

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.*

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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.*

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15. *Copies of the Petticoat Journal MUST BE SENT BY THE 25th of July, September, November, January and March in order to reach chapters by the 1st 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.*