coordinator

2. The MSC President shall appoint the following chairmen:

Awards Chairman	HAWTHORNE Editor
Association of the Arts Chairmen	Historian
Chaplain	MARC Representatives (2)
Chapter President Advisor	Philanthropic Chairman
Collegiate Chapter Advisor	Publicity Chairman
Convention Chairman	Social Chairman
DIANA Award Chairman	Ways & Means Chairman
Disaster Fund Chairman	Website Coordinator
Educational Director	Youth Award Chairman
ESA Foundation Counselor	Zone Coordinator (3)-1: West; 2: Central; 3: East
	Other Chairman as Deemed Necessary
International Council Projects:	Easter Seals Chairman
	St. Jude Children's Research Hospital-Senior Coordinator
	St. Jude Children's Research Hospital-Junior Coordinator (03/07)

3. The immediate past President shall automatically become State Counselor.

VII. EXECUTIVE AND GENERAL BOARDS

1. The elected officers and the State Counselor shall constitute the Executive Board of the MSC, which shall have the power to transact the business of the Council between meetings.
2. The elected officers, the State Counselor, President of the Torchbearers, Appointed Chairmen and Chapter Presidents shall constitute the General Board of the MSC and must be in good financial standing with Chapter, Missouri State Council and International Council. (03/07)

3. Past Missouri State Presidents shall be non-voting members of the MSC General Board.

VIII. DUTIES OF OFFICERS

1. The PRESIDENT

- a. Shall have general supervision over the business activities of the organization and preside at all general assemblies of the MSC. All state officers shall be instructed to prepare permanent notebooks to be passed on to each successor in the respective office immediately after the last assembly of the State Convention.
- b. Shall be authorized to write checks during the inability of the Treasurer to serve and be authorized to sign checks on any MSC fund. (2/00)
- c. Shall be ex-officio members of all committees.
- d. Shall appoint the following committees: Tellers, Budget, Audit, Courtesy, IC Campaign Fund, and others as deemed necessary.
- e. Shall be the delegate to the International Convention and Leadership Conference sponsored by ESA Headquarters. Transportation expenses within the contiguous United States, registration and lodging shall be paid by MSC.
- f. Shall compile a President's Brochure for distribution at the annual Leadership Conference to be held before October 1 of each year.
- g. Shall be responsible for all state meetings.
- h. Records shall be retained for three (3) years.

2. The PRESIDENT ELECT:

- a. Shall assume the duties of the President in the latter's absence. Upon the death or withdrawal of the President the President-Elect shall become President.
- b. Shall be designated as the officer to distribute and receive MSC officer nomination forms.
- c. Shall be a member of the Budget Committee: shall serve as Senior Membership Director and be responsible for the Rushing program for MSC and for training the Vice President/Junior Membership Director. (2/00)
- d. Will work in conjunction with the Junior Membership Director, Zone Coordinators, and Collegiate Chapter Advisor relative to rushing and harmony toward the membership in the state. (03/07)
- e. Records shall be retained for three (3) years.

3. The VICE PRESIDENT:

- a. Shall serve as President-Elect in the latter's absence or inability to serve.
- b. Shall be Junior Membership Director and be responsible for working with the President Elect/Senior Membership Director on the Rushing program for MSC.
- c. Shall be responsible for conducting a workshop at the annual convention if requested.
- d. Records shall be retained for three (3) years.
- e. Shall purchase, or a designated alternate, a State President's Gavel Guard to be presented to the incoming President.

4. The RECORDING SECRETARY:

- a. Shall keep in permanent form an accurate attendance of all meetings of the MSC.
- b. Shall be responsible for the minutes at the entire convention, with the exception of the meeting of the new MSC General Board on the last day of convention, which shall be the responsibility of the newly elected Recording Secretary.
- c. A list of recipients of all annual awards presented at State meetings shall be added to the Minutes.
- d. Copies of the Minutes of State meetings shall be distributed and/or mailed within fifteen (15) days to the Executive Board members and ESA Headquarters. The minutes shall also be sent to the HAWTHORNE Editor for printing in the following edition. (03/07)
- e. Shall work in conjunction with the Historian and HAWTHORNE editor for retention of a permanent history of the MSC.
- f. All records from previous years are to be retained. (03/07)

5. The CORRESPONDING SECRETARY:

- a. Shall handle official communication of the MSC and the President with all communications during the year.
- b. Shall work as liaison for the State President with the hostess chapter of each state meeting to see if the hostess chapter is aware of its responsibilities in preparation for the State meeting.
- c. Records shall be retained for three (3) years.

6. The TREASURER:

- a. Shall be the custodial of the funds of the MSC.
- b. Shall bill each chapter at State Convention for State Dues payable on or before May 1.
- c. May pay out funds only when authorized by warrants signed by the State President and Corresponding Secretary not to exceed the budget without approval of an Executive Board Quorum.
- d. Shall keep accurate records of all monies received and paid out with the receipts to substantiate a

record for auditing purposes.

e. Shall be Chairman of the Budget Committee and be responsible for preparation of the proposed budget from the coming year.

f. A bank account shall be established for monies received with the signature of the President and the Treasurer applicable on the account

g. Prepare a financial statement for publication in the June HAWTHORNE.

h. Shall pay International Council dues for MSC by August 1.

i. Records shall be retained for seven (7) years.

7. The PARLIAMENTARIAN:

a. Shall present proposed bylaws changes to the Executive Board for its approval. The proposed By-law changes will be published in the December HAWTHORNE or mailed to the General Board thirty (30) days prior to the Winter General Board Meeting for their study and consideration. The new By-laws approved at the Winter Board Meeting will be published in the March issue of the HAWTHORNE.

b. Shall advise the President of any questions regarding Parliamentary Rule which might not be covered by the By-laws of the MSC using Roberts Rules of Order, Newly Revised.

c. Shall see that all flags (American, State, ESA, MARC, All Faiths, ESA Foundation, and other flags as desired) are properly displayed at all meetings. (2/00)

d. Provide parliamentary assistance to Chapters and City Councils upon request.

e. Shall be Chairman of the Auditing Committee which audits the books of all officers and chairmen who are responsible for the MSC Funds at the close of each term of office. She shall certify their accuracy and make a report at each Missouri State Council meeting. (03/07)

f. Shall retain all MSC By-laws.

8. The WORKSHOP COORDINATOR:

a. Shall be responsible for the workshops conducted at any MSC meeting as directed by the State President.

b. Shall contact all state chairmen in all categories of ESA work.

c. If requested by the State President, she shall compile a brochure from all reports received and distribute copies of this report to all chapters represented at State Convention.

IX. DUTIES OF CHAIRMEN

1. The STATE COUNSELOR:

a. Shall consult with the General Board as may be desired and with chapters as requested.

b. Shall coordinate the installation of new officers with the President-Elect, who has the privilege of asking an International Officer, Headquarters representative, or person of her choice to officiate at this ritual. The Council shall budget a sum, not to exceed \$75 for installation expenses.

c. Shall serve as Chairman of the IC Campaign Fund Committee, ESA merchandise may be sold at State Sanctioned Meetings only, (Planning Meeting, Leadership, Winter Board and State Convention) in order to receive 10% profit from headquarters. An annual report will be published in the June issue of the Hawthorne for the Campaign Fund Balance.

d. Shall obtain State Meeting bids and bids for producing the HAWTHORNE.

e. Records shall be retained for three (3) years.

2. The CHAPLAIN:

a. When notified by Chapter or members of illness or death of members, is to send notes of cheer or sympathy to such members and/or families of such members.

b. Shall notify the International Council Chaplain of a member's death.

c. Submit a quarterly report to the HAWTHORNE.

d. Be responsible for each invocation of each meeting of the MSC and at all meals.

e. Shall be in charge of the devotional service held on Sunday morning of State Convention.

3. The HAWTHORNE EDITOR:

a. Shall publish a paper in June, September, December, and March containing news furnished by individual, chapters, officers, and chairmen. A copy of each issue is to be sent to ESA Headquarters and the International Council News Bulletin Chairman. The newly revised By-Laws of the MSC, as submitted by the Parliamentarian, shall be printed in the March issue of the HAWTHORNE. (03/07)

b. Shall be responsible for money received and payment of expenses incurred and keep accurate records.

A financial report shall be given at each of the MSC meetings. A final report will be published in the June issue of the HAWTHORNE. (03/07)

c. Shall furnish, upon request by Membership Director, printed copies of the current issue of the HAWTHORNE that can be sent to newly organized chapters of the State. (03/07)

d. Shall work in conjunction with the Recording Secretary and Historian for retention of a permanent history of the MSC. (2/00)

e. Shall be responsible for conducting a workshop at the State Convention if requested. (2/00)

4. The HISTORIAN:

- a. Shall be custodian of the State Scrapbook; shall secure from each chapter a history of its organization and compile into a State History book to be kept as an accumulative record; secure clippings, pictures, and other materials from chapters for the State Scrapbook to be presented to the President at the start of the State Convention.
 - b. Shall write a history of the current year of the MSC, one copy of which shall be presented to the outgoing State President at the last General Board Assembly and one copy to be kept in a permanent book of the MSC history. (03/07)
 - c. Shall work in conjunction with the Recording Secretary and the HAWTHORNE Editor for retention of a permanent history of MSC. (03/07)
 - d. Shall be responsible for conducting a workshop at the State Convention if requested. (03/07)
5. The DISASTER FUND CHAIRMAN:
- a. Shall keep members and chapters advised of the purpose and benefit of the Disaster Fund; assist chapters in processing Disaster Fund claims.
 - b. All donations are to be forwarded to the International Council Disaster Fund Chairman. (2/00)
 - c. A final report will be published in the June issue of the HAWTHORNE. (2/00)
6. The ZONE COORDINATORS:
- a. Under the supervision of the State Senior and Junior Membership directors, shall encourage rushing and the organizing of sister chapters in their respective zones.
 - b. Shall act as liaison between all chapters in the State.
 - c. Shall assist transfer members in affiliating with chapters, encourage members at large to affiliate, and promote the increase of membership through the Recommend-A-Friend program.
 - d. Shall promote harmony within the Zones.
7. The EDUCATIONAL DIRECTOR:
- a. Shall see that the educational program of the sorority is understood by each chapter's Educational Director; suggest material for chapters in need of new educational programs when requested; maintain a notebook of outlined educational programs which the chapters may accept for individual use.
 - b. Shall cooperate with ESA Headquarters and International Council In participation of Educational Awards.
 - c. Shall be responsible for conducting a workshop at the State Convention if requested.
8. The WAYS AND MEANS CHAIRMAN: (03/07)
- a. Responsible for the fund raising efforts for the MSC Budget.
 - b. Shall, upon chapter request, provide assistance for their projects.
 - c. Maintain reference files and conduct workshops at State Convention if requested.
9. The PHILANTHROPIC CHAIRMAN:
- a. Shall inform the chapters of the State Project and encourage their support.
 - b. If requested, aid chapters with their local philanthropic projects.
 - c. Maintain a notebook of correspondence and ideas. (03/07)
 - d. Shall be responsible for conducting a workshop at the State Convention if requested. (2/00).
10. The AWARDS CHAIRMAN:
- a. Shall be responsible for informing the chapters of ESA awards programs, including ESA Headquarters, International Council, and the MSC.
 - b. Shall correspond with all state chairmen and officers and obtain all award certificates needed.
 - c. Shall coordinate all convention awards and be responsible for the service-pin awards.
 - d. Furnish the Recording Secretary a list of awards presented at the Awards Luncheon for the inclusion in the minutes of the Recording Secretary for printing in the HAWTHORNE.
11. The SOCIAL CHAIRMAN:
- a. If requested by the President, organize a social for the Friday Night mixer at both the Leadership and Winter Board meetings. (03/07)
 - b. Shall, upon chapter request, provide assistance for their socials
 - c. Maintain reference files. (03/07)
 - d. Conduct a workshop at State Convention if requested.
12. The ESA FOUNDATION COUNSELOR:
- a. Shall work with the ESA Foundation; encourage chapter participation. This is a two-year appointment.
 - b. Shall take on the duties prescribed by an ESA Foundation Director for Missouri students applying for Foundation scholarships and a yearend report. (2/13)
 - c. Shall prepare credentials for Foundation members voting at the annual IC Convention. (2/13)
 - d. Shall prepare Foundation awards to be presented at the annual MSC Convention. (2/13)
 - e. Shall prepare a report for Leadership, Winter Board and MSC Convention. (2/13)

- f. Shall submit an article for each Missouri Hawthorne and the Foundation Newsletter when asked by the editor. (2/13)
 - g. Shall prepare a basket or like item to be auctioned at the IC Convention Foundation event. (2/13)
13. The CONVENTION CHAIRMAN:
 - a. Chairman is chosen by the chapter receiving the bid for the convention with approval and appointment of the State President.
 - b. Shall work in conjunction with the State President to plan the annual State Convention.
 - c. Shall be responsible for publishing an agenda known at that time in the March HAWTHORNE and for publishing a financial statement—pertaining to the convention finances in the June issue of the HAWTHORNE following convention. (03/07)
 - d. Shall be responsible for coordinating the Flag Ceremony with the State President. This may include informing the chapter presidents of flag specifications, arranging for the display of the chapter flags and other flags such as the US Flag, the Missouri State Flag, the All Faiths Flag, the ESA Flag, the MARC Flag, and the ESA Foundation Flag. (03/07)
 - e. Maintain a complete record of the convention for successors.
 14. The INTERNATIONAL COUNCIL PROJECT CHAIRMAN:
 - a. The ST. JUDE COORDINATORS shall keep chapters informed and encourage chapter participation. This is a two-year appointment.
 - (1) The Senior and Junior Coordinators may not be from the same chapter.
 - (2) The Senior Coordinator will attend the annual meeting in Memphis, TN.
 - b. The MISSOURI EASTER SEALS CHAIRMAN shall keep chapters informed and encourage chapter participation.
 15. The ASSOCIATION OF THE ARTS CHAIRMAN shall encourage an appreciation of the arts through display by the members at the State Convention and International Convention, if requested by the President.
 16. The CHAPTER PRESIDENT'S CHAIRMAN shall be of assistance when asked and give a workshop at State Convention if requested by the President or Workshop Coordinator.
 17. The MARC REPRESENTATIVES shall be the State President or her alternate, and two additional representatives appointed by the President: (03/07)
 - a. Shall represent the State of Missouri at the Midwest Area Regional Council (MARC).
 - b. Shall be voting delegates at the MARC meetings.
 - c. Be liaison between MSC and MARC keeping the membership informed of MARC's activities
 - d. Shall conduct a workshop at State Convention if requested.
 18. The PUBLICITY CHAIRMAN:
 - a. Shall be responsible for promoting ESA International in the State of Missouri; maintain a reference file.
 - b. Shall, upon chapter requests, provide assistance in securing publicity for their events
 - c. Shall conduct a workshop at State Convention If requested.
 19. The COLLEGIATE CHAPTER ADVISOR, under the supervision of the state senior and junior membership directors, shall encourage the organization of collegiate chapters.
 - a. Shall act as liaison and lend support to collegiate chapter advisors and collegiate members.
 20. The YOUTH AWARD CHAIRMAN:
 - a. Shall inform chapters of the International Youth Award program and promote chapter participation according to IC guidelines.
 - b. Shall present a Youth Award winner at Convention, if appropriate.
 21. The DIANA AWARD CHAIRMAN:
 - a. Shall inform the chapters of the DIANA Award Program and promote chapter participation according to IC guidelines
 - b. Shall present a DIANA Award winner at Convention, if appropriate.
 22. The WEBSITE COORDINATOR shall:
 - a. Update and maintain the MSC website.
 - b. Work with the MSC President in keeping the website up-to-date with all necessary MSC forms, lists of State Officers, Chairman and Chapter Presidents, By-Laws and HAWTHORNE publications.
 - c. Redesign as necessary upon the request of the MSC President.
 - d. Records shall be retained for three (3) years. (03/07)
 23. THE HOPE FOR HEROES CHAIRMAN
 - a. Shall inform the chapters of military (active and inactive personnel) programs.

- b.. Promote participation in local and state-wide programs.
- c. Shall update Hope for Heroes form and forward to MSC President.
- d. Shall forward award recipient information to the AWARDS CHARMAN.
- e. Shall present the Hope for Heroes awards at the MSC Convention

X. PAST PRESIDENT'S AUXILIARY:
The Torchbearers are the MSC Past Presidents.

XI. ELECTION OF OFFICERS:

1. Election of Officers will be held at the first General Assembly of the Annual State Convention.
2. The term of office is one year. No one except the office of treasurer may be re-elected to the same office for a successive term.
3. A candidate for President, President-Elect must have held the office of Chapter President during her association with ESA and must have held an elective office in MSC. The candidate for Vice President must have held the office of Chapter President, and held an elective or appointed office in MSC.
4. The Corresponding Secretary shall be from the some city or locality as the elected President.
5. Any other candidate for an elective office in MSC must have held an elective office during her association with ESA.
6. Each candidate must be sponsored by her chapter. Each candidate's signature must be affixed to the nomination form which automatically expresses her desire to serve.
7. Nominations may be made from the floor at the General Assembly only if the candidate is sponsored by her chapter and has expressed by letter her willingness to serve.
8. Names of candidates which are to appear on the official ballot shall be submitted at least thirty (30) days prior to the State Convention or appear in the last issue of the HAWTHORNE before convention, which ever date is later.
9. Elections shall be made by written ballot by an official delegate or alternate from each chapter. A plurality vote shall elect.
10. Nominee and Nominee's Chapter must be in good financial standing with Chapter, Missouri State Council, and International Council. (03/07)

XII. FILLING VACANCIES:

1. In the event of vacancy in the office of President, the President-Elect shall become President. If a vacancy occurs in the office of President-Elect, the office shall be filled by the Vice President.
2. In the event of a vacancy in the office of Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, or Workshop Coordinator, the President shall, with the approval of an Executive Board quorum, appoint a member to fill the vacancy
3. When a chairman or committee member of MSC becomes a member at large or resigns before her term expires, the President will appoint a member to fill the vacancy.

XIII. VOTING:

1. GENERAL BOARD MEETING (03/07)
 - a. Motions may be made by any member of MSC. A second must come from a member of another chapter.
 - b. Only members of the General Board shall be allowed to vote. If a chapter President cannot attend General Board or if she holds an office on the General Board, she may appoint an alternate to represent her chapter.
 - c. Only chapter Presidents or alternates whose Chapter members' state dues are paid shall vote on By-Laws and State Philanthropic Project.
2. STATE CONVENTION
 - a. Motions may be made by any member of MSC. A second must come from a member of another chapter.
 - b. Only members of the General Board shall be allowed to vote. If a chapter President cannot attend General Board or if she holds an office on the General Board, she may appoint an alternate to represent her chapter.
 - c. Only chapter Presidents or alternates whose Chapter members' state dues are paid are eligible to vote on Officers.
 - d. Head teller is to reveal to the State President the count of votes per each candidate. All ballots are to be given to the President and will be destroyed at the end of the Missouri State Convention.

XIV. MEETINGS:

1. The State shall be divided into three (3) Zones; (1) West; (2) Central; (3) East.
2. Written bids for Winter Board meeting, to be held within a 35 mile radius of Columbia at least thirty days prior to convention, shall be submitted to the state counselor prior to convention or from the floor of the general assembly.
 - a. The written bid for the annual State Convention shall be submitted to the State Counselor two (2) years prior to convention date.
 - e. The chapter receiving the bid for these State meetings shall assume the responsibility of paying for the meals for the State President, special guest and/or speakers, and adjust the price of the meal to do so. Gifts that are given to the special guests and/or guest speakers shall be paid for by the MSC, unless the hostess chapter wishes to do this themselves.

- c. Only the Convention city, IC Campaign Fund Committee, hostess chapter, St. Jude, Easter Seals, MARC, ESA Foundation, Torchbearers, Ways & Means, and groups having special permission will be allowed to sell merchandise at any state meeting. Groups having special permission will have approval of the MSC Executive Board. Requests are to be mailed to the State President. (2/00)
- 3. A LEADERSHIP CONFERENCE/BOARD MEETING shall be held annually no later than October. This meeting will be hosted by the State President's Chapter and shall be open to all members. (03/07)
- 4. The GENERAL BOARD shall have four meetings during the year.
 - a. The fall meeting is open to the entire membership.
 - b. Written bids for the Winter Board meeting, held within a 35 mile radius of Columbia, will rotate from the central (2), west (1) and east (3) zones.
 - c. General Board meeting shall be held immediately preceding State Convention and following the election of new officers
 - d. The meeting following the election of new officers shall be attended by the General Board.
- 5. In connection with the Fall Leadership/Board Meeting and the Winter Board Meeting, a registration fee will be charged, not to exceed half the cost of the meal, for those attending who do not register for the luncheon.
- 6. STATE CONVENTION
 - a. The State Convention shall be held annually on Friday, Saturday, and Sunday in April at a place voted upon by the membership of the Council, The registration fee is to be set by the convention Committee with the approval of the Executive Board quorum at Winter Board one (1) year prior to Convention; location to be on a rotation basis beginning with the West (1), the East (3), and the Central (2) Zones. (03/07)
 - b. Registration fee of the Missouri State President, the International Council Representative appointed to Missouri and the MARC Representative appointed to Missouri attending State Convention will be paid to Convention City from the MSC treasury. (2/13)
 - c. If the Convention City does not receive comp rooms, the full lodging of the Missouri State Council President, ½ of the lodging of the International Council Representative appointed to Missouri, and ½ of the lodging of the MARC Representative appointed to Missouri, will be paid to Convention City from the MSC treasury. It would be expected that the International Council Representative and the MARC Representative will room together at a regular room rate.(2/13)
- 7. Special meetings may be called by the President with (7) days written notice.
- 8. A majority of the members of the Executive Board shall constitute a quorum at Executive Board Meetings. (03/07)
- 9. The majority of the total number of voting delegates shall constitute a quorum.
- 10. If an International Council representative appointed to Missouri or an ESA Headquarters Representative attends a State Meeting other than the State Convention, their lodging shall be paid by the MSC. (2/00)

XV. THE HAWTHORNE.

- 1. Written bids for the State Paper, the HAWTHORNE, shall be submitted to the State Counselor one (1) year prior to assuming the duties of Editorship. These bids are to be submitted prior to the State Convention or may be made from the floor of the General Assembly. The Chapter receiving the bid will assume the responsibility of publishing the HAWTHORNE for one (1) year.
- 2. The Editor of the HAWTHORNE will be chosen by the chapter receiving the bid, with approval and appointment by the State President.

XVI. AMENDMENTS;

- 1. With thirty (30) days previous notice to the membership, these By-laws may be amended at the Winter Board meeting of MSC by the two-thirds (2/3) vote of the delegates present and voting.
- 2. All additions, corrections, changes (amendments) to these By-laws shall be effective immediately following approval. Should any changes affect the use of forms; it shall be the responsibility of the appropriate state officer to notify her counterpart at the chapter level and see that the new/revised form is sent to the chapters. It is then the responsibility of the chapters to use the proper forms for reporting.

XVII. EMERGENCY CLAUSE;

Inability to call a convention of the State Council due to a state-wide crises; the State Council (comprised of all officers) may devise a means to call a meeting of the representative group small enough to convene and transact business and conduct elections during the emergency.

XVIII. PARLIAMENTARY AUTHORITY.

Roberts Rules of Order, Newly Revised, shall be the Parliamentary Authority of the Organization.

XIX. DISSOLUTION CLAUSE;

In the event the Missouri State Council is dissolved, any monies remaining in the treasury after all obligations have been met, shall be donated to a non-profit organization as voted upon by the membership.

MISSOURI STATE COUNCIL - STANDING RULES

1. The state philanthropic project shall be domestic violence centers, local food banks and/or Missouri Girls' Town. (3/08)
2. The Awards Chairman will be responsible for coordinating the following:
1st, 2nd, 3rd place awards as needed to be given by the individual State Chairmen. Chapters and City Councils shall be eligible and judged separately for these awards. Awards will be limited to 1st, 2nd, and 3rd place only. There shall be no Honorable Mentions. Ties will be awarded if truly a tie. If a tie does occur, one or two of the places will be dropped.

Example: One 1st place, two 2nd places and no 3rd place or two 1st place, no 2nd place, and one 3rd place. The number of awards given by the Association of the Arts shall be determined by the following criteria: 1-4 entries; 1st place only; 5-9 entries; 1st and 2nd places; 10 or more entries; 1st, 2nd and 3rd places.

A. Philanthropic Awards;

- (1) Giving the most service hours per member to the State Philanthropic Project.
- (2) Contributing the most money per member to the State Philanthropic Project.
- (3) Giving the most service hours per member to their local Philanthropic project(s).
- (4) Contributing the most money per member to their local Philanthropic projects(s).
- (5) Individual contributing the most philanthropic service hours.

B. St. Jude Awards will be: (0209)

- (1) Chapter with the most "Chapter Sponsored Event" hours per member.
- (2) Chapter with the most "Chapter Sponsored Event" money per member.
- (3) Chapter with the most "St. Jude Sponsored Event" hours per member.
- (4) Chapter with the most "St. Jude Sponsored Event" money per member
- (5) Individual with the most hours served all event.

C. Easter Seals Awards will be;

- (1) Chapter with the most hours. (9/09)
- (2) Chapter with the most money. (9/09)
- (3) Chapter with the most donated ink cartridges/cell phones. (9/09)

D. MSC President's Award - requirements to be determined by each current MSC President.

3. The Torchbearers shall be responsible for the following ceremonies:
 - A. The Rose O'Shea Chapter Recognition Ceremony. (9/09)
 - B. Woman of the Year Recognition Ceremony. (9/09)
 - C. First Pearl Recognition Ceremony. (9/09)
4. All yearly reports from Chapter Chairmen will be submitted to the State Chairman no later than six (6) weeks prior to State Convention.
5. The guidelines for use of the MSC STATE SALES TAX EXEMPTION will be as follows;
 - A. There will be absolutely no use of the MSC State Sales Tax Exemption by any chapter except to host a state meeting or convention, regional conference, or International Convention.
 - B. The intended use of the MSC State Sales Tax Exemption is for the deduction of state sales tax on meals during the meeting/convention.
 - C. Proceeds for the meeting/convention must be given philanthropically. The chapter must state on the "Application for Use Form" which philanthropy will receive the profits from the meeting. A financial statement and a copy of the check must be submitted within thirty (30) days following the meeting/Convention and this information is to be attached to the original application and kept as a permanent record in the Treasurer's files.
 - D. The "MSC Authorization Form" must be approved and signed by the following five individuals; MSC President, MSC President Elect, MSC Vice President, MSC Treasurer, in addition to Colleen Benden as this member's signature is on file with the Missouri Department of Revenue.
 - E. The "MSC Authorization Form" with the required signatures, must be attached to the MSC State's Sales Tax Exemption in order for it to be valid.
 - F. The MSC Treasurer will keep a permanent record of chapters who have been given the MSC State Sales Tax Exemption to be kept in the Treasurer's Permanent Guidelines Book.
 - G. Unauthorized use of the MSC State Sales Tax Exemption negates authority given.
6. MSC Convention
 - A. One week prior to Convention, no personal checks will be accepted; registration fees must be paid by money order, certified check or cash.
 - B. All special meal requests must be received no later than one (1) week prior to the beginning of Convention.
 - C. No refunds will be given for cancellations received less than five (5) days prior to the beginning of Convention.
7. There shall be no Missouri State Council Candidate campaigning.

Revised February 10,2018

Suzanna Ogden
MSC Parliamentarian
2017-2018