

STANDING RULES

1. All expenses are to be submitted in itemized form to CSC Treasurer. If an advance is needed, it shall be by approval of the Executive Board. Monies advanced to defray expenses shall be accounted for and monies not used shall be returned to the Treasury.
2. A. Any member of CSC in good standing whose name is placed for candidacy on the IC ballot shall be endorsed by CSC.
B. CSC will endorse one candidate for the ESA Foundation Board of Directors. Those members interested in seeking a Foundation position should request CSC endorsement, with a written letter to the President.
C. Financial assistance in the amount of \$50.00 shall be allowed from the CSC Treasury, upon written request by the candidate for an IC office or the candidate for the ESA Foundation Board of Directors. The candidate shall be required to submit vouchers and receipts for these funds.
3. All Board members shall keep files for their office in order and up to date. Records for the 1st Vice President/ President Elect, 2nd Vice President, Workshop Coordinator, Recording Secretary, Corresponding Secretary, and the Jr. Past President/Parliamentarian shall be retained for five years. The records of the Treasurer shall be retained for the time prescribed by IRS rules.
4. A Chapter shall count as present at a Chapter meeting, any member who is absent due to an official visitation assigned by her Chapter, Regional Council, State Council or IC.
5. Gift giving shall be restricted to the outgoing President on Sunday morning and shall be only gifts from the Executive Board, General Board and the membership as a whole. All other gifts should be coordinated with the Corresponding Secretary as to time and place other than General Assembly.
6. Fundraisers for the State Philanthropic Project shall be conducted at the place and during any phase of the California State Convention.
7. A written request for permission to sell any item that does not conflict with the State Philanthropic Project must be received by the President and approved by the Executive Board 90 days prior to either the CSC Convention or CSC Leadership.
8. The State Philanthropic Project shall be approved by the Chapters in good standing with CSC every three years beginning in 2005. A member and/or Chapter of CSC may submit the name of an organization for a State Philanthropic Project by the date established by the Philanthropic Chairman. Discussion and voting by Chapter delegates shall take place at the Annual CSC Convention. Eligible Chapters within CSC, not having a voting delegate in attendance, may request an absentee ballot from the Credentials Chairman. All absentee ballots must be returned to her, postmarked no later than two (2) weeks prior to the opening of CSC Convention.
9. **DUTIES OF OFFICERS** – The officers shall perform the duties as prescribed in the bylaws, their procedure books, the Executive Board Standing rules and the parliamentary authority adopted in Article XIV.
 - A. 1. The President shall have general supervision over the business activities of the organization. She shall preside at all meetings of the Council and of the Executive and General Boards. She shall appoint chairmen of standing committees, subject to the approval of the Executive Board, and be a member ex-officio of all committees except the Nominating Committee. She shall determine that each appointee has a detailed outline of her duties in her possession. She shall be responsible for updating the CSC official *History Book* annually.

Duties of Officers (cont.)

2. The President shall appoint Chairmen to include: Association of the Arts, Awards, Chaplain, Circle of Life Junior, Credentials/Nominating, Easter Seals, Educational, Memory Book, Philanthropic and Western States Council Representative. The President shall also appoint a Blue 'N Gold Editor and an ESA Foundation Counselor who shall serve for a two-year term. The President, with the approval of the Executive Board, may appoint such chairmen or Committees as are deemed necessary for the function of CSC.
 - B. The 1st Vice President, known as President Elect, shall automatically succeed to the office of President. She shall assume the duties of the President in the latter's temporary absence. Upon the death or withdrawal of the President, the President Elect shall become President. By virtue of her office, shall be the General Membership Director to promote and encourage membership growth, coordinate the activities of the Nominating Committee, be in charge of the CSC Leadership for the following year, coordinate and guide the activities of the State Chairmen and verify that the procedure books are updated yearly.
 - C. The 2nd Vice President shall be General Chairman of the Convention Committee and shall work with the Local Convention Chairman and the CSC Executive Board in planning the Annual Convention. She and the CSC President shall approve all major decisions made by the Local Chairman and Committees. She shall secure bids for future CSC Conventions and report same to the current Convention. Courtesy bids may be received for future Conventions.
 - D. The Recording Secretary shall keep in permanent form, an accurate record of all meetings of CSC and Boards, including a roll of Chapters represented by delegates at Convention.
 - E.
 1. The Treasurer shall handle the monies of CSC and shall pay out monies only on the direction of the State Executive Board, unless specifically noted in the bylaws and these Standing Rules.
 2. The Treasurer's books shall be kept in the same manner as previously established by a Certified Accountant and shall be reviewed by a qualified person with the approval of the CSC Executive Board at the end of the fiscal year. A credentials report shall be forwarded by the Treasurer to all Chapters in good standing with CSC. She shall provide a list of voting eligibility to the Credentials Chairman.
 3. She shall receive written financial reports from the CSC Philanthropic Project Chairman and the *Blue 'N Gold* Editor prior to each Executive Board meeting. She shall also receive financial reviews from the CSC Philanthropic Project, *Blue 'N Gold* and Local Convention Chairman with 60 days of the close of the CSC Convention.
 - F. The Corresponding Secretary shall handle the official correspondence of the State Council and Executive Board. She shall publish the CSC Yearbook.
 - G. The Jr. Past President/Parliamentarian, by virtue of her office, shall prepare the amendments to the Bylaws after approval of the CSC Executive Board. She shall also be known as the State Disaster Fund Chairman. She shall receive monies on behalf of CSC for the IC Disaster Fund. These funds shall be transferred to the IC Jr. Past President/Disaster Fund Chairman according to procedures set by the IC Executive Board. Copies of her year-end report are sent to CSC Awards chairman by the deadline date specified. At the Annual CSC Convention, she shall render a written financial report of all receipts.
10. **DUTIES OF CHAIRMEN** – The Chairmen shall perform duties as called out in their procedure books and the parliamentary authority as adopted in Article XIV. The Local Convention Chairman shall perform duties as called out in *ESA Convention; The California Way*.
11. **COMMITTEES** - All Committee duties will be assigned by the Chairman in accordance with approved guidelines in the Procedure Books.

- A The IC Presidential Hospitality Committee shall be appointed by the CSC President with approval of the Executive Board immediately following the election of a California member to the office of IC 1st Vice President/President Elect. The Committee shall consist of two members, serve for two years, and be responsible for the handling of CSC's hosting and related support services for an IC President.

When the candidate is elected to the office of 1st Vice President/President Elect, the Committee shall submit a proposed budget to the Executive Board for approval prior to the CSC Leadership Conference.

- 12. The following is a guide of the regular Order of Business at the Annual Convention of CSC of ESA International.

Opening Ceremonies
Call to Order
Adoption of the Credentials Report
Adoption of the Convention Rules
Adoption of the Program/Agenda
Acceptance of Minutes
Report of Registration Committee
Report of Executive Board
Report of Standing Committees
Report of Special Committees
Unfinished Business
New Business
Closing Ritual
Adjournment

- 13. A. These *Standing Rules* may be amended or rescinded by a majority vote with previous notice, or two-thirds (2/3) without notice, by delegates present and voting. To adopt or suspend, a majority vote is necessary.
- B. A mail ballot may be taken to amend these *Standing Rules* if deemed necessary by the CSC Executive Board. Returned ballots representing a majority of Chapters in good standing with CSC are required to constitute a quorum for the mail vote, and it takes a majority vote of the ballots to amend and will become effective immediately.
- C. Proposed amendments must be forwarded to Chapters in good standing at least 45 days prior to the meeting at which they are to be voted upon, or if the vote is by mail, 45 days prior to the deadline date.
- D. No mail ballot will be issued on amendments concerning money.

Total Revision – May 17, 2008
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