



## INTRODUCTION

*This Policy and Procedure Manual has been prepared for the Executive and General Board Members of the Oklahoma State Council of ESA International. This information is intended to serve as a guideline. Please be aware these are not rules that must be adhered to. When you feel a guideline should be changed, please contact the Junior Past President or State President for review and evaluation.*

*This manual is divided into two sections. The first section contains General Policies and Procedures that apply to ALL Executive and General Board Members. The second section contains Policies and Procedures that are related to each individual office or chairman position.*

*The information in this manual is intended to serve as an aid for those duties that are “understood,” but not clearly explained in our State Council Bylaws and Standing Rules*

*Each person may adapt these policies and procedures to her special needs. We hope this information will serve you in some helpful way and will develop a better understanding of your office in relation to other offices.*

*It shall be your responsibility to give this manual to the Corresponding Secretary at the Board Food Function at State Convention. Suggestions for updates should be sent to the Junior Past President.*

*We are aware that this reiteration may not be perfect, but we tried to incorporate all the changes that have been identified by you, the Board Members, and items that had been previously included in the State Council Bylaws.*

*Good luck to you, and wishing you a memorable year in your ESA journey.*

*Gwynn Nell Swanson  
2012-2013 Junior Past President*

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## GENERAL POLICIES AND PROCEDURES

*Revised – March 2011*

### FOR ALL EXECUTIVE AND GENERAL BOARD MEMBERS

1. *Following your election/appointment, review files given you by the previous officer or chairman. Read carefully and thoroughly the requirements in the State Bylaws and Standing Rules for all offices in general, and especially those for your particular office.*
2. *Download a copy of the revised State Council Bylaws and Standing Rules from the State Council website. These should be placed in this manual.*

### 3. STATE COUNCIL BUDGET

*The amount budgeted for your office is determined and approved at the June State Council Meeting.*

- a. *Stay within your budgeted amount.*
- b. *Prepare an itemized list of expenditures, with bills attached, and submit to the State Treasurer no later than the March Board Meeting, even though you do not require reimbursement. This information is needed for the Treasurer's budgeting process. Place a copy of this list in your file.*
- c. *Expenses over the budgeted amount must be approved for payment by the Board no later than the March meeting.*
- d. *You must be willing to absorb expense if you exceed budgeted amount.*
- e. *Greetings or personal messages are to be sent at your own expense.*
- f. *Travel expense of the State President, First Vice President and Second Vice President as designated in the budget.*

### 4. FILES

*At the beginning of the year, set up a file or notebook to be organized by topic or subject. Include all pertinent information.*

- a. *Copies of reports given at State Council Meeting; articles for the Petticoat Journal; Annual Report form; correspondence and copies of replies sent; awards information, including contest rules; judging forms; composite sheet; State Council minutes and State Budget; State Convention duties. Letters of a personal nature, greeting cards, etc., do not need to be placed in the file.*
- b. *At State Convention, give this Policy and Procedures Manual to the current Corresponding Secretary at the Board Food Function on Friday. Give all other files and records to your successor at the Incoming/Outgoing Board Meeting on Sunday. Discuss with her any items of importance and/or changes that need to be made. Give your successor the benefit of your experience.*
- c. *Keep files for the previous three years on hand and use for reference. Any files more than three years old should be returned to the person who compiled them.*
- d. *If you are unable to attend State Convention, send your files with someone or mail files (at your own expense) to the new State President.*

## **GENERAL POLICIES AND PROCEDURES (Continued)**

*Revised – March 2011*

### **5. CORRESPONDENCE**

*All correspondence should be answered within seven to ten days after it is received.*

- a. If questions are asked or requests are made and if you do not know the correct answer refer the question to the proper person, or to the State President.*
- b. Letters of urgent or drastic nature should be forwarded immediately to the State President.*
- c. A copy of official correspondence should be sent to the President and a copy placed in your file. Use personal discretion about sending copies of routine letters to the State President.*

### **6. REPORTS FOR STATE COUNCIL MEETINGS**

*Prepare a short, concise, clear report for each State Council Meeting. State the subject you are reporting about. Keep in mind that some members will be attending a meeting for their very first time and may not be familiar with things that we tend to take for granted.*

- a. Use gimmicks, visual aids, examples, etc., to present the ideas of your report.*
- b. Be Enthusiastic. Information should be presented in a POSITIVE MANNER as in this example: "I am very pleased to report that twenty-five chapters have reported their activities to me," rather than "ONLY twenty-five chapters have reported."*
- c. Place a copy of each article in your file.*

### **7. ARTICLES FOR PETTICOAT JOURNAL**

*Refer to PETTICOAT JOURNAL ARTICLES on the next page to determine which issues you should submit articles. Articles for the PETTICOAT JOURNAL should not exceed one-half typewritten page unless otherwise noted on the individual page of your duties.*

### **8. ANNUAL REPORTS**

*Time-wise, it is impossible for each officer and chairman to present an Annual Report at State Convention. While a written Annual Report is no longer required, the information you prepare for your successor is extremely important for those that follow in the office. An example of an Annual Report form is found in this manual to use as a guide, if you desire. It is helpful to include duties as performed during the year as well as helpful hints or suggestions for your successor.*

*If you experience circumstances that might need to be evaluated and revised, it would be helpful to provide that information to the Junior Past President and the State President for review.*

*To assist the Budget Committee in their planning process, be sure to provide to the State Treasurer a copy of receipts spent, even if you chose not be reimbursed.*

### PETTICOAT JOURNAL ARTICLES

<b>Position</b>	<b>Aug/Sep</b>	<b>Oct/Nov</b>	<b>Dec/Jan</b>	<b>Feb/Mar</b>	<b>Apr/May</b>
<i>President</i>	X	X	X	X	X
<i>1<sup>st</sup> Vice President</i>	X	X	X	X	X
<i>2<sup>nd</sup> Vice President</i>	X	X	X	X	X
<i>Recording Secretary</i>					
<i>Corresponding Secretary</i>					
<i>Treasurer</i>	X	X	X	X	X
<i>Project Director</i>	X	X	X	X	X
<i>Parliamentarian</i>			X	X	
<i>Petticoat Journal Editor</i>	X	X	X	X	X
<i>Junior Past President</i>		X	X	X	
<i>Senior Past President</i>					
<i>District Coordinators</i>	X	X	X	X	X
<i>Association of the Arts</i>	X		X	X	
<i>Auditor</i>				X	
<i>Awards</i>				X	
<i>Care Connection</i>		X		X	X
<i>Chaplain</i>	X	X	X	X	X
<i>Contest</i>	X				
<i>Convention</i>	X	X	X	X	X
<i>Credentials</i>			X		X
<i>Distinguished Achievement Award Chairman</i>		X	X	X	
<i>Directory</i>					X
<i>Easter Seals</i>	X	X	X	X	X
<i>ESA Foundation</i>	X	X	X	X	X
<i>Membership</i>	X	X	X	X	X
<i>Outstanding Chapter</i>		X		X	
<i>Outstanding Youth</i>		X	X	X	
<i>Philanthropic</i>	X	X	X	X	X
<i>Publicity</i>			X	X	
<i>Scrapbook</i>	X	X	X	X	X
<i>Sooner Seniorette President</i>					
<i>St. Jude (formerly Circle of Life)</i>	X	X	X	X	X

**Note:** While this Annual Report is not required, it can serve as a guide for you. A reporting of your activities and suggestions during the past year is helpful to your successor. For budgeting purposes, please provide the State Treasurer the actual amount of money you spent, even if you do not personally wish to have the funds reimbursed.

Annual Report Form Guide  
20\_\_\_\_ - 20\_\_\_\_

Name: \_\_\_\_\_

Office: \_\_\_\_\_

Actual Money Spent: \_\_\_\_\_

Attended:

State Meetings:    yes \_\_\_\_ no \_\_\_\_ how many: \_\_\_\_\_

District Meetings:    yes \_\_\_\_ no \_\_\_\_ how many: \_\_\_\_\_

Other Meetings:    yes \_\_\_\_ no \_\_\_\_ how many: \_\_\_\_\_

Sent Articles for Petticoat Journal: yes \_\_\_\_ no \_\_\_\_ how many: \_\_\_\_\_

Presented Workshops:    yes \_\_\_\_ no \_\_\_\_ how many: \_\_\_\_\_

Comments to help next chairman:

Place a copy in your file and send receipt copies to the State Treasurer by April 1.

## STATE CONTESTS POLICIES AND PROCEDURES

*Revised – July 2012*

### FOR ALL EXECUTIVE AND GENERAL BOARD MEMBERS

1. *State Contest rules should, if at all possible, correspond with the respective International Contest rules.*

### 2. **CHANGES IN CONTEST RULES**

*Present proposed changes for contest rules to Contest Chairman at least twenty days prior to the June State Council Meeting.*

- a. *Submit any changes to judging sheets, which are also contest rules, to the Contest Chairman at least twenty days prior to the June State Council Meeting. Contest Chairman is responsible for submitting changes to contest rules at the June Meeting.*
- b. *The Contest Chairman will provide computer file copies of current judging rules, composite sheets, winners' sheets, entry forms, report forms, etc. to the State Council Webmaster within 10 days following the June State Council meeting.*
- c. *Place copy of contest rules in your file.*

### 3. **JUDGING CONTESTS**

*All state contest judging shall be conducted prior to State Convention.*

#### **Association of the Arts, Educational, Distinguished Achievement Award, Outstanding Youth, and What ESA Means to Me Essay:**

- a. *Judging committee for respective contests shall consist of no less than five (5) members and no more than ten (10) members and two (2) alternates. Outside judges are needed for the Distinguished Individual Award and Outstanding Youth contests.*
- b. *There shall be no more than two (2) members from any one chapter on an individual judging committee.*
- c. *The assigned District Coordinator and Sooner Seniorette must be in attendance during the contest judging, except for Distinguished Individual Award and Outstanding Youth.*
- d. *District Coordinators, Sooner Seniorette and Chairperson of the contest shall not participate in actual judging, but act in an advisory capacity only.*

#### **St. Jude, Disaster Fund, Easter Seals, ESA Foundation, Membership Growth, Outstanding Chapter, Philanthropic and State Project:**

- a. *Judging committee shall consist of no less than (3) and no more than five (5) members (this number may include District Coordinator and assigned Sooner Seniorette).*
- b. *The District Coordinator and assigned Sooner Seniorette need not be in attendance at actual judging, but both must verify all figures and judging sheets.*

- A. *Prior to the day of judging, and using an up-to-date set of rules, prepare an adequate number of copies of judging forms.*

## **STATE CONTESTS POLICIES AND PROCEDURES** (Continued)

Revised – July 2012

*B. For each of the following entries you will need three judging forms and one composite sheet: Association of the Arts, Awards, Educational, Distinguished Achievement Award, and Outstanding Youth. After judging, place the judging forms and composite sheet in an envelope for each entry. On the front of this envelope, write the city, chapter name, number and name of contest. Then place these envelopes in one large manila envelope and write name of contest on front. Give envelope to Corresponding Secretary at Board Food Function at State Convention.*

*The St. Jude entries should be in an excel spread sheet. The top 3 entries in each category should have a judging sheet. The spring sheet should be placed in a large manila envelope, along with the top 3 on separate judging sheets.*

*All other entries need one judging form per chapter. After judging and verifying, arrange sheets in alphabetical order (city, chapter name and number) and place in one large manila envelope. Give envelope to Corresponding Secretary at Board Food Function at convention.*

*C. When judging, be firm but fair. Give chapter(s) the benefit of the doubt. Even if a chapter is not eligible, it is best to give the chapter the courtesy of completing judging forms. It is your responsibility to make sure all comments on judging sheets are constructive, making sure that the comments made will not make someone angry or hurt their feelings.*

*D. Bring all entries to State Convention and place in Association of the Arts Display Room. Give list of contest entries to Association of the Arts Chairman.*

*E. Impress upon judges that the results of judging are CONFIDENTIAL and should not be discussed prior to the Awards Luncheon.*

### **4. AWARD CERTIFICATES**

*You will receive your award certificates at the Board Food Function at State Convention. Review the award certificates and verify the information is correct. If you find errors, contact the State President immediately for corrections.*

**BEFORE APRIL 15, SEND A LIST OF AWARD WINNERS TO THE STATE PRESIDENT AND THE CORRESPONDING SECRETARY.**



## STATE CONVENTION POLICIES AND PROCEDURES

Revised – July 2012

### FOR ALL EXECUTIVE AND GENERAL BOARD MEMBERS

1. *Convention duties of each Officer, Chairman and Coordinator are incorporated in this manual. It is your responsibility to read the GENERAL POLICIES and PROCEDURES section in addition to your individual Office/Chairman duties that are in this publication. If you are unable to attend State Convention, NOTIFY THE STATE PRESIDENT IMMEDIATELY.*
2. *The Workshop Coordinator will designate all plans for workshops at State Convention. If requested, submit information for the Workshop Brochure, and if requested, present a workshop at Convention.*
3. *BOARD FOOD FUNCTION: All Executive and General Board Members and Past State Presidents are invited to this event, which is traditionally held on Friday. An R.S.V.P. is needed. If you are unable to attend, please notify the Corresponding Secretary. At this event:*
  - a. *Seating arrangements for Convention events will be distributed. Please be ON TIME and seated in the CORRECT PLACE for all events.*
  - b. *If you are in charge of a contest, give judging sheets to Corresponding Secretary. You will also receive your award certificates. Please check certificates for accuracy before you leave the function. If there is a mistake, notify the President immediately.*

### **Bring this Policy and Procedure Manual to the Board Food Function**

4. *ASSEMBLIES: The following Officers/Chairmen will be asked to report at the First General Assembly: Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, First Vice President-President Elect, Credentials, and Convention Registration. Please be brief. Please make a copy of your report to give to the Recording Secretary and place a copy in your file.*

*NOTE: A printed list of contest award winners will be distributed at the close of the Awards Luncheon. Therefore, Officers and Chairmen do not need to give a report at First General Assembly pertaining to judging, winners and presentation of awards.*

5. *AWARDS LUNCHEON: If you are to present an award, you are requested to keep your presentation as BRIEF as possible. When presenting awards, an enthusiastic opening or lead-in remark about the number of entries received, etc. is acceptable. Then, start announcing winners, beginning with 3<sup>rd</sup> place, 2<sup>nd</sup> place, and end with the 1<sup>st</sup> place award. As you announce award winners, pause BRIEFLY allowing for applause between announcements. The awards presentation must move along at a good pace, yet not so fast as to stifle enthusiasm.*
6. *INCOMING/OUTGOING BOARD MEETING: Held Sunday morning. As an outgoing Officer/Chairman/District Coordinator, you are expected to attend this meeting. At this time, give all files and records to your successor and discuss important items she needs to be aware of. If you are responsible for a contest, give her a copy of the rules and a list of suggestions for changes.*

**PRESIDENT**  
*Revised – July 2012*

1. *It is essential to have a working knowledge of all Officer and Chairman duties. Study complete bylaws, standing rules, and Policy and Procedure Manual in order to be familiar with all requirements.*
2. *Encourage participation and involvement from all ESA members. Visit as many of the chapters and districts as possible.*
3. *Remember, you are the presiding Officer and should not voice your opinion unless the First Vice President-President Elect takes the chair.*
4. *Encourage members of Executive and General Board to fulfill the duties of their office, to make reports, and keep a good set of files for their successor.*
5. *Request Board Members to send you a copy on any official correspondence.*
6. *Request Board Members to discuss in Board Meetings just the topics that need clarification prior to the afternoon session.*
7. *Meeting notices are to be sent 30 days in advance of scheduled meeting date.*
8. *Prepare a contact list that includes Executive and General Board members, active Past State Presidents (Sooner Senioresses) and Chapter Presidents.*
9. *Prepare and copy appropriate number of detailed agendas for Board at State Council Meetings. Copies should be made available for 1<sup>st</sup> Vice President-President Elect, 2<sup>nd</sup> Vice President, Parliamentarian, Recording Secretary, Corresponding Secretary and the members of the committee to read the minutes.*
10. *Thirty days prior to a State Council Meeting select and write to three members asking them to serve on the committee to read the minutes. Letter should also include instructions on prompt response to preliminary minutes from Recording Secretary.*
11. *Place copies of the approved minutes for the prior year's Convention, the June State Council Meeting, the August Leadership Seminar, the November State Council Meeting, and the March State Council Meeting and all Board Meetings in the Permanent Minutes File.*
12. *Thirty days prior to each meeting visit the hotel personnel to ensure meeting requirements are on record and luncheon menu is planned.*
13. *The Presidents Packets are to be distributed at the June State Council Meeting. Packets should be prepared for all active Chapter Presidents and Executive and General Board Members. All Presidents Packets information is on the website and only Chapter President's who do not have email will receive a packet.*

## **PRESIDENT** (Continued)

Revised – July 2012

*Contents of the Packets should include:*

- *State Executive and General Board listing*
- *State Council meeting dates and places*
- *Chapter Presidents listing*
- *Current copy of State Council Bylaws and Standing Rules*
- *State Project Adoption/Re-adoption Form*
- *State Project Donation form*
- *St. Jude and Easter Seals Donation Report Forms*
- *Educational Report Form*
- *Service Report Form for reporting all philanthropic activities*
- *State Project Report Form*
- *Disaster Fund Application Form*

14. *Ensure that packets are sent to chapters not in attendance at the June Council Meeting.*
15. *Prepare a list of names you wish complimentary copies of the Petticoat Journal to be emailed to. It is customary to include the current IC President, the IC State Presidents Chairman and the Foundation Chairman or State Counselor's Chairman. Give this information to the PJ Editor.*
16. *Deadlines for articles submitted to the Petticoat Journal are July 10 for August/September issue; September 10 for October/November issue; November 10 for December/January issue; January 10 for February/March issue; and March 10 for April/May issue. Set a good example for your board by being prompt with your articles.*
17. *Work diligently with State Convention Chairman. Early in the year, meet with Convention City, tour the hotel and make an outline of plans. Refer to duties as they relate to State Convention.*
18. *You are the Official Representative of the Oklahoma State Council during the International Convention. These duties include: keeping designated appointment for State Council's credentials; opening ceremony at First General Assembly and attendance at all General Assemblies; assisting our State's IC Candidate for office; conducting the State Council's caucus and casting ballots as designated by the caucus. Make a list of all attendees by chapter and forward copy to Outstanding Chapter Chairman.*
19. *Email copies of the International Council Executive/General Board and ESA Foundation Board to the chapters as soon as that information is received*

## **PRESIDENT** (Continued)

Revised – July 2012

20. *Make arrangements for the August Leadership Seminar. Arrange for all speakers. A fund has been established in the State Budget for speaker fees. See State Council Standing Rules for procedures to approve the use of these funds. Request Corresponding Secretary to serve as Reservations Chairman. Request Recording Secretary to record the minutes in summary form and submit them to the Petticoat Journal Editor for printing in the next issue of the Petticoat Journal.*
21. *Monthly financial reports should be received from State Treasurer, Project Director, Petticoat Journal Editor and Directory Chairman.*
22. *Assign active Past State Presidents (Sooner Senioresses) and District Coordinator advisors for contests. For the Contest Meeting prior to the November State Council Meeting, prepare a list of these assignments and make sufficient copies for Contest Chairmen and advisors.*
23. *Holiday greetings should be extended to chapters in the December/January issue of the PJ. Any other cards shall be sent at your own discretion and expense.*
24. *For the State Directory, include new Chapter Officer/Member Roster Form with March Council Meeting notice requesting form be completed and sent to First Vice President-President Elect.*
25. *While the Annual Report Form for all Executive and General Board members is no longer required, encourage each Officer and Chairman to leave a report of their specific activities and suggestions of the year in the office file for their successor.*
26. *Keep list of active chapters. When notification is received from Treasurer advising of a chapter that has not paid State Council dues for three consecutive years, it shall be the responsibility of the President and/or First Vice President-President Elect to notify the chapter it will be placed on the State Council's "inactive" list. If you can, meet with the chapter and express interest and concern. Explain why the chapter is being placed on the inactive list and how they can again be considered active within the state. If visitation cannot be arranged, call and/or write to last known Chapter President. Send a letter to inactive chapters inviting them to become active again.*
27. *Keep a well-organized written record of work pertaining to your office and deliver to your successor at the close of the annual State Convention.*
28. *Keep 1<sup>st</sup> Vice President-President Elect well informed of all activities throughout the year and send copies of all official correspondence.*
29. **DUTIES AS THEY RELATE TO STATE CONVENTION:**
  - a. *Follow the general procedures and traditions of previous Conventions. Circumstances and your preference will occasionally make it necessary to change a few procedures. Feel free to do so.*

## **PRESIDENT** *(Continued)*

*Revised – July 2012*

- b. Coordinate all activities with the State Convention Chairman.*
- c. Tour Convention facilities early in the year. Obtain detailed diagrams of rooms and facilities.*
- d. Attend Convention planning meetings whenever possible.*
- e. Ask to receive copies of all Convention minutes.*
- f. Plan Convention schedule of events with Convention Chairman.*
- g. Plan agendas for General Assemblies, Board Food Function, Awards Luncheon, and Banquet. Furnish to Chairman for the Convention Program Book. Approve final copy before it is delivered to printer.*
- h. Prepare detailed agendas for General Assemblies, Board Food Function, Awards Luncheon, and Banquet. Furnish copies to Convention Chairman, 1<sup>st</sup> Vice President-President Elect, 2<sup>nd</sup> Vice President, Parliamentarian, Recording Secretary, Corresponding Secretary, and members of the Committee to Read Convention Minutes.*
- i. Prepare President's welcome message for Convention Program Book.*
- j. Prepare seating arrangements for Special Guests and Executive and General Board.*
- k. Make distribution of copies to Convention Chairman and Board Members.*
- l. Order/prepare award certificates as soon as possible after April 15, and place in appropriately marked envelopes for various Officers/Chairmen presenting awards at Convention.*
- m. Designate person in charge of Flag Ceremonies and have her contact IC Representative for her part.*
- n. Designate roommate/hostess for the official International Council Representative.*
- o. Designate hostess for ESA Headquarters Representative and any other visiting V.I.P.s.*
- p. Arrange special seating for the Distinguished Achievement Award winner and sponsoring chapter and the Outstanding Youth Award winner and sponsoring chapter.*
- q. Approve format for workshops.*
- r. Approve speakers and presentations.*
- s. Issue invitations for the Board Food Function and Candidates Reception at March State Council Meeting. Check with convention if guests will pay for their dinner and cost. Issue Convention Invitations to ESA Headquarters, International Council Elected Officers and any personal invitations you wish to send.*
- t. Issue visiting courtesies to the official International Council Representative and advise her of Convention plans and any duties she is to perform.*
- u. Designate pictures to be taken by Convention Photographer.*
- v. Appoint tellers for State Officer Elections, Nominating Committee Elections, and when needed, State Project Elections.*
- w. Determine time and place for Door Prize Drawings.*
- x. Work with First Vice President-President Elect and Installing Officer.*
- y. Prepare a list of Award Winners for distribution following Awards Luncheon.*
- z. Prepare the Convention Rules for Convention (coordinate any changes with the Parliamentarian) and submit to the Convention Chairman for printing in the Convention Program Book.*
- aa. Present President's Award during Awards Luncheon.*

## **FIRST VICE PRESIDENT**

*Revised – July 2012*

1. *Write short articles for the October/November, December/January and February/March issues of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Encourage ALL chapters to nominate members for state offices.*
  
2. *DUTIES AS THEY RELATE TO CHAIRMAN OF THE NOMINATING COMMITTEE:*
  - a. *Before October 1, send a copy of the nomination form to the President. State President will print forms and send to all board members and Chapter Presidents with the notices for the November State Council Meeting and March State Council Meeting.*
  - b. *Submit nomination form for publication in the December/January and February/March issue of the Petticoat Journal.*
  - c. *Encourage well-qualified members to become nominees for state office. Try to get nominees throughout the state in order for all areas to be represented on the state ballot.*
  - d. *Encourage chapters to give their support to nominees prior to and after election. Notify chapters and nominees of campaign rules.*
  - e. *With Nominating Committee, prepare a balanced slate of officers. Try to place an even number of candidates on the ballot for each office. If a nominee is to be placed on the ballot for an office other than her first choice, obtain permission from nominee before announcing her placement on the ballot.*
  - f. *Comply with requirements and qualifications for candidates as listed in the State Bylaws.*
  - g. *At March State Council Meeting, present nominees to membership.*
  - h. *List candidates for each office, including their qualifications, in the April/May issue of the Petticoat Journal.*
  - i. *Prepare official ballots and deliver to Credentials Chairman at State Convention. Give report of Nominating Committee and introduce candidates during First General Assembly.*
  
3. *DUTIES AS THEY RELATE TO THE DISTRICT COORDINATORS:*
  - a. *Read and be familiar with the duties of the Coordinators as stated in the State Bylaws and Standing Rules, and in this manual.*
  - b. *Write to each Coordinator introducing yourself and offering your services.*
  - c. *Plan a meeting with the District Coordinators, Vice Coordinators, and State President before the June State Council Meeting. Set your meeting time with the approval of the President and send invitations to all. Allow time for the President to talk briefly to the Coordinators.*
  - d. *Find out what each Coordinator's plans are for the year. Help them make plans if they have none. If necessary, assist them in planning their District Leadership Seminars. Make suggestions as to what kind of workshops they might have and let them know that State Officers are available and would be glad to make presentations.*

## **FIRST VICE PRESIDENT** *(Continued)*

*Revised – July 2012*

- e. Advise Coordinators to contact the State Officers for the Leadership Seminars well in advance if they plan to use them for presentations. A letter is best way to contact.*
  - f. Advise Coordinators they should have a short article in each issue of the Petticoat Journal. Let them know what to include in their articles and be sure they understand the deadline dates for sending articles to the Editor.*
  - g. Encourage Coordinators to send meeting notices at least thirty days before their meeting. Encourage them to invite all Executive and General Board members, especially the other District Coordinators, and active Past State Presidents. If you do not receive your invitation three weeks prior to the meeting, contact the Coordinator and ask if meeting notices have been sent.*
  - h. Plan to meet with the Coordinators before each State Council Meeting. Invite the President to these meetings. Plan a time during each meeting with just yourself present with the Coordinators to give them the opportunity to ask questions.*
  - i. Attend as many District Meetings and seminars as possible. Assist the Coordinator by giving her the names of other State Officers in attendance. There will be questions that will arise as to procedures, etc.*
  - j. At March State Council Meeting, plan a meeting with the Incoming and Outgoing Coordinators, and the President. Set your meeting time in accordance with the State President's schedule. Send invitations to all. Allow time for President to talk briefly. Advise incoming Coordinators of their Convention duties and of Convention events. This includes the place where they will need to be for the installation of officers. Don't assume they will know to do all these things – some will not.*
  - k. Remember – you are an ADVISOR. Don't tell them what to do; however, you must guide and give suggestions and share ideas. As you get to know the Coordinators and their districts, you will know what their special needs are. You can be a great help to them.*
- 4. DUTIES AS THEY RELATE TO PRESIDENT ELECT:**
- a. Attend the Leadership Seminar conducted by ESA Headquarters. You will receive specific information from Headquarters. This expense is a budgeted item.*
  - b. Be responsible for selecting and presenting gifts for the retiring State President. One gift is to be presented from the State Council with funds set up in the budget. Another gift is presented from the board members. It is customary to ask each board member and active Past State Presidents to contribute an amount towards this gift. In recent years, it has been customary to give the outgoing president a quilt from the board. Cost of the quilt may vary from year to year so you might want to estimate a reasonable cost and solicit donations accordingly. At Convention, present gift from the board at the Board Food Function, then place in the Display Room. At Second General Assembly, present the gift from the State Council. You may also want to display the gift that the board gave to the President at this time.*
  - c. Decide upon your theme and logo early in the year. Start collecting ideas and set goals.*

## **FIRST VICE PRESIDENT** *(Continued)*

*Revised – July 2012*

- d. In recent years, the trend has been to use email rather than “snail mail” to communicate with the board and the membership. However, there are still a number of members that do not have email, so it will be necessary to have some stationery and envelopes on hand. This can be purchased in small amounts and personalized using your own computer and printer. The ESA website has stationary formats with the official ESA logo to aid you.*
- e. You have the privilege of selecting the Corresponding Secretary. This needs to be decided by January 1, or earlier if possible.*
- f. You also have the privilege of selecting the Installing Officer. Notify President and Convention Chairman of your selection no later than January 1.*
- g. By January 31, decide upon meeting dates and meeting places. It is your responsibility to send a letter to the hotel within seven days following your contact with them. In your letter, inform the hotel that the purpose of your letter is to confirm your conversations and meeting plans. List all arrangements you discussed and ask them to notify you within thirty days if everything is agreeable.*
- h. In this same letter of confirmation, include dates, times, rooms, food services and prices for all the services. The set up charge for the rooms should be confirmed. The estimated price of food service should be guaranteed as soon as possible and not later than sixty days before the meeting.*
- i. Prior to each meeting, send exact information and floor plan for room set-up to the hotel.*
- j. Prior to Convention, work with the incoming District Coordinators, confirm exact meeting dates, and obtain lists of information needed from each District.*
- k. Coordinate with the Convention Chairman as to whether you wish to have an open house or reception after the banquet. This is up to you.*
  
- l. By March 1, give serious consideration to the appointments you wish to make and by April 1, have a list compiled of all possibilities and options available, depending on election results. You are not obligated to appoint candidates who are not elected, however, you should ask as many as possible. Try to have representation from all areas of the state.*
- m. In cooperation with the President, determine if any chapters need to be placed on the State Council’s “inactive” list. Inactive chapters should not be printed on the Official State Council Roster of Chapters. Refer to more information listed with State President’s duties.*
- n. In the event a “Leadership Workshop” is requested for State Convention, it is your responsibility to plan. You are not responsible for presenting the Workshop; however, you are responsible for securing a presenter, i.e., ask the IC Representative, ESA Headquarters’ Representative or a Past State President.*
- o. You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. The retiring President will make brief remarks, then you may make announcements and distribute and review the new board listings. Request any corrections to the printed list.*
- p. After the gavel is presented to you at the Second General Assembly of State Convention, give a short acceptance speech, announce board appointments and meeting dates.*



**FIRST VICE PRESIDENT** *(Continued)*

*Revised – July 2012*

11. *Keep a written record of your work done pertaining to your office or committee and deliver to your successor at the close of the State Convention.*
12. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*

## SECOND VICE PRESIDENT - EDUCATIONAL DIRECTOR

*Revised – July 2012*

1. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report. BE PREPARED TO MAKE EXTRA COPIES as this will be needed at the end of the year for the Maie Wells contest entry, and if you wish to have a separate book. This is just like keeping two files, if you choose not to leave original entry with successor.*
2. *Write an article for each issue of the Petticoat Journal and encourage participation from all chapters. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. You may exceed the one-half page limit.*
3. *Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section.*
4. *Encourage chapters to have at least six educational programs during each year. Also encourage chapters to report to you each month.*
10. *Encourage chapters to enter the Gold Seal Contest and the Chapter President to nominate their chapter educational director for the Distinguished Athenian Service Award.*
11. *Order Gold Link Award Certificates and the Distinguished Athenian Service Award certificate from ESA Headquarters at least sixty days prior to Convention.*
12. *As soon as possible after April 1, and before April 15, prepare a list (city, chapter name, and number) and indicate number of programs each chapter has reported on time to you. Send list to the Outstanding Chapter Chairman. Keep a copy for your files.*
13. *Prepare same kind of list indicating Gold Seal entries and Distinguished Athenian entries. Send to Outstanding Chapter Chairman. Keep a copy for your files.*
14. *You will need three judging forms and a composite sheet for each Gold Seal entry. You will need only one judging form for the Distinguished Athenian Award. You are the sole judge of the Distinguished Athenian Award.*
15. *Judging should take place as soon as possible after April 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging sheets in envelopes and give to Corresponding Secretary at the Board Food Function at Convention. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section.*

## **SECOND VICE PRESIDENT (Continued)**

*Revised – July 2012*

16. *Present education awards at Convention. Place contest entries in Display Room. Prepare report for the Awards Luncheon, indicating the total number of chapters reporting and the total number of reports received. Announce the state top three educational contest winning entries will be picked up by you at the Display Room for mailing to the International Council Educational Chairman for competition. The remaining entries are to be picked up by the chapter submitting them.*
17. *Present bid(s) received for State Convention site at the Second General Assembly. Bids should include letters from the Chamber of Commerce, the hotel and Convention City.*
18. *Prior to State Convention, prepare year-end report and include this in your Maie Wells entry.*
19. *Prior to State Convention, it is customary of the Second Vice to write a poem about the President and her year and present/read it to her at the Executive/General Board Dinner at State Convention.*
20. *Immediately following State Convention, complete your file for the Maie Wells entry. Mail to IC Educational Chairman before deadline date. If you do not intend to go to IC Convention, make arrangements for someone to bring your Maie Wells to you or send the IC Educational Chairman postage for return mailing.*
21. *Keep a written record of work done pertaining to your office or committee and deliver to your successor at the close of the annual convention. Place a copy in your Maie Wells entry.*
22. *Bring this Policy and Procedure Manual to the Executive/General Board Dinner at State Convention.*
23. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## RECORDING SECRETARY

*Revised – July 2012*

1. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. Ask each officer and chairman giving a report for a written copy of her report. This will enable you to record the events more accurately.*
  
2. *You are responsible for taking minutes of all Board Meetings, State Council Meetings, State Leadership Seminar and State Convention. Maintain PERMANENT MINUTE FILES.*
  - a. *The President will appoint a “Minutes Approval Committee.” Within ten days following each meeting, prepare and provide electronic copies of the minutes to the appointed committee, the President and 1<sup>st</sup> Vice President/President Elect for their approval. Include instructions requesting committee to make necessary corrections and to return minutes to you within one week.*
  - b. *Upon approval of the committee, provide electronic copies of the June State Council Meeting Minutes to the President for the permanent minutes file and to the Petticoat Journal Editor for publication in the August/September issue of the Petticoat Journal.*
  - c. *Upon approval of the committee, provide electronic copies of the minutes of the November State Council Meeting and the March State Council Meeting to the President for the permanent minutes file, all other Board Members, active Past State Presidents and all active Chapter Presidents. Minutes are to be completed and provided within forty-five days.*
  - d. *Provide electronic copies of minutes of Special Board Meetings to the President for approval and placement in the permanent minutes files; then provide electronic copies to all Board members, all active Chapter Presidents and active Past State Presidents.*
  - e. *Upon approval of the committee, provide electronic copies of the minutes from the State Leadership Seminar to the President for the permanent minutes file, to the Petticoat Journal Editor for publication in the October/November issue of the Petticoat Journal.*
  - f. *A list of attendance by Chapter name should be included with all minutes. The attendance is taken from the Registration at State Council Meetings, State Leadership Seminar and State Convention.*
  - g. *Upon approval of the committee, provide electronic copies of the minutes from State Convention to the new President for the permanent minutes file, all incoming Board Members, active Past State Presidents and all active Chapter Presidents. The following should be attached to the copy of the minutes to be retained in the permanent minutes file:*
    - *roll call/attendance record;*
    - *a resume of the Workshops furnished by the Workshop Coordinator;*
    - *a list of Award winners furnished by the President,*
    - *year-end financial report furnished by Treasurer and*
    - *election results furnished by the First Vice President.*
  
8. *10% of chapters in good standing must be represented in order to have a quorum. Verify at each State Council Meeting, count the number of Chapters in attendance*

*and IF there is LESS than 10%, notify the President immediately. The same applies to State Convention.*

**Recording Secretary (Continued)**

*Revised – July 2012*

9. *Following the June State Council Meeting, provide an electronic copy of roll call from previous year's State Convention to the Outstanding Chapter Chairman.*
10. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Be ready to take roll call during First and Second General Assemblies. Call only those chapters having members registered for the convention. This information is available from Convention Registration Chairman.*
11. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
12. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
13. *You are expected to attend the Incoming/Outgoing Board Meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

**TREASURER**  
*Revised – July 2012*

1. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report – one to put in your file, the other to give to the Recording Secretary after you give your report.*
2. *Write article for each issue of the Petticoat Journal. Refer to ARTICLES for PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. You may exceed the one-half page limit if necessary.*
3. *Open an interest bearing (if possible) bank account in the name of Epsilon Sigma Alpha International, Oklahoma State Council. This is the way the IRS is looking for our name. This should be a federally insured institution.*
  - a. *Obtain signature cards and mail to President and First Vice President-President Elect.*
  - b. *Two signatures are required on all checks written. Authorized signatures on the account should be for the Treasurer, President, and First Vice President-President Elect. The Treasurer shall issue checks, and if she is unable, the President shall issue checks. If the Treasurer and President are unable to issue checks, they shall be issued by the First Vice President-President Elect.*
  - c. *Inform President of name of bank and bank account number.*
4. *Set up ACCOUNT FILE as a permanent record and post all financial transactions.*
  - a. *Keep accurate account of all receipts and disbursements.*
  - b. *Keep receipt book. Write receipt for all monies received. Receipts are not mailed. Announce at State Meetings that receipts are available if chapters wish to pick them up.*
  - c. *Pay expense promptly as authorized in the budget. Payment cannot be made if amounts exceed budget unless presented to and approved by the Board.*
  - d. *Make arrangements with State Auditor for a pre-audit of books in conjunction with the March State Council Meeting. At State Convention, submit year-end financial records to Auditor for final audit.*
  - e. *Files must be retained for three years. Records for audit should be retained for seven years.*
5. *Budget Committee and Budget Meeting: The committee shall be last year's President and Treasurer, the current President, Treasurer, Auditor and First Vice President-President Elect. Make arrangements for the committee to meet the day prior to the June Council Meeting to prepare a proposed budget. Notify committee of date, time and place of meeting.*
  - a. *Prior to Budget Committee Meeting, obtain hotel room rates (double occupancy) for State and IC Convention; round trip coach airfare, to IC Convention; and registration fees for State and IC Conventions. Check expenses necessary for ESA Headquarters Leadership Meeting for First Vice President-President Elect.*

## TREASURER (Continued)

Revised – July 2012

- b. Prior to the meeting, and using actual income and expense from previous two years, determine changes that need to be made. Prepare a “study budget” and furnish copies for each committee member.
        - c. Present proposed budget to the board and to the membership at the June Council Meeting.
6. Be prepared to give financial report at each Board Meeting, and at each State Council Meeting. Make three copies of the report; give copies to President, Recording Secretary, and retain a copy for your files.
  - a. The report should include; Balance Forward; Total Receipts; Total Disbursements; and Current Balance. To the report, attach a detailed list of receipts and disbursements and announce that the list is available for anyone who would like to look at it. Announce number of chapters who have paid state dues.
  - b. **Submit monthly financial statement to State President.** Make copy of each for file.
7. The Treasurer is expected to sell lunch tickets at the State Council Meetings. Be prepared to issue some sort of ticket and have change with you for this duty. You will be expected to collect the tickets and pay the hotel or hostess. The Corresponding Secretary should have a list of persons who have confirmed that they will be eating lunch at these meetings. Submit a **request for payment** to all “no shows.”
8. Keep a list of all active chapters in State. A chapter shall be placed on the “inactive list” if the chapter has not paid State Council dues for three consecutive years.
  - a. By April 15, it is your responsibility to notify the President and First Vice President-President Elect of any chapter who needs to be placed on the “inactive list.”
  - b. It is the responsibility of the President and/or First Vice President-President Elect to send written notification to the chapter named.
9. Bonding; Charities & Corrections Registration; Financial Statements:
  - a. Check the FILE FOLDER IN YOUR TREASURER’S BOOKS for information on the above.
  - b. Officers to be bonded: President, First Vice President-President Elect, Treasurer, Project Director, Petticoat Journal Editor, Disaster Fund Chairman, Directory Chairman, ESA for St. Jude Chairman and Easter Seals Chairman.
  - c. Due dates are as listed in the FILE FOLDER. It is best to send as soon as possible to avoid expirations.
  - d. Complete and submit the Federal Tax Facts form to ESA Headquarters after July 31, but no later than September 15.
    - The form should include all of the income and disbursements of the State Council (including the Project Director, the Petticoat Journal Editor, and the Convention Chairman and Easter Seals Chairman) for the period from August 1 through July 31.

## **TREASURER** (Continued)

Revised – July 2012

- *In June, send a reminder to the Project Director, the Petticoat Journal Editor, and the Convention Chairman to submit copies of their financial reports to you for inclusion on the form no later than August 10.*
  - *Prepare a financial statement for the period from August 1 through April 30 your year and provide this information to your successor for the Federal Tax Facts form she will need to prepare.*
  - *Make file copy of each report for your files and FILE FOLDER.*
10. *Procedure for payment of Officer/Chairmen expense:
    - a. *Have vouchers available for use by Officers and Chairmen. This will enable you to handle transactions in an official manner. It could also be of significant value in case the State Council should ever be subjected to an IRS audit.*
    - b. *Each Officer and Chairman is responsible for submitting itemized bills and statements before payment can be made.**
  11. *In July, make arrangements for a member to purchase corsages at IC convention for the State President; also, for the State Candidates in the event Oklahoma has a candidate for IC office and ESA Foundation Board Members and/or Candidate.*
  12. *In July, if funds are available, advance budgeted amount to the State President for IC Convention expense. She will submit statement of expense following the convention.*
  13. *Be sure President is aware that money is available from interest on the Certificate of Deposit to be used for a speaker at the Leadership Seminar or State Convention, one to benefit the entire membership. It is not to be used to pay for a speaker for individual workshop.*
  14. *In the October/ November issue of Petticoat Journal, publish a list of dues to be paid by each chapter i.e. -- a checklist for Chapter Treasurers to use. Include State Council dues, including the per member amount as stated in the State Council Standing Rules; International Council dues; ESA Foundation dues and dues for each District. List amounts, due dates, and where to send each payment. Remind Chapters that the amount per NEW PLEDGED MEMBERS must also be paid to be eligible for possible additional voting privileges. Check the State Council Standing Rules for the current per member amount.*
  15. *Advance to Convention City money allotted from payment of State Council dues. Currently it is \$2.50 per chapter. Issue checks in September, January and April covering dues payments received during each period of time.*
  16. *In October, pay State Council dues to the International Council. Send check to International Council Treasurer. In 2004, the State Council was gifted with a Life Active Membership in the ESA Foundation and therefore no longer pays annual dues to the Foundation.*



**TREASURER (Continued)**

Revised – July 2012

17. *Pay State Convention Registration and Leadership Workshop fee (if applicable) for the State President, IC Representative and ESA Headquarters Representative.*
18. *November 1, mail statements and reminder letter to all chapters who have not paid State Council dues. Remind them their dues, including the per member amount, must be paid by January 1 to be eligible for State Contests and Awards, and for voting privileges at State Convention. Send reminder letter to chapters not paid by March 1. Check the State Council Standing Rules for the current per member amount.*
19. *Write letters of welcome to all new chapters and advise them of amount due for State Council dues. This letter should also contain information on IC, ESA Foundation and District dues. Currently new chapters are not required to pay state, chapter/member dues until May 1 following the first anniversary of their charter date.*
20. *Submit the information noted below in the form of a report to the Petticoat Journal Editor no later than January 5<sup>th</sup> for publication in the February/March issue of the Petticoat Journal. Prepare the report listing the chapters in alphabetical order, according to city, chapter name, and number. Place a copy of the report in your file.*
  - a. *From each District Coordinator, obtain a list of chapters that have paid District dues.*
  - b. *From the State President obtain a list (if available) of chapters that have paid International Council dues.*
  - c. *From the Membership Chairman obtain a copy of the Headquarters Report for members per chapter as of May 1.*
  - d. *From your records, list chapters that have paid State Council dues.*

*The following format is suggested for this report:*

<b>City</b>	<b>Chapter</b>	<b>#</b>	<b>Dist.</b>	<b>Members per HQ</b>	<b>Members Paid</b>	<b>Chapter Paid</b>	<b>District Paid</b>	<b>IC Paid</b>
<i>Okla. City</i>	<i>Beta Zeta</i>	<i>3158</i>	<i>2</i>	<i>12</i>	<i>12</i>	<i>X</i>	<i>X</i>	<i>X</i>

21. *In January, compile a report of all chapters paying State Council dues by January 1. Send this list to all Contest Chairmen and the Credentials Chairman. Prepare the report listing the chapters in alphabetical order, according to city, chapter name, and number. The report noted in item 25 above may be used for this purpose. Update this report immediately after April 1 and send copies of the updated report to the Credentials Chairman, all Contest Chairmen, the President and place copy in your file.*
22. *Have books ready for pre-audit at March State Council Meeting and ready for final audit at State Convention.*

## **TREASURER** (Continued)

Revised – July 2012

23. *At the March State Council Meeting, request that all the Officers and Chairman's expense vouchers be submitted as soon as possible. Stress the importance of being able to pay Officer and Chairman expenses before April 1.*
24. *Send amount budgeted for State President's gift to the State First Vice President-President Elect.*
25. *According to the amount designated in the budget, advance to the State President, with completed invoice form, the money for rooms at State Convention, if hotel does not provide complimentary rooms. The President will give you copies of hotel bills at the close of Convention.*
26. *Order flowers and pay the State Convention Chairman for the following banquet flowers: corsages for the State President, IC and/or ESA Headquarters Representative and Installing Officer and arm bouquet for the Incoming President.*
27. *Send cashier's check to Convention Treasurer no later than April 1 to cover expenses of Distinguished Achievement Award winner and Outstanding Youth winner's lunches. Have State Outstanding Youth **cashier's check** and Distinguished Individual Award **cashier's check** at State Convention for presentation, less monies spent for the award plaque.*
28. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Give financial report at First General Assembly. Present final year-end report at Second General Assembly. Include Starting Balance, Total Receipts for year, Total Expense for year, and Ending Balance. Give copies of reports to the President and Recording Secretary and place copy in your file.*
29. *DO NOT issue any checks at Convention.*
30. *Keep a written record of work done pertaining to your office or committee and deliver to your successor at the close of the annual State Convention.*
31. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
32. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Give files and books to the new Treasurer at this time. Offer necessary explanations. **ISSUE CERTIFIED CHECK TO NEW TREASURER FOR CLOSING BALANCE AT THIS MEETING. CLOSE ACCOUNT.***

## **CORRESPONDING SECRETARY**

*Revised – July 2012*

1. *Your primary duties are to assist with correspondence and, if possible, serve as a traveling companion with the President as needed. She will need your assistance many times in many ways as indicated on this page.*
2. *Assist in preparing a list of current Chapter Presidents and State Board Members, to be included in the officer packet. Announce changes at State Council Meetings and in the Petticoat Journal.*
3. *Complete and distribute Board and Chapter President Rosters to the Board Members, Chapter Presidents and ESA Headquarters within forty-five days after Convention.*
4. *Assist in preparing officer packets for distribution at the June Meeting for Chapter Presidents, Board Members, the state webmaster and two (2) extra for membership.*
5. *Assist in preparing and mailing meeting notices that should be posted on the state website thirty days prior to the meeting. Notice should include directions to send you a list of chapter members who will be eating lunch at the meeting.*
6. *For each state meeting, be responsible for numerous details including: room setup; microphone; flags and flag stands; hanging banner; registration table; pens, pencils, etc.; distribution of materials, brochures, packets, and agendas; head table, including place cards, water and glasses. In general, help with all details in order to create smooth meetings. Know location of heating, air conditioning and light controls and who to contract if problems arise.*
7. *It is customary for the Corresponding Secretary to serve as Registration Chairman for the Leadership Seminar. It is your responsibility to prepare an attendance record of the seminar. Information is taken from registration list. Arrange information in alphabetical order according to city, chapter name and number, and indicate number of members present from each chapter. Mail the list to the Recording Secretary as soon as possible and place a copy in your file.*
8. *Place Judging Sheet envelopes in individual entries for; What ESA Means to Me, Gold Seal, Publicity, Distinguished Achievement Award and Outstanding Youth to be given to the contest chairmen.*
9. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section. AT STATE CONVENTION, BE AVAILABLE AT ALL TIMES AND ASSIST PRESIDENT. Using the seating arrangements, check place cards at each event to see if they are correctly placed.*

*Corresponding Secretary (continued)*  
*Revised July 2012*

10. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
11. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
12. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **PARLIAMENTARIAN**

*Revised – July 2012*

1. *Advise the board and others on parliamentary questions concerning the Oklahoma State Council when requested by the President.*
2. *Write short articles for the December/January and February/March issues of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Request suggestions for changes to the bylaws and standing rules be submitted to you by March 1.*
3. *Within five days following convention, the outgoing Parliamentarian sends a complete set of revised bylaws to incoming Parliamentarian. Within ten days following convention, send a complete set of revised bylaws to the State President and the Directory Chairman.*
4. *Prepare copies of all proposed bylaw amendments and distribute to the Board members for their approval at the March Board Meeting. After Board approval is received, submit proposed amendments for publication in the April/May issue of the Petticoat Journal. You will need to make special arrangements with the editor for an extension of the deadline date.*
5. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
6. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section. During First General Assembly, present Convention Rules and move to be approved as read. Also, be prepared to present proposed amendments to bylaws and standing rules during First General Assembly and move to be approved as read.*
7. *Coordinate any changes in the Convention rules with the President by March 1.*
8. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
9. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. At this time, turn all files pertaining to this office over to the incoming Parliamentarian, with the exception of those necessary to accomplish any revisions. Any items retained for this purpose shall be forwarded to the incoming Parliamentarian, along with the completed set of revised bylaws.*

## PROJECT DIRECTOR

Revised – July 2012

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section. You will also need to set up the following:*
  - a. *Accountings file for posting chapters' monthly reports. Keep your report forms and file in alphabetical order according to city, chapter name, and number.*
  - b. *Set up a notebook for information from Oklahoma School for the Blind and Oklahoma School for the Deaf. Include correspondence, adoptions, etc.*
  - c. *Maintain the PERMANENT FINANCIAL RECORDS file.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *Write an article for each issue of the Petticoat Journal and encourage participation from all chapters. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. You may exceed the one-half page limit. Include financial report in each issue.*
4. *Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section.*
5. *Within seven days following convention, open an account in the name of Epsilon Sigma Alpha International, Oklahoma State Council Project Fund at a savings association, and deposit check issued by previous Project Director. The savings association MUST be "federally insured." Utilize an interest-bearing account if possible.*
  - a. *Obtain signature cards and send to the President and 1<sup>st</sup> Vice President-President Elect.*
  - b. *Two signatures are required on all checks written. Authorized signatures on the account should include the Project Director, the President and the 1<sup>st</sup> Vice President-President Elect. The Project Director shall issue checks, and if she is unable, the President shall issue checks. If the Project Director and President are unable to issue checks, they shall be issued by the 1<sup>st</sup> Vice President-President Elect.*
  - c. *Promptly deposit all donations to the State Project Fund Account.*
  - d. *Inform President of name of bank and bank account number.*
6. *Within seven days following State Convention, notify each school of the amount of money that has been designated for purchases for the ensuing year.*
  - a. *Request each school to send to you within ten days a list with three or more suggestions for purchases. Request suggestions are listed in order of their preference, with descriptive data and approximate cost.*

- b. *Let schools know these suggestions will be presented to the Board and membership at the June State Council Meeting. Following the June Meeting, notify each school of the membership's decision for items to be purchased.*
- c. *Remind each school that our check will be made payable to the vendor, when possible, and that the vendor should make an invoice out to Epsilon Sigma Alpha. After merchandise is delivered, Epsilon Sigma Alpha will pay the invoice. She will mail check payable to vendor, in care of OSB or OSD and they, in turn, can forward check to vendor.*
- d. *If possible, visit each school early in the year. It is good for the Director to become acquainted with you and you with them. Discuss tours, adoptions, procedures and purchases being made by ESA.*

### **STATE PROJECT TOURS**

- 6. *Within seven days after your election, confirm a tour date for each school. October or November for the Oklahoma School for the Deaf and late February for the Oklahoma School for the Blind tour. Dates are set in accordance with the State President.*
  - a. *On the day of the tour, plan to arrive at the school at least thirty minutes before registration is to begin.*
  - b. *Be responsible for name tags, attendance sheets, and the registration desk/table.*
  - c. *Serve as hostess for the tour. Give directions, help members find rooms, etc. During the program, thank everyone for coming and present money for lunches to the school and thank them for inviting us.*

### **OKLAHOMA SCHOOL FOR THE BLIND TOUR GUIDELINES**

- a. *Send invitations to Executive and General Board members, all active Chapter Presidents and active Past State Presidents at least 30 days before tour. Include lunch reservation form needed for lunch count. Since OSB is state operated, it will be necessary to charge a nominal fee for lunch. Advise school of number of meals needed 5-7 days before tour.*
- b. *Work with District 3 and 5 Coordinators in scheduling their meetings held in conjunction with the tour.*
- c. *The school has a coffeepot and cups in the waiting room. Please bring with you the coffee, sugar, sweetener, cream and coffee filters. Donuts or cookies are optional. Have someone at the registration table to register attendees and collect lunch money.*

### **OKLAHOMA SCHOOL FOR THE DEAF TOUR GUIDELINES**

- ❖ *The same directions apply to the OSD Tour. Work with the District 4 Coordinator in scheduling her meeting held in conjunction with this tour.*

- 7. *Early in the year, set up an accounting file as a permanent record. Post all financial transactions in it.*
  - a. *Keep accurate account of all receipts and disbursements.*
  - b. *Keep receipt book. Write receipts for all monies received. Receipts are not mailed. Announce at state meetings that receipts are available if chapters want to pick them up.*

## **PROJECT DIRECTOR (Continued)**

*Revised – July 2012*

- c. *Disburse funds as approved.*
    - d. *Make arrangements with the State Auditor for pre-audit of books in conjunction with the March State Council Meeting. At State Convention, submit year-end financial records to Auditor for final audit.*
    - e. *Files must be retained for three years. Records for audit should be retained for seven years.*
  8. *Be prepared to give a financial report at each Board Meeting, and at each State Council Meeting. Make three copies of the report; give copies to President, Recording Secretary, and retain a copy for your files.*
    - a. *Report to include: Balance Forward, Total Receipts, Total Disbursements, and Present Balance. To the report, attach a detailed list of receipts and disbursements, and announce that list is available for anyone who would like to look at it. Announce number of chapters who have donated to the State Project Fund.*
    - b. Submit monthly financial statements to the President and place copy of the report in your file.**
9. *Prepare a financial statement for the period from August 1 through July 31.*
  - a. *If your predecessor did not provide you with the financial information for the period from August 1 through April 30 during her year, then you will need to review her books and records for this information.*
  - b. *This information will be included on the Federal Tax Facts form submitted to ESA Headquarters by the State Council. This information should be provided to the State Treasurer no later than August 10.*
  - c. *Prepare a financial statement for the period from August 1 through April 30<sup>th</sup> during your year and provide this information to your successor for the financial information she will need to submit to the State Treasurer.*

### **10. DONATIONS TO THE STATE PROJECT FUND**

*Encourage chapters to try to donate \$50.00 to the project fund; however, you should stress that ANY AMOUNT (more or less) is appreciated.*

*For donations received as MEMORIALS and HONORS:*

- *Send a receipt and thank you to the donor.*
- *Send acknowledgement card to the person being remembered, stating reason, i.e., death, birthday, anniversary, etc.*
- *Encourage chapters to use Turn-Around Funds for donations.*

### **11. SPONSORSHIPS/ADOPTIONS**

*The sponsorship/adoption process requires a lot of time, and there is much correspondence on your part. Request chapters to send sponsorship/adoption and re-sponsorship/re-adoption forms to you as soon as possible and NO LATER than September 1. Stress this over and over again at all ESA meetings.*



## **PROJECT DIRECTOR (Continued)**

*Revised – July 2012*

- a. *When school term begins and you receive information from school for sponsorships/adoptions, send sponsorship/adoption certificates to chapters. If you can give it to the people at the meetings, you can save postage. Include the information sheet pertaining to the student and their needs. If possible, complete sponsorship/adoption processing by October 1.*
- b. *Throughout the year, ascertain from report forms if chapters are taking care of student's needs. If you do not receive reports, write to the chapter, express your concern for the student, and in a DIPLOMATIC way, ask what they are doing for the student since you have not heard from them.*
12. *Using registration list from state project tours, prepare a list (city, chapter name and number) and indicate number of members in attendance at each tour. Send copy of list to Outstanding Chapter Chairman immediately following each tour. Place a copy of list in your files.*
13. *Before April 1, copy judging forms for all eligible chapters. Judging should take place as soon as possible after April 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging sheets in envelopes and give to Corresponding Secretary at the Board Food Function. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section.*
14. *Immediately after April 1, prepare a list (city, chapter name and number) and indicate number of reports received from each chapter and number of students sponsored/adopted. Send to Outstanding Chapter Chairman before April 15.*
15. *Immediately after April 1, send summary list to the State President and the State Philanthropic Chairman. Prepare list in alphabetical order according to city, chapter name and number, and indicate for each chapter the total hours, total money, total mileage and total monetary value reported to you. Place a copy of list in your files.*
16. *Throughout the year, keep a "work list" and give to new Project Director as a guideline.*
17. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section.*
  - a. *Present awards at luncheon or as directed by State President.*
  - b. *At Second General Assembly, report funds each school will receive on a per capita basis.*
  - c. *Bring to Convention a cashier's check, payable to Oklahoma State Council of ESA, and give check to your successor at the Incoming/Outgoing Board Meeting on Sunday.*

**NOTE:** *If State Council is to vote on continuation for a project, or change of State Project during your term of office, solicit suggestions from all chapters. At the March State Council meeting, present suggestions and a resume of each one. Then publish the same information in the April/May issue of the Petticoat Journal. Chapters will vote at State Convention.*

*These are voted on every three years. If there is to be a vote for State Projects, it is your responsibility to have ballots prepared for voting prior to State Convention.*

**PROJECT DIRECTOR** *(Continued)*

*Revised – July 2012*

18. *Keep a written record of work done pertaining to your office or committee and deliver to your successor at the close of the annual convention*
19. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
20. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **PETTICOAT JOURNAL EDITOR**

*Revised – July 2012*

1. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report – one to put in your file, the other to give to the Recording Secretary after you give your report.*
2. *Write a short article for each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Advise membership of how to subscribe and where to send their check covering subscription rate. STRESS that changes of address MUST be sent to you as soon as possible.*
3. *Open bank account in the name of Epsilon Sigma Alpha International, Oklahoma State Council – Petticoat Journal. Immediately deposit check issued by previous Editor, along with checks received for subscriptions in Federally Insured Bank.*
  - a. *Obtain signature cards and send to President and First Vice President-President Elect.*
  - b. *Two signatures are required on all checks written. Authorized signatures on the account are to be Petticoat Journal Editor, President and First Vice President-President Elect. The Editor shall issue checks, and if she is unable, the President shall issue checks. If the Editor and President are unable to issue checks, the checks shall be issued by the First Vice President-President Elect.*
  - c. *Inform President of name of bank and bank account number.*
4. *Prepare a financial statement for the period from August 1 through July 31.*
  - a. *If your predecessor does not provide you with the financial information for the period from August 1 through April 30 during her year, then you will need to review her books and records for this information.*
  - b. *This information will be included on the Federal Tax Facts form submitted to ESA Headquarters by the State Council. This information should be provided to State Treasurer no later than August 10.*
  - c. *Prepare a financial statement for the period from August 1 through April 30 during your year and provide this information to your successor for the financial information she will need to submit to the State Treasurer.*
5. *At the beginning of the year, outline the pattern of layout in order for the PJ to have consistent continuity. Determine typing style and margins. Articles from the elected officers are to appear according to rank. ALWAYS PROOFREAD EVERY PAGE FOR ACCURACY. Front cover must have complete identification, i.e., Oklahoma State Council, Epsilon Sigma Alpha International or can be abbreviated ESA International. On front cover, include volume and number and month of issue.*

## **PETTICOAT JOURNAL EDITOR (Continued)**

Revised – July 2012

6. *Set up subscription file. For each subscription, include all email addresses for the following: State Elected Officers/Chairman; Chapter Presidents; Past State Presidents; International Council; any complimentary issues requested by the State President and State Council members who requests PJ sent by email. If a member does not have email, a copy can be sent snail mail. Subscription rate will be determined each year due to printing and postage costs. KEEP FILE UP TO DATE. It will serve as a control list of email addresses.*
7. *Set up a budget. Estimate income from number of subscriptions during past two years.*
8. *Petticoat Journal must be self-supporting and produced within income available from subscriptions. As stated in Standing Rules, the current subscription rate will be determined each year due to printing and postage costs.*
9. *Send Petticoat Journal issues to all active Chapter Presidents via email or snail mail if subscription is paid in advance.*
10. *The State President shall designate complimentary copies to be sent.*
11. *Set up ACCOUNTING FILE as a permanent record and post all financial transactions in it.*
  - a. *Keep accurate account of all receipts and disbursements.*
  - b. *Keep receipt book with names, addresses and zip codes, and the chapter name. Write receipts for all monies received. Receipts are not mailed. Announce at state meetings that receipts are available if chapters want to pick them up.*
  - c. *Make arrangements with State Auditor for a pre-audit of books in conjunction with the March State Council Meeting. At State Convention, submit year-end financial records to auditor for final audit.*
  - d. *Files must be retained for three years. Records for audit should be retained for seven years.*
  - e. *Final financial report, after audit is complete, shall be printed in the August issue of the Petticoat Journal.*
12. **Submit monthly financial statements to the President and place one copy of your report in your files.**
13. *Transfer any remaining supplies purchased during your term of office to your successor.*
14. *Request all chapters to submit monthly reports of their activities for publication in the PJ. Chapter news may not exceed one-half typewritten page. The Editor has an obligation to edit as necessary.*

**PETTICOAT JOURNAL EDITOR** (Continued)

Revised – July 2012

15. *Copies of the Petticoat Journal MUST BE SENT BY THE 25<sup>th</sup> of July, September, November, January and March in order to reach chapters by the 1<sup>st</sup> of the next month. State Officers depend on this means to notify chapters of deadlines, rules, etc., and some chapters meet the first day of the month.*
16. *Keep two copies of each issue and have bound at the end of year. Place one bound set in PJ files and present one set to the Retiring President at Second General Assembly during State Convention.*
17. *Contest Rules: Publish a form in the August/September issue of the Petticoat Journal for chapters to use when requesting hard copies of the most current judging rules, composite sheets, winners sheets, entry forms, etc. from the Contest Chairman if internet access is not available to any member of the chapter.*
18. *Suggested guidelines for officers and chairmen's reports: These are suggestions only. As Editor, use your own discretion.*
  - b. *The following will usually have information that will exceed the one-half page limit: President, First Vice President, Second Vice President, Treasurer, and Project Director.*
  - c. *The following will occasionally exceed the one-half page limit: ESA for St. Jude Chairman, Philanthropic, Jr. Past President when she publishes the slate of officers in April, and the Parliamentarian when she publishes the proposed Bylaw amendments in April*
  - d. *All other officers and chairmen should keep their articles limited to one-half page.*
  - e. *Again, chapter news MUST be limited to one-half page.*
19. *At the March Board Meeting, it is your responsibility to present information regarding the estimated expense of printing and mailing hard copies through US Post Office mail and make a recommendation for the subscription rate for the upcoming year.*
20. *Print subscription forms in the April/May issue of the Petticoat Journal.*
21. *Prior to Convention, if you receive subscriptions for the next year, do not deposit into your account. Hold checks and give to the new Editor at Convention. There will be a subscription table in the registration area at Convention. You should be there the hours Registration Desk is open. Give all money to new Editor at the Incoming/Outgoing Board meeting.*
22. *Keep a written record of work done pertaining to your office or committee and deliver to your successor at the close of the annual State Convention.*
23. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
24. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning.*

## **JUNIOR PAST PRESIDENT – DISASTER FUND CHAIRMAN**

*Revised – July 2012*

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
7. *You will be a member of the Budget Committee.*
5. **DUTIES AS THEY RELATE TO CHAIRMAN OF THE DISASTER FUND:**
  - a. *Write a short article for each issue of the Petticoat Journal and encourage participation from all chapters. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Give information about submitting claims and instruct members to mail claims to you. Request checks be payable to the “ESA Disaster Fund” and mailed to you. Publish names and amount of contributions in the October/November and February/March issues of the Petticoat Journal.*
  - b. *Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section.*
  - c. **FINANCIAL RECORDS:**
    - *Keep accurate account of all receipts and dates forwarded to IC.*
    - *Record all donations and forward to IC Disaster Fund Chairman within 10 days.*
    - *Due to changeover dates of State and IC Chairman, it is not necessary to send reports or checks to the IC Disaster Fund Chairman from May through August. Also, only a few checks are received during this period.*
    - *With each mailing, complete the “IC Disaster Fund Report” form. The IC Disaster Fund Chairman will mail you the forms, along with the complete instructions on how to use them.*
    - *Make two copies of each report form. Mail one copy with the checks, send one copy to the State President, and place the other copy in your file.*
    - *If you receive checks after April 1, keep them and then give checks to the new State Disaster Fund Chairman at Convention.*
  - d. *Keep currently informed on procedures for presenting claims in accordance with the International Council Disaster Fund Chairman.*
  - e. *When claim is received, it is your responsibility to be sure that all information is complete, including suggestion for amount to be paid.*
    - *Send completed claim to International Council Disaster Fund Chairman. If information is incomplete, the IC Chairman will return the claim, resulting in a delay in payment process.*

- f. *Prepare summary list of contributions, including city, chapter name, number, and amount contributed. Send to the State President, State Philanthropic Chairman and Outstanding Chapter Chairman immediately after April 1. Place copy of list in your file.*
  - g. *Before April 1, prepare judging forms for all eligible chapters. Judging should take place as soon as possible after April 1. Judges will verify calculations. Before April 15, send list of award winners to State President and Corresponding Secretary. Arrange judging sheets in alphabetical order (city, chapter name and number) and place in large manila envelope. Give envelope to Corresponding Secretary at Board Food Function. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section.*
  - h. *At Awards Luncheon present Disaster Fund Awards and give report of total amount of money received during state council year, number of chapters making donations, and the total number of claims paid, with total amount paid. The awards presentation should be brief.*
9. *As a member of the Sooner Senioresses (Past State President's organization), you will be responsible for preparing a resume' of your year to be added to the history. Each active Sooner Senioress is to be provided with a copy at the August Sooner Senioress meeting.*
  10. *State Council Policy and Procedure files:*
    - *Be responsible for keeping files up to date and distribute copies of the update to the Board at the June Meeting.*
    - *Remind officer/chairmen/coordinators to get you a copy of any changes recommended for the Policy and Procedure Manual no later than April 1.*
  11. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
  12. *Follow the STATE CONVENTION guidelines in the front section.*
  13. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
  14. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## SENIOR PAST PRESIDENT

*Revised – July 2012*

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. **DUTIES AS THEY RELATE TO WORKSHOP COORDINATOR:**
  - a. *Coordinate the workshop schedule with the State President and determine workshops to be presented at convention. Work with Convention Chairman regarding facilities, equipment, and room set-ups for each workshop session.*
  - b. *By January 15, notify each person responsible for presenting an oral workshop; if a workshop brochure is funded in the State Council budget, notify each person responsible for submitting material for the brochure. Set deadline date designating when brochure information is due. It is your responsibility to type, edit, proofread and print the material for the workshop brochure. The material is to be submitted by the individual chairman; however, it is your responsibility to edit the material. Expense of the brochure is to be paid according to amount designated in State Council budget. If costs exceed the budgeted amount, approval of the State Council is needed to pay the overage.*
  - c. *Serve as moderator and have complete charge of workshops at the convention.*
  - d. *Request workshop presenters to write a short summary of their workshop presentation and to include the estimated number in attendance for each session. Request this information to be turned in to you no later than 8:00 a.m. on Sunday morning. Immediately following convention, and within seven days, compile the workshop summaries into proper order and mail to the State Recording Secretary. Keep copy for file and give to the new Workshop Coordinator at June meeting.*
4. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
5. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
6. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*



## **DISTRICT COORDINATORS**

*Revised – July 2012*

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report – one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *Write a short article for each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Include information about District meetings, date, time and place; District deadline dates and names of District Officers to whom money, dues or information is to be sent. Request chapters to submit bylaw changes two months before the final meeting and publish proposed changes thirty days before the final meeting.*
4. *The purpose of the District is to serve as a liaison between the State Council and local chapters within the District. Plan District meetings to offer information to your chapters and try to stimulate interest in your Districts by planning something different for each meeting. Involve as many chapters and members as possible.*
5. *Get acquainted with chapters within your District through regular correspondence, or if possible, personal visits.*
6. *The State First Vice President serves as Advisor to the District Coordinators and will hold “Coordinator/Vice Coordinator Meetings” prior to the State Council Meetings and the August Leadership Seminar. All District Coordinators and Vice Coordinators are encouraged to attend these meetings. The State First Vice President is always available to assist you in any way. Keep her informed of District meetings, events, newly chartered chapters, disbanded chapters, etc.*
7. *Make arrangements for the District to have a Leadership Seminar. Write letters to State Officers, well in advance, if you want them to give a presentation at your seminar.*
8. *Ensure meeting notices are mailed to all chapters in your District, all Executive and General Board members (especially the other District Coordinators) and active past State Presidents. Meeting notices should be mailed thirty days prior to the scheduled meeting. Consider sending notices via email – it saves time and expense. The State President keeps a group email listing and would be happy to assist you in sending your notice via email.*
9. *Ensure that minutes of District meetings are mailed within thirty days after meeting. District minutes need to include an attendance record, including city, chapter name and number, and number of members present from each chapter. Mail minutes to chapter presidents in the district and district officers.*

## **DISTRICT COORDINATORS (Continued)**

*Revised – July 2012*

10. *Ensure that a copy of your current District Bylaws are mailed to the State First Vice President and State Parliamentarian. Send copies of your District Bylaws to the Membership Chairman as these are needed for new chapters.*
11. *Ensure that a list of the chapters within your district who have paid district dues by December 1 is prepared and mailed to the State Treasurer before December 15. The Treasurer uses this information to prepare the dues report that is published in the Petticoat Journal.*
12. *Ensure that an up-dated list of chapters paying district dues on or before January 1 is prepared and mailed to the Outstanding Chapter Chairman no later than February 15<sup>th</sup>. Include city, chapter name and number.*
13. *Immediately following your District Meeting, ensure that a list of attendance is prepared. Include city, chapter name, chapter number, and number of members present from each chapter at each meeting. Mail this list to the State Outstanding Chapter Chairman on or before April 1. Place a copy of this list in your files.*
14. *Ensure that a list with a summary of donations to your district project is prepared. Include city, chapter name, number, and the amount contributed by each chapter. Mail this list to the State Philanthropic Chairman on or before April 1. Place a copy of this list in your files.*
15. *District Installation of Officers: The Coordinator to be installed should have the privilege of designating the Installing Officer. The district should offer necessary assistance to the Installing Officer.*
16. *The day of the District Installation, the current Coordinator shall be responsible for advising the new Coordinator of the following:*
  - a. *The newly elected Coordinator shall immediately, before April 15, set meeting dates and notify the State First Vice President/President Elect of the dates. The State First Vice President/President Elect will coordinate meeting dates for ALL DISTRICTS, thus allowing an even distribution of dates throughout the year.*
  - b. *The newly elected Coordinator shall immediately, within 10 days, send a list of the new District Officers to the State First Vice President/President Elect.*
  - c. *The newly elected Coordinator shall be included in the installation of State Officers at State Convention and is expected to attend the Sunday morning Board Meeting.*
17. *District Coordinators shall serve as advisors for judging state contests. The State President will inform you of the contests for which you are responsible.*
  - a. *Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section.*
  - b. *Attend the March contest meeting.*

## **DISTRICT COORDINATORS (Continued)**

*Revised – July 2012*

- c. If you have not been informed of a contest judging date by March 15, immediately contact that contest chairman.*
  - d. Check judging form and ascertain that it coincides with the rules.*
  - e. Check for consistency in points scored among judges. Verify totals on each judging sheet. Encourage judges to break ties.*
19. *District awards are to be given at District meetings. State Awards only are to be given at State Convention. Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
20. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
21. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **ASSOCIATION OF THE ARTS CHAIRMAN**

*Revised - July 2012*

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *Write short articles for the August/September, December/January and February/March issues of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES AND PROCEDURES section. Encourage members and chapters to display their talents at State and National conventions.*
4. *Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES AND PROCEDURES section.*
5. *At the beginning of the year, formulate plans and determine how you want to promote and increase participation in the Association of the Arts. Discuss these plans and ideas with the State President and obtain her support and approval.*
6. *Solicit information and type a list of talents of Oklahoma members. The chapters may use this list if they are looking for an educational program. Place this list in your file and give to your successor.*
7. *Coordinate and make arrangements with the Convention Chairman for a display room at convention. The Association of the Arts Chairman or designee will be in charge of the display room during hours specified in the convention program. There may be some space limitations, and if so, the Convention Chairman will notify you. Keep State President informed of these arrangements*
8. *Before April 1, prepare adequate number of judging forms for Division I and Division II contest entries. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judging should take place as soon as possible after April 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging forms in envelopes; give to Corresponding Secretary at Board Food Function.*
9. *Immediately after April 1, prepare a list (city, chapter name and number) of chapters submitting entries in all divisions of the Association of Arts Contest and mail to the Outstanding Chapter Chairman.*

**ASSOCIATION OF THE ARTS** *(Continued)*

*Revised – July 2012*

10. *Present awards at convention. The awards presentation must be brief. Have available check-in and **check-out sheets** for display items. Refer to the STATE CONVENTION POLICIES and PROCEDURES section.*
11. *Give copy of judging sheet to entrants when they check out.*
12. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
13. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
14. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **AUDITOR**

*Revised – July 2012*

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *You are a member of the Budget Committee and will attend all budget meetings.*
4. *Write an article for the February/March issue of Petticoat Journal offering to audit books for any chapter. The chapter must pay the postage both ways. Audit must be completed with-in two weeks after books are received.*
5. *You are responsible for auditing the following books of the Oklahoma State Council: Convention, Directory, Petticoat Journal, Project Director and Treasurer.*
6. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
7. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
8. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **AWARDS CHAIRMAN**

*Revised – July 2012*

1. *You are chairperson of “What ESA Means to Me” contest, Service Award Recognition, and Pallas Athene.*
2. *Write an article for the February/March issue of the Petticoat Journal. Refer to ARTICLES for Petticoat Journal in the GENERAL POLICIES and PROCEDURES section. This article should request information on those members achieving 5, 10, 15, etc. years of service as well as those members receiving First Pearl or Pallas Athene awards since the last State Convention that will be in attendance at this year’s Convention. These members will be recognized at the Awards Luncheon.*
3. *Before April 1, prepare adequate number of judging sheets for the “What ESA Means to Me” contest entries. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judging should take place as soon as possible after April 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging forms in envelopes and give to Corresponding Secretary at Board Food Function at Convention.*
4. *Immediately after April 1, prepare a list (city, chapter name and number) of chapters who sent their awards information and/or entered the “What ESA Means To Me” contest to the Outstanding Chapter Chairman.*
5. *Before April 15, send the State President a list of members with 5, 10, 15, etc. years of service. Give member’s name, chapter, city and years of service. Place a copy in your files.*
6. *Present awards at convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Ask all First Pearl Achievers, First, Second, Third, Fourth and Fifth Degree Pallas Athene Achievers since the last State Convention to stand. There will be too many names to read except for the Fifth Degree Pallas Athene, and you may read their names. BRIEFLY, extend congratulations to ALL achievers*
7. *At the Awards Luncheon, ask all 5, 10, 15 and 20 years of service achievers since the last State Convention to stand. Present year of service awards to those members achieving 25, 30, 35 or more years of service.*
8. *Send First Place winners’ essays to IC Chairman before June 1 to compete in IC contest.*
9. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
10. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
11. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **CARE CONNECTION**

*Revised - July 2012*

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council meeting, it should be prepared in advance. Make two copies of the report – one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *Follow list of responsibilities and procedures established by the IC Care Connection office. Encourage chapters to participate in any of the projects such as: Hope for Heroes, Warm Welcome, Hats for Hope, etc. Also encourage chapters and members to support the Personal Support usually handled by the Chaplain and Disaster Relief through the Disaster Fund and the Relocation Services that offers assistance to members relocating to another area.*
4. *Write two short articles for publication in the Petticoat Journal. The first article should be in the Oct/Nov issue informing members what Care Connection is about and your choice of projects. The second article can be in either Feb/Mar or the Apr/May issue informing the members of how successful the project was, etc. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section.*
5. *Work with the Co-Chairman, if there is one, and keep her informed of all correspondence, events, etc. concerning Care Connection.*
6. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
7. *Prepare list of hours (if any) and money donated to Care Connection. Include city; chapter name and number and amounts for each chapter. Mail list to the State President, Philanthropic and Outstanding Chapter Chairmen immediately after April 1st. Place a copy of list in your file.*
8. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
9. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES AND PROCEDURES section.*



## **CHAPLAIN**

*Revised – July 2012*

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *For each issue of the Petticoat Journal, write a short article. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. List cards you have sent to members and for what occasion.*
4. *Shall give a devotional and lead the Pledge of Allegiance at regular meetings and invocations as deemed necessary.*
5. *On notification of the death of an Oklahoma ESA member:*
  - *Notify ESA Headquarters and the International Council Chaplain. Include name of member, name and address of family member where card may be sent, Chapter President's name and address, the date of death and any further information that would be of help.*
  - *On behalf of the Oklahoma State Council of ESA, write a letter or a card to the member's chapter and family.*
6. *Write a letter or send a card to ESA members for births, weddings, illness and deaths. Cards should be limited to immediate family*
7. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Give a very brief devotional/inspirational at First General Assembly. Give invocation at Friday Board Food Function, Saturday Awards Luncheon and Banquet and Sunday Brunch. Place a copy of above in your file.*
8. *At State Convention conduct a short (not more than 30 minutes) Memorial or Service on Sunday morning. Arrangements for Memorial Service should be coordinated with the State President and Convention Chairman. Any expense is paid from your budgeted amount*
9. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
10. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
11. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE POLICIES and PROCEDURES section.*

## CONTEST CHAIRMAN

*Revised – July 2012*

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *Write a short article for the August/September issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Inform members that all contest rules, forms, etc. are available on the Oklahoma State Council website.*
4. *Talk with the State President no later than the first week in May and ask her to include in her June State Council meeting notice the date, time and place of your Contest Meeting. This will be held prior to the June State Council Meeting. The President will need to ask each Contest Chairman to bring copies of their judging sheets and any proposed changes.*
5. *It will be your responsibility to provide computer file copies of current judging rules, composite sheets, winners' sheets, entry forms, report forms, etc. to the State Council webmaster within 10 days following the June State Council meeting.*
6. *Ask the State President to schedule a meeting for you and include it in her November State Council Meeting notice.*
7. *At the November meeting, you are to distribute the official judging sheets, composite sheets and winners' sheets to each chairman. All chairmen with information that must be sent to the Outstanding Chapter Chairman need to be reminded at the November meeting and a deadline given.*
8. *Ask State President to schedule a meeting for you and include it in her March State Council Meeting notice.*
9. *At the March Meeting, hand out copies of General Information and Guidelines for Subjective Entries to each chairman to save time.*
10. *Send all chairmen who are unable to attend the November and/or March meetings a complete set of notes. If you do not receive a list of judges and date and time of judging by March 30, send a reminder to those Chairmen.*
11. *Your primary job is to stay on top of all contests ensuring everyone knows their job and that it is done. You have a "behind the scenes" job, but it is a very important one.*

## **CONTEST CHAIRMAN**

*Revised – July 2012*

12. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
13. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
14. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## CONVENTION CHAIRMAN

*Revised – July 2012*

1. *Write short articles for each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Encourage all members to attend convention.*
2. *The registration fee for State Convention must be presented to the board for their approval at the June Meeting. With board approval, the registration fee must be approved by membership at the June State Council Meeting.*
3. *Publish the State Convention registration form in the Petticoat Journal, August/September through February/March issues. As soon as it is available, submit an electronic copy to the State Council webmaster. The State President must have complete knowledge of all aspects of the Convention at all times. Invite her to your planning meetings and send her a copy of pertinent correspondence. Send minutes of Convention planning meetings to the State President.*
4. *Follow the general procedures of previous State Convention. Local circumstances (size and availability of meeting/banquet rooms) will make it necessary; to occasionally make some changes. Do not change any traditions of State Convention without the permission of the President.*
5. *Coordinate Convention plans with the following:*
  - a. *State President for Convention agenda, order of business, seating arrangements, opening ceremonies, speakers and VIP guest's rooms.*
  - b. *State Senior Past-President for Workshops*
  - c. *Membership Chairman for Pledge Presentation*
  - d. *State President Elect for Installation of Officers.*
  - e. *State Chaplain for Memorial Service*
  - f. *Typically the Easter Seals Chairman, ESA Foundation Counselor and St. Jude Chairman coordinate the Silent Auction on Friday evening at State Convention.*
6. *Before April 1, prepare a list of chapters hosting the last Convention (previous year). Include city, chapter name and number. Send this list to Outstanding Chapter Chairman. Place a copy in your file.*
7. *Following Convention, ensure that a financial report is prepared and submitted for publication in the August/September issue of the Petticoat Journal.*
8. *Following Convention, and before August 1, give Convention files and notebooks to the new Convention Chairman.*
9. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual State Convention.*
10. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*

## **CONVENTION CHAIRMAN** *(Continued)*

*Revised – July 2012*

11. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

### **FINANCIAL CONSIDERATIONS**

1. *Open a bank account in the name of Epsilon Sigma Alpha International Oklahoma State Council “ESA State Convention” at a federally insured bank*
  - a. *Two signatures are required on all checks written. Authorized signatures on the account should be for the Convention Treasurer and Convention Chairman.*
  - b. *Deposit all monies received within seven to ten days.*
2. *State Council shall pay the following expenses for State Convention:*
  - a. *Registration fee and hotel bill for State President and one International Council Representative.*
  - b. *An amount shall be budgeted for the President Elect to use for expense of “officer’s hand-carries.”*
  - c. *Corsages at the Saturday night banquet for the State President, IC Representative, Installing Officer, and an arm bouquet for the newly elected State President.*
3. *State Chaplain shall pay for Memorial Service expense from amount budgeted by the State Council.*
4. *Workshop Coordinator shall pay for Workshop Brochures from amount budgeted by the State Council.*
5. *State Council shall advance the Convention hostess \$2.50 per chapter paying State Council dues.*
6. *The city or district that is hosting the Convention shall retain one thousand dollars of profits above State Convention expense after the \$2.50 per chapter is returned to the Council and all Convention expenses are paid, including the State Council and District loans.*
  - a. *All remaining profits shall be split 50/50 between State Council and Convention City. The State Council’s portion will be placed with the State Treasurer for State Council expenses.*
  - b. *All expenses incurred, including Convention Loan Fund, shall be remitted within thirty days following Convention.*
  - c. *Ensure that a financial statement is prepared for the period from August 1 through July 31.*
    - *If your predecessor does not provide you with the financial information for the period from August 1 through April 30 during her year, then you will need to review her books and records for this information*

## **CONVENTION CHAIRMAN** *(Continued)*

*Revised – July 2012*

- *This information will be included on the Federal Tax Facts form submitted to Headquarters by the State Council. This information should be provided to the State Treasurer no later than August 10.*
  - *Ensure that a financial statement is prepared for the period from August 1 through April 30 during your year and provide this information to your successor for the financial information she will need to submit to the State Treasurer.*
7. *The hostess city or district shall be responsible for payment of all other Convention expenses including:*
- a. *Rent for assemblies, food, equipment, printed programs, decorations, favors, name badges, signs, etc.*
  - b. *Coffee for the Incoming/Outgoing Board Meeting on Sunday.*
  - c. *Photographer and expenses for photographs and be responsible for the sale of photographs following convention.*
  - d. *Stage decorations for Installation of Officers.*
  - e. *Entertainment*
  - f. *Punch or beverage for the Board Food Function.*

## CREDENTIALS CHAIRMAN

*Revised – July 2012*

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report*
3. *Write short articles for the December/January and April/May issues of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURESS section. Explain Credentials Desk procedures.*
4. *Responsibilities:*
  - a. *As soon as possible after January 1, obtain from State Treasurer a list of chapters with state dues paid by January 1. Also included will be the number of individuals per chapter paying individual dues. (See Oklahoma State Council Bylaws Standing Rules for individual dues rate.)*
  - b. *Obtain from State President the April 1 statistical report from ESA Headquarters. A chapter will be entitled to one vote for each 10 members or part thereof. In this calculation, the number of members counted will be the lesser of:*
    - (1) *The number of timely paid state individual member dues as of April 1<sup>st</sup>*  
*or*
    - (2) *the number of official chapter members per ESA Headquarters members statistical report as of April 1<sup>st</sup>.*
  - c. *Have the State Treasurer send you an updated list as of April 1 of members paying individual dues. This accounts for new chapters and new members after January 1.*
  - d. *These lists need to be available at Credentials Desk at Convention for reference if any questions arise.*
  - e. *Two weeks before convention give a preliminary number of eligible votes to the Chairman of the Nominating Committee. It is to be used for preparing number of ballots.*
5. *Using the above information, prepare credentials forms prior to Convention. Prepare a "CONTROL LIST." Example:*

	(1) Chapter	Chapter	State	No. Of	Eligible	Ballots	Signature
b. City	Name	Number	Dues	Members	Votes	Received	Of Voting

- c. *(Before Convention, post all information, EXCEPT "Ballots Received")*

## **CREDENTIALS CHAIRMAN** *(Continued)*

*Revised – July 2012*

6. *The Credentials Desk procedure at State Convention is:*
  - a) *Obtain official ballots from Chairman of the Nominating Committee. Never leave these ballots unattended.*
  - b) *With your committee, keep the Credentials Desk open the same hours the registration desk is open and at least one hour prior to the First General Assembly.*
  - c) *Give voting delegates proper number of ballots. Ask each voting delegate to sign a master list (name, chapter and room number) verifying she has received the correct number of ballots. Instruct delegates to not lose or mutilate their ballots.*
  - d) *Place a sticker on badge to indicate voting delegate.*
  
7. *At convention, during First General Assembly, ask if all delegates have received their ballots. After it is ascertained that all delegates have received their ballots, give credentials report stating:*
  - a. *Number of chapters in attendance.*
  - b. *Number of chapters eligible to vote.*
  - c. *Total number of eligible votes.*
  
8. *Prepare Proxy forms for voting at International Convention and secure signatures of chapter presidents at State Convention.*
  
9. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
  
10. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
  
11. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE*
  - a. *CONVENTION POLICIES and PROCEDURES section.*



## DIRECTORY CHAIRMAN

*Revised – July 2012*

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *Shall be bonded.*
4. *You are in charge of gathering all information, typing, proofreading and printing of the State Directory. The directory shall be complete and ready for distribution at the State Leadership Seminar in August.*
5. *Have directories on hand at state meetings and PROMOTE SALES. Give adequate number of directories to the State President for her to sell at District Meetings. Forward all money to State Treasurer within 2 weeks of receipt.*
6. *Determine number of directories to be printed, based on directory sales from last two or three years (approximately 100). Estimate projected income based on current selling price. Current price is listed in the Bylaws under Standing Rules. The directory MUST be self-supporting. It is best to project at 10% allowance for profit; however, the directory should never be considered as a money making project.*
7. *Obtain estimated printing expense from several shops. Select the shop that offers the best quality printing at an affordable price and within the projected income. From the printer, obtain a written contract saying exactly how you will be charged for the cover, content and binding. Establish how many working days are needed to complete the work.*
8. *Directories shall contain:*
  - *Complete list of State Executive and General Board*
  - *State Council Meeting dates. State and I.C. Convention dates*
  - *A complete list of Officers on all the District Boards*
  - *District meeting dates and chapters within each district*
  - *Complete list of all active Oklahoma Chapter Presidents*
  - *Complete membership list of the active chapters in Oklahoma*
  - *State Bylaws and Standing Rules as revised at convention*
  - *Headquarters address, phone number and contact person*
  - *State projects' name, address and phone number*
  - *Deadline for Petticoat Journal articles*
  - *Sooner Senioresses' name, address and phone number*
  - *List of any active DESA or collegiate chapters*
  - *Any other information requested by the President*
  - *Refer to previous directories for arrangement of content and ideas*

## **DIRECTORY CHAIRMAN (Continued)**

*Revised – July 2012*

9. *Source of information is as follows:*
  - a. *Work with State President and Corresponding Secretary in obtaining State Board information: State Meeting dates, District Officers and Meeting dates and Chapter President/Officer listing*
  - b. *Request the newly elected Parliamentarian to send you a copy of the Bylaws and Standing Rules as revised at convention. Ask her to email/mail these to you within 10 days after Convention*
  - c. *It will be necessary for you to send a reminder letter to chapters if you have not received their membership list by May 1. This could be a joint effort with the State President if she also needs information from the same chapters*
  - d. *Receive Sooner Seniorette information from the current Sooner Seniorette President*
  
10. *Financial Records:*
  - a. *Keep an accurate account of all receipts and disbursements*
  - b. *Keep a receipt book and write receipts for all monies received. Do not mail receipts. Announce at State Council Meetings that receipts are available if chapters/members want to pick them up*
  - c. *Forward all monies collected (within two weeks after receipt) to the State Treasurer. Do not send cash. Immediately forward all statements of expenses to State Treasurer and keep a copy of report for your records*
  - d. *Make arrangements with the State Auditor for a pre-audit of books in conjunction with the March State Council Meeting. At convention, submit year-end financial records to Auditor for final audit*
  
11. *At the March Board Meeting, it is your responsibility to present information about estimated expense for printing next year's directory. Based on your experience, if you anticipate that expense is going to exceed income, you need to recommend the Directory price be increased accordingly. With Board approval, present recommendation to the membership during the State Council Meeting in the afternoon.*
  
12. *In the April/May issue of the Petticoat Journal, request chapters to submit up-to-date membership list. Stress the May 1 deadline. Consult with the President and President Elect and determine if changes need to be made on the standard form.*
  
13. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
  
14. *Bring this Policy and Procedure Manual to the Board Function at Convention.*
  
15. *At State Convention, take advance orders for new directory. For each order, write a receipt showing member's name, mailing address, and chapter name. If member wants new directory mailed, you must collect an additional amount for postage.*

**DIRECTORY CHAIRMAN (Continued)**

*Revised – July 2012*

16. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section. At this meeting, give your successor the receipt book and all monies received for advance orders as well as all information you have received for publication in the new directory.*

## **DISTINGUISHED ACHIEVEMENT AWARD CHAIRMAN**

*Revised – July 2012*

- 1. Study and be familiar with the Distinguished Achievement Award information contained in the OK state packet. Have this packet available at State Council Meetings and use for reference. While this is not an IC Contest, materials may be available on the IC website.*
- 2. Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section.*
- 3. Write issues of the Petticoat Journal. Encourage chapters to nominate a Distinguished Achievement Award. Stress **March 1** is the deadline for entries to the State Council Contest. While this is not an IC Contest, local winners may be displayed at the IC Convention. Specific guidelines for IC Convention submittal are included on the IC website. Be sure to review the guidelines for submittal for your display and note the April 1<sup>st</sup> deadline.*
- 4. Before March 1, prepare adequate number of judging forms for the Distinguished Achievement Award entries. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judges should be non-ESA people. Provide evaluation/judging sheets and a copy of rules for each judge. Ask judges to return completed judging sheets to you by April 1. Judging should take place as soon as possible after March 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging forms in envelopes; give to Corresponding Secretary at Board Food Function*
- 5. At the March Council Board Meeting, request funds from the State Treasurer for the Distinguished Achievement Award plaque or special award.*
- 6. Immediately after you receive the judges' decision, notify the sponsoring chapter of their winning entry and make arrangements for the Distinguished Achievement Award winner to attend the function when the award will be presented. The State Council pays for the Distinguished Achievement Award meal; however, the sponsoring chapter shall be responsible for transportation and other expenses and arrangements. The State President will notify you of special seating at the function for the winner.*
- 7. By April 1<sup>st</sup> no later than April 15<sup>th</sup>, request from State Treasurer a CASHIERS check for a donation to the Distinguished Achievement Award or her charity. Expense for the gift or donation is to be paid from your budgeted amount. If you are going to order a special plaque from Headquarters or from local trophy company, order early. Any other expenses for gifts will be from sponsoring chapter.*
- 8. Immediately after April 1, furnish Outstanding Chapter Chairman with a list of chapters nominating a Distinguished Achievement Award. Include city, chapter name and number.*

## **DISTINGUISHED ACHIEVEMENT AWARD CHAIRMAN** *(Continued)*

*Revision – July 2012*

9. *If information is available, prepare a list of hours and money reported to you. Include city, chapter name, number, and list amounts for each chapter. Mail list to State Philanthropic Chairman before April 1.*
10. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Present the Distinguished Achievement Award at convention. Due to limited time, the Distinguished Achievement Award presentation should not exceed five minutes; therefore, you will be able to read only a small portion of the Distinguished Achievement Award's activities and accomplishments. Prepare your presentation and place a copy of it in your files.*
11. *At the Awards Luncheon, recognize chapters who have presented a Distinguished Achievement Award during the past year. Present the Distinguished Achievement Award awards to the chapters.*
12. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
13. *Bring this Policy and Procedure Manual to the Board Function at Convention.*
14. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **EASTER SEALS CHAIRMAN**

*Revised – July 2012*

1. *Write short articles for each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Encourage participation from all chapters. Offer ideas for fundraising events and keep chapters informed about Easter Seals. Publish names chapters in the October/November and February/March issues. Articles may occasionally exceed the one-half page limit.*
2. *Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section*
3. *Work closely with Easter Seals Oklahoma in Oklahoma City and any projects from ESA International. Encourage chapters to participate in various fund raising activities for Easter Seals.*
4. *Record in your file copies of all checks for donation. Forward all checks within 10 days to Easter Seals Oklahoma office.*
5. *Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judging should take place as soon as possible after April 1. Easter Seals Contest consists of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place for chapters contributing the most monies. State auditor needs to audit the file to determine monies reported by chapters. Send list of award winners to State President and Corresponding Secretary before April 15. Place completed contest forms in envelopes; give to Corresponding Secretary at Board Function at Convention.*
6. *Prepare a list of hours and monies reported to you. Include city, chapter name, number and amounts for each chapter. Send copies of the list to the State President, Philanthropic and Outstanding Chapter Chairman as soon as monies/hours have been verified. (list cannot be sent by April 1 if not verified)*
7. *Easter Seals Chairman, ESA Foundation Counselor and St. Jude Chairman are typically the organizers of a Silent Auction held on Friday night of Convention. Work with the State Convention Chairman for room arrangement details. Encourage chapters and board members to bring items for the Silent Auction and promote through the Petticoat Journal issues before Convention. The funds raised are divided evenly between the three for disbursement after Convention.*
8. *Additional information for reporting to International Council Easter Seals Chair may be obtained from the State Philanthropic Chairman after April 15. Refer to IC web site for reporting form and deadline of the IC Easter Seals chairman.*
9. *Present awards at Convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Report the total monies raised and number of chapters participating.*

**EASTER SEALS CHAIRMAN** *(Continued)*

*Revised – July 2012*

10. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
11. *Bring this Policy and Procedure Manual to the Board Function at Convention.*
12. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **ESA FOUNDATION COUNSELOR**

*Revised – July 2012*

1. *Write short articles for each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Encourage participation from all chapters.*
2. *Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section*
3. *As State Counselor, you must be an individual member of the Foundation prior to March 1. Read and be familiar with the duties outlined by the Foundation Directors.*
4. *Inform membership of all phases of the ESA Foundation. Solicit donations and payment of annual “Foundation Membership Dues.”*
5. *At June State Council Meeting, obtain signatures on Foundation Credential Forms for proxy votes.*
  - a. *Arrange forms in proper order prior to the annual meeting.*
  - b. *If you, as State Counselor, are unable to attend the annual meeting, the State President shall designate the member responsible for casting ballots and attending the State Counselor’s workshop.*
6. *Keep state records up to date.*
7. *Submit summary list of contributions (including city, chapter name and number, and amount contributed) to the State President and Philanthropic Chairman immediately after April 1. Place a copy of list in your files.*
8. *Submit a list of all chapters who paid Foundation dues by January 1 to Outstanding Chapter Chairman immediately after April 1.*
9. *Before March 1, prepare adequate number of judging forms for all eligible chapters. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judging should take place as soon as possible after April 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging forms in envelopes; give to Corresponding Secretary at Board Food Function at State Convention.*
10. *ESA Foundation Counselor, Easter Seals Chairman and St. Jude Chairman are typically the organizers of a Silent Auction held on Friday night of Convention. Work with the State Convention Chairman for room arrangement details. Encourage chapters and board members to bring items for the Silent Auction and promote through the Petticoat Journal issues before Convention. The funds raised are divided evenly between the three for disbursement after Convention.*
11. *Present awards at Convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section. The awards presentation must be brief.*



**ESA FOUNDATION COUNSELOR** *(Continued)*

*Revised – July 2012*

12. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
13. *Bring this Policy and Procedure Manual to the Board Function at Convention.*
14. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **MEMBERSHIP CHAIRMAN**

*Revised – July 2012*

1. *Handle and process all information about members-at-large and recommend-a-friend. Print names and addresses in each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section.*
2. *Coordinate with the current headquarters, International Council and/or State membership campaigns and any other duties that may be related to membership.*
3. *Provide membership report at any State Council or District Meetings. Give a copy of this report to the State or District Secretary and place a copy in your files.*
4. *Present awards at Convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section.*
5. *Recognize all pledges, new members, and their sponsors at Convention at a time determined with the State President. If budget allows, a small item of remembrance may be given to the new members.*
6. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
7. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
8. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **OUTSTANDING CHAPTER CHAIRMAN**

*Revised – July 2012*

1. *Write a short article for publication in the October/November and February/March issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section.*
2. *Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section.*
3. *Shall secure all information from other award chairpersons regarding chapter participation. Obtain attendance information needed from officers and chairpersons.*
4. *At the March Board Meeting, remind all officers and chairmen (listed in rules) of information they must send to you. Stress the importance of sending this information as soon as possible after April 1 and before April 10.*
5. *Before April 1, prepare adequate number of judging forms for all eligible contest entries. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judging should take place as soon as possible after April 1. It will probably be April 10 before you have information from all officers and chairmen. Post this information on judging sheets before the day of judging. Judges will verify postings and totals. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging forms in envelopes; give to Corresponding Secretary at Board Food Function at State Convention.*
6. *Present awards at State Convention. The awards presentation must be brief. Refer to the STATE CONVENTION POLICIES and PROCEDURES section.*
7. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the State Convention.*
8. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
9. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## OUTSTANDING YOUTH CHAIRMAN

*Revised – July 2012*

- 1. Write several short articles for publication in the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Encourage chapters to honor outstanding youth in their community. Remind chapters that there is an Outstanding Youth State Contest as well as certificates of recognition for chapters who honor youth in their community. Chapters who want to enter the IC Contest must submit their own entry to IC.*
- 2. Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section. State Outstanding Youth rules should correspond with International Council Outstanding Youth rules.*
- 3. Obtain Outstanding Youth Packets from ESA Headquarters. Study and be familiar with the information it contains. Have this packet available at State Council Meetings and use for reference.*
- 4. Before March 1, prepare adequate number of judging forms for Outstanding Youth entries. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judges should be non-ESA members. Provide evaluation/judging sheets and a copy of rules for each judge. Ask judges to return completed judging sheets to you by April 1. Judging should take place as soon as possible after March 1. Place judging forms in envelopes; give to Corresponding Secretary at Board Food Function at State Convention.*
- 5. Immediately after you receive the judges' decision, notify State President, Corresponding Secretary, and sponsoring chapter of the winning entry and make arrangements for the Outstanding Youth winner to attend the function when the award will be presented. The State Council pays for the youth's meal; however, the sponsoring chapter shall be responsible for transportation and other expenses and arrangements. The State President will notify you of special seating at the function for the winner.*
- 6. Notify the State Treasurer with the name of the Outstanding Youth winner for presentation of Cashier's Check and payment of meal. Also, notify the Convention Chairman so seating at the Awards Luncheon can be arranged. Expense for the presentation is to be paid from your budgeted amount.*
- 7. Immediately after April 1, make a list (city, chapter name and number) of chapters who presented an Outstanding Youth Award and/or had entries in Outstanding Youth Contest. Send list to the Outstanding Chapter Chairman. She needs this information before April 15. Place a copy in your file.*
- 8. Prepare a list of hours and monies reported to you. Include city, chapter name, number and amounts for each chapter. Send list to the State Philanthropic Chairman before April 15.*

## **OUTSTANDING YOUTH CHAIRMAN** *(Continued)*

*Revised – March 2011*

9. *Present Outstanding Youth Award at State Convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Due to limited time, the presentation should not exceed five minutes; therefore, you will be able to read only a small portion of the youth's activities and accomplishments. Prepare your presentation and place a copy of it in your file.*
10. *At the Awards Luncheon, recognize chapters who have presented an Outstanding Youth Award during the past year. Present Outstanding Youth Awards to the chapters.*
11. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
12. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
13. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **PHILANTHROPIC CHAIRMAN**

*Revised – July 2012*

1. *Write several short articles for publication in each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section.*
2. *Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section.*
3. *Shall give a full report at each Council meeting, supervise areas of social concern and encourage chapters to develop a program of education and philanthropy.*
4. *Procedures for processing and recording chapter reports:*
  - a. *Set up individual ledger sheet for each chapter in the state.*
  - b. *Post reports to respective ledger sheet as received.*
  - c. *Keep all chapter report forms and file in alphabetical order.*
  - d. *To qualify for state competition all reports must be postmarked by April 1; however, encourage chapters to report frequently during the year.*
5. *Immediately after April 1, make a list (city, chapter name and number) indicating the number of philanthropic reports submitted on time by each chapter. Send list to the Outstanding Chapter Chairman. She needs this information by April 15.*
6. *Before April 1, prepare adequate number of judging forms for all eligible chapters. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judging should take place as soon as possible after April 1. Immediately after April 1:*
  - a. *Obtain reports from, DIANA Chairman, Disaster Fund Chairman, Easter Seals Chairman, Project Director, ESA Foundation Counselor, Outstanding Youth Chairman, St. Jude Chairman, and District Treasurer or District Coordinators.*
  - b. *Post all ledger sheets and bring totals up to date before the day of judging.*
  - c. *Judges will verify posting and totals before calculating the average per member in each category.*
  - d. *Send list of award winners to State President before April 15. Place judging forms in envelopes; give to Corresponding Secretary at Board Food Function.*
7. *You are responsible for submitting State Council and Chapter entry forms to the International Council Philanthropic Contest. You will receive entry forms from the IC Philanthropic Chairman.*
  - a. *Include all ESA affiliate projects in totals.*
  - b. *Complete IC entry forms and send by email with confirmed receipt or mailed sent by certified mail, return receipt requested, to the IC Philanthropic Chairman. These entry forms should be completed and sent before State Convention. Make three copies of each; one to the President, one to the President Elect and retain one copy for your files.*
8. *Provide information that you have received during the year to the Easter Seals and St. Jude Chairmen after April 1.*

**PHILANTHROPIC CHAIRMAN** *(Continued)*

*Revised – July 2012*

9. *Present awards at convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section.*
10. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
11. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
12. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **PUBLICITY CHAIRMAN**

*Revised – July 2012*

1. *Write several short articles for the December/January and February/March issues of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section.*
2. *Submit news articles to area newspapers, Jonquil, radio and television stations for coverage of any event pertaining to council activities.*
3. *Request chapters to send you a clipping of ESA news articles published in their local papers. It is customary for the State Publicity Chairman to arrange these news clipping in a simple folder or book and present to the State President during Second General Assembly at Convention. This should be referred to as a “News Folder” rather than Scrapbook.*
4. *Immediately after April 1, send a list (city, chapter name and number) to the Outstanding Chapter Chairman of all chapters who have submitted publicity articles. She needs this information by April 15.*
5. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
6. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
7. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*



## **SCRAPBOOK CHAIRMAN**

*Revised – July 2012*

1. *Write several short articles for each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Request chapters to mail pictures, name tags, invitations, newspaper articles, etc., to you for the State Scrapbook.*
2. *Encourage all chapters to submit sufficient material from their chapter to fill at least one page in the State Scrapbook by March 1. Encourage them to bring their chapter's scrapbook to State Convention for display.*
3. *Immediately after April 1, send a list (city, chapter name and number) of all chapters who have submitted material for the State Scrapbook. Send a list to the Outstanding Chapter Chairman. She needs this information by April 15.*
4. *Prepare a State Scrapbook to be presented to the State President at Convention.*
  - a. *Scrapbook should be presented to the State President at the Friday Board Food Function. Following the function, place the scrapbook in the Display Room for viewing.*
  - b. *Prior to the Second General Assembly, get the scrapbook for formal presentation to the President at this assembly.*
5. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
6. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
7. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES s*

**SOONER SENIORETTE PRESIDENT**  
**Revised – July 2012**

1. *Keep necessary files and records.*
2. *Serve as a voting member on the State Board.*
3. *Offer assistance and encouragement to Chapters and State Officers.*
4. *Give Directory Chairman an up-dated list of Sooner Senioresses contact information.*
5. *Conduct installation ceremony/skit for the retiring State President during Second General Assembly at State Convention.*
6. *By November 1, check with the State President to see which Sooner Senioresses will serve as advisors for judging of state contests. Contest advisor responsibilities include:*
  - a. *Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section.*
  - b. *Attend the March contest meeting.*
  - c. *If you have not been informed of a contest judging date by March 15, immediately contact that Contest Chairman.*
  - d. *Check judging form and ascertain that it coincides with the rules.*
  - e. *Check for consistency in points scored among judges. Verify totals on each judging sheet. Encourage judges to break ties.*
7. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the State Convention.*
8. *At the Second General Assembly at Convention, give a report listing the Sooner Senioresse officers for the coming year.*
9. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
10. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

## **ST. JUDE CHAIRMAN**

*Revised – July 2012*

1. *Shall be bonded.*
2. *Write a short article for publication in each issue of the Petticoat Journal offering ideas for fundraising events and educational information about St. Jude. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Inform members that all contest rules, forms, etc. are available on the Oklahoma State Council website. Your articles may occasionally exceed the one-half page limit.*
3. *Follow list of responsibilities and procedures established by the IC St. Jude Office. Encourage chapters to participate in various fundraising activities for St. Jude Children's Research Hospital.*
4. *Attend St. Jude Seminar, if conducted, by ALSAC in Memphis, Tennessee. You will receive specific information from ESA Headquarters. Expenses are paid by ALSAC*
5. *It is customary to set up a trip to St. Jude Children's Research Hospital, Memphis, TN, if the membership is interested. Ask for a show of hands at the June State Council meeting.*
6. *Refer to JUDGING CONTESTS in the STATE CONTEST POLICIES and PROCEDURES section. Judging should take place as soon as possible after April 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging results in envelopes; give to Corresponding Secretary at Board Food Function.*
7. *Prepare list of hours and money reported to you. Include city; chapter name and number and amounts for each chapter. Send a list to the Philanthropic and Outstanding Chapter Chairmen immediately after April 1. Place copy of list in your file.*
8. *Total amount of donations made by chapters may be obtained from the State Philanthropic Chairman after April 15 for your final report to the International Philanthropic Chairman.*
9. *Present awards at Convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Report the total monies raised, number of chapters participating and total number of events.*
10. *ESA for St. Jude Chairman, Easter Seals Chairman, and the ESA Foundation Counselor are typically the organizers of a Silent Auction held on Friday night of Convention. Work with the State Convention Chairman for room arrangement details. Encourage chapters and board members to bring items for the Silent Auction and promote through the Petticoat Journal issues before Convention. The funds raised are divided evenly between the three for disbursement after Convention.*

**ST. JUDE CHAIRMAN** *(continued)*

*Revised – July 2012*

11. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
12. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
13. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*