

**MICHIGAN
STATE COUNCIL**

**BY-LAWS
&
STANDING RULES**

STANDING RULES

- I. The fiscal year will run from June 1 to May 31 with no treasurer transactions happening during the audit and transition period.
- II. The meetings calendar of the MSC shall be:
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| June | General Board Planning Session |
| August | General Board Meeting |
| Fall | General Council Meeting/Leadership Conference |
| January | General Board Meeting |
| March | General Council Meeting/Fun Day |
| May | General Council Meeting/Annual Convention |
- III. Fees
- A. Dues shall be \$25.00 per member which includes \$13.00 dues and \$2.00 for the Communications Fund, and \$10.00 for the Convention Fund.
- B. The MSC treasury shall defray the following budget approved items:
1. Postage
 2. Supplies (council letterheads, paper for printing, envelopes, etc.)
 3. Printing costs
 4. Telephone
 5. General expenses approved by the MSC which remain within the appropriate concepts of budgeted allowances
 6. Full Crown Jewel Pin and Gavel Guard for the incoming MSC President, and a gift for the out going President.
 7. MSC President's event fees as follows (full registration includes registration and included meals.
 - a. I.C. Convention **full registration.**
 - b. MARC Leadership and Conference **full registration.**
 - c. MSC Fall General Council Meeting/Leadership Conference, the March General Council Meeting/Fun Day and the General Council Meeting/Annual Convention **registration fee only.**
 8. MSC First Vice President's full **registration** to the ESA Headquarters Leadership Seminar.
 9. The full **registration** for two (2) MARC Representatives or alternates to the Annual MARC Conference.
 10. The MSC will pay the following items from the Travel Fund:
 - a. Round trip coach airfare and transfer expenses between the airport and hotel for the MSC President, or her Alternate, to the IC Convention held within the Continental United States.
 - 1) If the IC Convention is held outside of the Continental United States, a pro-rated allowance will be determined at the prior annual MSC meeting.
 - 2) Should the MSC President, or alternate, elect to utilize other transportation, reimbursement will be for mileage at the current IRS rate per mile, such amount not to exceed the round trip coach airfare.
 - b. Round trip coach airfare and transfer expenses between the airport and hotel for the MSC First Vice President to the ESA Headquarters Leadership Seminar.
 - c. Mileage for the MSC President, First Vice President, and Second Vice President will be paid by the Council Treasury to all MSC functions up to the amount budgeted for each Officer.
- C. There will be a fifty dollar (\$50.00) allowance to defray a MSC IC candidate's introductory expenses at the IC Convention. Appropriate receipts are necessary for reimbursement.

- IV. Chapters are to be notified of the time, date, and place of each meeting no later than fourteen (14) days prior to such meetings. An agenda of business shall be sent no later than seven (7) days prior to the council meetings and should include all materials as detailed as possible (i.e. copies of proposed budgets, executive board recommendation and any changes to be discussed) so that chapters have time to discuss with their membership.
- V. The suggested Order of Business for all council meetings shall be:
- A. Call to Order
 - B. Flag Ceremony including the Pledge of Allegiance
 - C. Opening Ritual
 - D. Chapter Candle Lighting Ceremony
 - E. Invocation
 - F. Introduction of Officers and Guests
 - G. Rules of the Meeting
 - H. Roll Call (stating number of member in chapter and number present).
 - I. Credentials Report (stating voting members present, number needed for majority and number needed for 2/3 vote).
 - J. Minutes of the previous council meeting
 - K. Treasurer's Report
 - L. Correspondence
 - M. Officers' Reports
 - N. Committee Reports
 - O. Any special reports (i.e. chapter, ESA Foundation, IC Convention, etc.)
 - P. Unfinished Business
 - Q. New Business
 - R. Announcements
 - S. Benediction
 - T. Adjournment
 - U. Closing Ritual
- VI. At all meetings, a motion made from the floor shall be presented in writing to the Recording Secretary during the discussion of the motion.
- VII. The MSC officers shall retain files as follows:
- A. The MSC minutes, treasurer's reports, and Chapter Links shall be retained indefinitely and passed on each year.
 - B. Other MSC officers shall retain files of the (2) predecessors and return remaining files to the member who held the office.
- VIII. An honorary member is not obligated in any way by the honor. Although they may attend meetings and speak, they do not have the right to vote nor to make motions by virtue of their honorary position.
- IX. MSC candidates for an I.C. office shall be chosen by secret ballot at the annual meeting based on resumes from each individual candidate published thirty (30) days prior to the vote. Only one (1) candidate shall be chosen.
- X. Chapters proposing a Council philanthropic project shall submit bids with full information on the form provided no later than the March General Council Meeting/Fun Day.

XI. The MSC awards shall include the following:

- A. DISTINGUISHED ATHENIAN SERVICE AWARD (reporting date by April 1) for outstanding educational accomplishments by a chapter Educational Director. A special certificate from ESA Headquarters will be given.
- B. GOLD LINK AWARD (reporting date by April 1) to chapters for submitting a minimum of six (6) educational programs within 30 days of the educational program presented. A certificate will be awarded.
- C. GOLD SEAL MERIT AWARD (reporting date by April 1) for outstanding chapter educational programs for the year to be submitted for IC judging. A certificate will be awarded.
per chapter
- D. MSC OUTSTANDING WOMAN OF THE YEAR AWARD (reporting date by April 1) is judged on a point system from chapter entries, the award will include an appropriate charm, a certificate and a rose.
 - 1. The current MSC Outstanding Woman of the Year, the Council President, and the Awards chairman shall plan and prepare an Outstanding Woman of the Year Presentation ceremony for the banquet at the Annual Meeting in May.
 - 2. The candidate must be a MSC member for one (1) year or more.
- E. MISS ENTHUSIASM AWARD, (reporting by April 1) A gift for the person who has been the most helpful to you throughout the year determined by secret ballot at the Annual Convention.
- F. MEMBERSHIP-RUSHING AWARD (reporting by April 1) A certificate for the top chapter earning the most points in the membership program.
- G. ASSOCIATION OF THE ARTS RECOGNITION (reporting by April 1) – A recognition certificate for those people who submit entries in the Association of the Arts at the annual convention.
- H. MR. ENTHUSIASM AWARD (reporting by April 1) certificate and gift to be given to nominee. If more than one nominee, awards chairman shall have them judged.
- I. PAST STATE PRESIDENT'S AWARDS: (reporting by April 1)
 - 1. Membership Award - to the chapter with the most new pledges. A certificate to the chapter and \$10.00 will be given to the ESA project of the winning chapter's choice.
 - 2. Outstanding Pledge of the Year - A certificate will be awarded and a \$10.00 donation in the winner's honor will be made to the ESA project of her choice.

XII. Love Fund guidelines shall include the following:

- A. Any MSC member in good standing or any MGLSC chapter which may need help is eligible.
- B. The fund is given for any reason other than personal pleasure and within reason to be determined by the Love Fund Committee.
- C. Application for the individual assistance will go directly from the individual to the Love Fund Chairman. Applications for the chapter assistance will be submitted by the chapter president to the Love Fund Chairman.
- D. An individual or chapter wishing assistance is not obliged to reimburse the fund but may make a donation at a later date.
- E. Amount awarded will be determined by the Love Fund Committee up to the maximum of two hundred-fifty dollars (\$250.00).
- F. Contributions to this fund are not compulsory for any chapter or individual.
- G. This fund does not take the place of the ESA Disaster Fund.
- H. This is intended to serve as a guide since most situations do not fall completely into a specific category. It is important for the committee to assess the need carefully when making their recommendation.

XIII. To help maintain ESA's 501(c)3 status, philanthropic donations of \$25.00 or more should be sent direct to the ESA Foundation Turnaround Fund by each individual chapter. Donations must be to a recognized 501(c)3 organization or proof of this designation must be included with the check.

Philanthropic donations less than \$25.00 should be sent direct to the charity by each individual chapter.

XIV. Award Presentation Schedule:

A. At the MGLSC Annual Convention, the following awards will be presented. Submission deadline – postmarked by April 1:

1. Distinguished Athenian Service Award
2. Gold Like Award
3. Gold Seal Merit Award
4. Outstanding Woman of the Year Award
5. Mr. & Ms. Enthusiasm Awards
6. Membership Rushing Award
7. Past State President's Awards

XV Amendments/changes to the Standing Rules may be made at any General Council meeting by a majority vote.

**MICHIGAN
STATE COUNCIL**

**OFFICERS
AND
COMMITTEES**

PRESIDENT

1. Call all Council meetings
2. Publish an agenda seven (7) days prior to each meeting.
3. Preside over all Council meetings
4. Provide leadership to organize the Council into a functional body
5. Attend the International Convention as the MSC official representative or appoint an alternate for voting purposes
6. Appoint standing committees' members with the recommendations from the committee chairmen
7. Appoint and dismiss special committees
8. Chair the Leadership Conference Committee
9. Serve on all committees as an ex-officio member.
10. Appoint an administrative assistant if desired.
11. Appoint the St. Jude and Easter Seals Coordinators, Historian, Chaplain, two (2) MARC Representatives, Collegiate/Youth Coordinator, Corresponding Secretary, Webmaster, and ESA Foundation Counselor
12. Maintain appropriate contact with all MSC members.
13. Write an article for the Council newsletter
14. Plan and prepare, with the assistance of the current MSC Outstanding Woman of the Year and the Awards Chairman, an Outstanding Woman of the Year presentation ceremony for the banquet at the General Council Meeting/Annual Convention.
15. Prepare a report for each meeting as necessary.
16. Serve as a member of the MARC General Board
17. Attend all MARC meetings and conferences or appoint an alternate for voting purposes.
18. Provide an updated Council yearbook for all new MSC members with the assistance of the Junior Past President and First Vice Pr

FIRST VICE PRESIDENT

1. By virtue of her office shall be known as the President-elect
2. Preside in the absence of the President
3. Shall automatically become Council President the following year
4. Attend the ESA Headquarters' Leadership Seminar
5. Act as State Membership Chairman; work in cooperation with the International Membership Director with the assistance of three (3) Chapter Vice Presidents and the Collegiate/Youth Coordinator as necessary.
 - A. Make regular contact with recommend-a-friend people.
 - B. Promote headquarters annual growth program.
 - C. Present Service Awards if requested to do so by the Corresponding Secretary.
6. Act as Nominations Chairman with assistance from two (2) members of the Beacons Chapter and two (2) Chapter Presidents as necessary.
 - A. Solicit at least two (2) nominations for each elective position on the Executive Board.
 - B. Publish a list of nominations at least (30) days prior to the General Council Meeting/Annual Convention.
 - C. Prepare an official ballot to be submitted at the General Council Meeting/Annual Convention.
 - D. Assist the President in filling any vacancies on the Executive Board during the year.
7. Serve on the Convention and Finance Committees
8. Conduct a Chapter Candle Lighting ceremony at the General Council Meeting/Annual Convention.
9. Prepare a report for each meeting as necessary.
10. Write an article for the Council Newsletter to include information relative to membership and nominations as necessary.
11. Conduct a Jewel Pin Ceremony if one is requested.
12. Prepare installation ceremony or request installing officer to prepare the ceremony.
 - A. Arrange for hand carries if desired for installation.
13. Assist the President with the Council Yearbook if requested to do so.

SECOND VICE PRESIDENT

1. To be eligible for the office of Second Vice President, a candidate must have been a Chapter President.
2. Act as State Philanthropic Chairman; work in cooperation with the International Philanthropic Chairman and request assistance as necessary from the Junior Past President, St. Jude Coordinator and Easter Seal Coordinator.
 - A. Receive nominations for an annual state philanthropic project from the chapter.
 - B. Promote the IC philanthropic projects.
 - C. Compile statistical report from individual chapters concerning chapter and Council philanthropic work.
 - D. Submit a compiled Council report to IC of chapter and Council philanthropic work.
3. Receive and present bids for all meetings.
4. Assist any chapter with philanthropic activities as requested.
5. Assist the Corresponding Secretary with awards as requested.
6. Prepare a report regarding State Philanthropic activities for each meeting as necessary.
7. Plan and supervise the Flag Ceremony, including the Pledge of Allegiance, at the General Council Meeting/Annual Convention.
 - A. At the General Council Meeting/Leadership Conference and the General Council Meeting/Fun Day, the flags should be posted prior to the meeting.
8. Write an article for the Council newsletter to include information relative to philanthropic projects as necessary.

JUNIOR PAST PRESIDENT

1. Act as state chairman for the IC Disaster Fund and the MSC Love Fund.
2. Assist the President with the Council yearbook if requested to do so.
3. Provide the Second Vice President with IC Disaster Fund and MSC Love Fund information as requested.
4. Assist the Corresponding Secretary with Awards as requested.
5. Serve on the Courtesy Committee.

RECORDING SECRETARY

1. Record the minutes of all Council meetings.
2. Distribute General Board meeting minutes to all General Board members no later than one (1) month following the meeting.
3. The General Council Meeting/Annual Convention minutes should include a record of all events at the Convention.
4. Minutes should include a synopsis of officer and committee reports.
5. Assist the Historian with the MSC history if requested to do so.
6. Retain annual election ballots for one (1) year if paper ballots were used.
7. Retain all minutes of the Council and pass on each year.
8. Distribute General Council meeting minutes to all MSC members no later than one (1) month following the meeting.

TREASURER

1. Receive all monies for the Council
 - A. Deposit all monies within seven (7) days of receipt
 - B. Recipients of Council reimbursements shall cash checks within seven (7) days of receipt.
2. Prepare a financial report to be distributed at all meetings
3. Submit all accounts for outside audit annually.
 - A. Individual performing the audit should have training in financial area, as in banking, credit unions, or other financial institutions.
4. Will be responsible for ordering full crown pin and gavel guard for the incoming president and have it ready for convention
5. Bill each chapter for all Council assessments
6. Open all Council accounts:
 - A. One checking account for both general and special funds
 - B. Maintain separate records of the monies in the general and special funds
Special funds are the Communications, Love and Travel Funds
 - C. The Council President's signature as well as the Council Treasurer's signature is to be on file at the bank. Each has the authority to sign checks and to authorize payment of bills.
7. Shall be sure the MSC insurance bond is current.
8. Shall chair the Finance Committee
9. Conduct roll call at each Council meeting by chapters to determine how many voting members are present.
 - A. Determine number of votes needed for both a simple majority and 2/3 majority and read that information into the minutes of each Council meeting.
10. Write an article for the Council newsletter as necessary.
11. Prepare Tax Facts Report for the Council and submit to ESA Headquarters by September 15th of each year.

COUNCIL EDITOR

1. Publish four (4) copies of the Council newsletter (August 15, October 15, January 15, and March 15)
2. Prepare a report for each meeting as necessary.
3. Set a reasonable deadline for the receiving and publishing of said materials
4. The Council Editor is reimbursed from the Communications Fund for expenses (paper, postage, etc.)
5. Send complimentary copies of the newsletter to the IC President, MARC President, and the IC and MARC representatives to the MSC State Convention.
6. Publish the MSC roster and an all-Council calendar in the August 15th edition of the newsletter.

PARLIAMENTARIAN

1. Advise the President on matters relating to parliamentary procedure according to Robert's Rule of Order, Newly Revised and to the Michigan Great Lakes State Council By-Laws
2. Chair the By-law-Standing Rules Committee
3. Present by-law changes at any General Council meeting.
4. Distribute proposed by-law revisions to each MSC member no later than 30 days prior to a General Council meeting.
5. Provide an amended copy of the by-laws to each MSC member no later than one (1) month after approval.
6. Prepare a report for each meeting as necessary.
7. Write articles for the Council newsletter as necessary.

EDUCATIONAL DIRECTOR

1. Submit Distinguished Athenian and Gold Link award information to the Corresponding Secretary and President.
2. Provide chapter report forms for the Chapter Educational Directors and receive completed forms back
3. Prepare a Council educational report and submit it to the IC Educational Director
4. Work with Chapter Educational Directors
5. Plan and supervise workshops at all Council meetings with the assistance of four (4) chapter Educational Directors if time permits.
6. Co-chair the General Council Meeting/Leadership Conference Committee
7. Assist the Corresponding Secretary with awards as requested.
8. Prepare a report for each meeting as necessary.
9. Write articles for the Council newsletter as necessary.

APPOINTED OFFICERS

1. **CORRESPONDING SECRETARY**
 - A. Assist the President with all correspondence
 - B. Act as Scrapbook Committee Chairman, if the President requests a scrapbook, with assistance from the Administrative Assistant as necessary.
 1. Collect memorabilia of the Council year including the taking of photographs at all event.
 2. Design and construct a scrapbook to present to the Junior Past President at the General Council Meeting/Leadership Conference following her year of administration.
 - C. Act as Awards Committee chairman with assistance from the Junior Past President (Disaster Fund & Love Fund), Second Vice President (Philanthropic), and the Educational Director (Distinguished Athenian & Gold Seal) as necessary.
 1. Receive entries and arrange all judging of awards.
 2. Secure uniform certificates for first place winners.
 3. Make Award presentations with assistance as necessary.
 - D. Read highlights of all pertinent correspondence at each meeting.
 - E. Write articles for the Council newsletter including activities relating to awards and the President's scrapbook as necessary.
 - F. Purchase a gift for the Council President up to the budgeted amount to be presented at the General Council Meeting/Annual Convention.
 - G. Plan and prepare, with the assistance of the current MSC Outstanding Woman of the Year and the Council President, an Outstanding Woman of the Year presentation ceremony for the banquet at the General Council Meeting/Annual Convention.
 - H. Prepare a list of award recipients for all attendees at the Awards Luncheon at the General Council Meeting/Annual Convention.
2. **ADMINISTRATIVE ASSISTANT**
 - A. Duties are assigned by the Council President
 - B. Assist the Corresponding Secretary with the President's Scrapbook if requested to do so.
3. **CHAPLAIN**
 - A. Conduct a Chapel service Sunday morning at the General Council Meeting/Annual Convention.
 - B. Send cards or other remembrances to any MSC member at special times (birth, death, marriage, or illness.)
 - C. Serve on the Courtesy Committee
 - D. Write articles for the Council newsletter to include information relative to this office as necessary.
 - E. Prepare an Opening Thought and meal prayers for each meeting.
 - F. Forward MSC information to the IC Chaplain and forward the IC Chaplain's reports to tall MGLSC members having email.

4. ESA FOUNDATION COUNSELOR
 - A. Must be a member of the ESA Foundation
 - B. Serve a two (2) year term.
 - C. Promote the interest and assist in the growth of ESA Foundation membership
 - D. Inform the members of the Foundation's purpose
 - E. Encourage participation in its activities
 - F. Develop and maintain an up-to-date file of individual and chapter Foundation members.
 - G. Present a report at all Council meetings as necessary.
 - H. Write articles for the Council newsletter to include information relative to this office as necessary.

5. HISTORIAN
 - A. Act as Chairman of the History Committee with assistance from the Recording Secretary, Beacons Secretary, and one (1) chapter secretary as necessary.
 - B. Maintain the Council History which should include a summary that is continually updated
 - C. Retain all items of a historical nature
 - D. Write articles for the Council newsletter to include information relative to this office as necessary.

6. ST JUDE COORDINATOR
 - A. Attend St. Jude seminars at IC level
 - B. Coordinate, schedule, advise and assist chapters with St. Jude fund-raising projects
 - C. Write articles on St. Jude projects for the Council newsletter
 - D. Maintain a liaison with ALSAC representative
 - E. Provide the Second Vice President with St. Jude philanthropic information as requested.

7. EASTER SEAL COORDINATOR
 - A. Attend Easter Seal Seminars at IC level
 - B. Coordinate, schedule, advise and assist chapters with Easter Seal fund raising projects
 - C. Write articles on Easter Seal projects for the Council newsletter
 - D. Maintain liaison with Easter Seal Representatives
 - E. Provide the Second Vice President with Easter Seal philanthropic information as requested.

8. MARC REPRESENTATIVES
 - A. Representatives to serve a one (1) year term, but may be re-appointed for successive terms
 - B. Qualifications
 1. Must be able to travel within the Midwest Regional Area
 2. Should be able to attend IC Convention and MARC Conference
 - C. Duties
 1. Serve as a member of the MARC General Board
 2. Attend all MARC meetings and conferences
 3. Present a report at Council meetings as necessary
 4. Write articles for the Council newsletter about MARC as necessary
 - a. Inform members of purpose, benefits and activities of MARC
 - b. Promote interest and encourage participation in MARC activities

9. COLLEGIATE/YOUTH COORDINATOR
 - A. Promote interest and assist in the growth of new collegiate chapters in the Council
 - B. Help strengthen the existing collegiate chapters
 - C. Help strengthen the Council by placing collegiate graduates in traditional chapters
 - D. Inform the Council of collegiate activities
 - E. Encourage the attendance and participation of collegiate chapters at Council functions
 - F. Write articles for the Council newsletter as necessary
 - G. Assist the First Vice President with membership information as requested.
 - H. Encourage youth membership in DESA program (Debutante of Epsilon Sigma Alpha – birth through age 11) and the ELAN (Education-Leadership-Affirmation-Networking – ages 12-17.)

10. WEBMASTER
 - A. Maintain the following items on the Council website:
 1. MSC By-laws and Standing Rules
 2. List of the Council Officers and Chapter Presidents
 3. Minutes of the Council Meetings
 4. All-Council Calendar of Events
 5. Links to Chapter, International Council, and MARC websites

STANDING COMMITTEES

1. FINANCE
 - A. Membership
 1. Treasurer, Chairman
 2. First Vice President
 3. One (1) Council member from each of three (3) different chapters.
 - B. Duties
 1. Submit a proposed budget for approval at the final session of the General Council Meeting/Annual Convention.
 2. Submit any expenses in excess or in addition to budgeted amount for the approval of the General Board.
 3. Provide ways and means project to support the approved budget if necessary

2. BY-LAW & STANDING RULES REVIEW
 - A. Membership
 1. Parliamentarian, chairman
 2. Junior Past Parliamentarian
 3. One (1) chapter member from each of three (3) different chapters.
 - B. Duties
 1. Review the Council By-Laws annually

3. LEADERSHIP CONFERENCE
 - A. Membership
 1. President, Chairman
 2. Educational Director, co-chairman
 - B. Duties
 1. Plan and conduct the annual Leadership Conference for the Council membership

4. IC DISASTER – MSC LOVE FUND
 - A. Membership
 1. Junior Past President, chairman
 2. President of the Beacons chapter
 3. One (1) chapter president. Exception: The president of the applicant's chapter is ineligible for this committee.
 - B. Duties
 1. Receive applications and approve recipients of the Council Love Fund

5. COURTESY
 - A. Membership
 1. Junior Past President, chairman
 2. Chaplain
 3. Outstanding Woman of the Year
 4. Distinguished Athenian
 - B. Duties
 1. Prepare a humorous presentation to summarize the happenings of the General Council Meeting/Annual Convention to be presented at the final session.

6. GENERAL COUNCIL MEETING/LEADERSHIP CONFERENCE
 - A. The Leadership Conference Committee shall be responsible to plan and conduct the annual Leadership Conference
 - B. The hostess chapter will coordinate the Council meeting as follows:
 1. Arrange for meeting facilities, meals and, if necessary, lodging
 2. Send out registration information and maps after approval by the General Board
 3. Receive and issue receipts for all registration monies
 4. Name tags
 5. Lodging for one (1) night, if necessary, and any planned meals for the Council President
 6. Remit one-third (1/3) of the profit of the registration fee along with a financial statement to the Council Treasurer within thirty (30) days after the meeting (the registration fee is the fee set by the hostess chapter, approved by the General Board and includes everything but meals)

7. GENERAL COUNCIL MEETING/FUN DAY
 - A. The hostess chapter shall be responsible for planning and conducting the Fun Day activities
 - B. The hostess chapter will coordinate the Council meeting as follows:
 1. Arrange for meeting facilities, meals, and if necessary, lodging
 2. Send out registration information and maps after approval by the General Board
 3. Receive and issue receipts for all registration monies
 4. Name tags
 5. Lodging for (1) night, if necessary, and any planned meals for the Council President
 6. Remit one-third (1/3) of the profit of the registration fee along with a financial statement to the Council Treasurer within thirty (30) days after the meeting. (The registration fee is the fee set by the hostess chapter, approved by the General Board and includes everything but meals and any Fun Day activities for which there is already a charge)

8. GENERAL COUNCIL MEETING/ANNUAL CONVENTION
 - A. The MSC shall hold its annual three (3) day meeting and convention by May 31
 - B. The purpose of the annual meeting shall be to elect officers, receive reports of officers and committees, and transact any business that may arise
 - C. The hostess chapter will coordinate the Annual meeting and set the registration fee to realize a profit for the Council treasury
 - D. The hostess chapter shall:
 1. Plan the theme
 2. Arrange for meals, meeting rooms and lodging
 3. Appoint a Registration Chairman
 - a. Collect registration monies to be included with registration
 - b. Issue full refund for cancellations received up to fourteen (14) days prior to convention, after that a 15% charge will be deducted from the total monies remitted
 4. Be responsible for name tags, meal tickets and convention program to include the agenda of the meetings provided by the Council President
 5. Arrange for a convention florist
 6. Plan and arrange for banquet entertainment
 7. Remit the total profits from the registration fee along with a financial statement to the Council Treasurer within thirty (30) days after the meeting
 - a. The registration fee being the fee set by the hostess chapter and approved by the General Board, to include everything but meals
 8. Be responsible for payment of the following:
 - a. Council President's lodging for two (2) nights and meals
 - b. Corsages or flowers for the Council President, President elect, one (1) official IC/ESA Headquarters representative, and one official MARC representative
 - c. One (1) meal for one (1) MSC Philanthropic Project representative, one (1) St. Jude representative, and (1) Easter Seal representative
 - d. Meals and lodging for one (1) official IC/ESA Headquarters representative and one (1) official MARC representative
 - e. Gifts for the official IC/ESA Headquarters and official MARC representatives
 - f. Banquet entertainment
 - E. The Beacons Chapter shall act as official hostesses to the IC/ESA Headquarters and MARC representatives prior to the opening of the Annual Meeting, with the expenses not to exceed the budgeted amount