



## ILLINOIS STATE COUNCIL STANDING RULES

1. At all meetings of the ISC, voting delegates shall be seated in designated areas and shall be identified by special badges, which can be readily seen by the presiding officer.
2. At the Annual Convention, First General Assembly, the Chaplain will light the Sue Scherer Memorial Candle in memory of all deceased members of the ISC. The candle will burn throughout convention and shall be extinguished prior to the retiring of the flags on Sunday morning.
3. At the Annual Convention, campaigning for the candidates of the ISC shall be limited to Friday night.
4. Awards shall be given for: Rushing, Outstanding Youth, Disaster Fund, ESA for St. Jude, Easter Seals, Philanthropic, ESA Foundation, Distinguished Athenian, Distinguished Achievement Award, and Association of the Arts Awards, Camp New Hope, and Hope for Heroes. These awards are announced at the discretion of the President. The cost of the award certificates shall be assumed by the ISC Treasury.
5. Chapters must be in good standing with International Council and ISC to compete for state awards.
6. Award entry forms will posted on the state website. These forms may not be altered or changed without the vote of the general membership. Awards and rules governing the awards follow; not all awards are certificates unless specifically noted otherwise. The appropriate forms must be submitted by email and/or US mail post marked by May 10th to the respective chairperson.

### Bobbie Atchison ESA for St. Jude Award (1st – 3rd Place)

Award shall be determined by the amount of money donated from May 1 to April 30 by chapter, and shall be given to the chapters with the highest dollar contribution to St. Jude Children's Research Hospital.

### Mary E. Erickson St. Jude Award (1st – 3rd Place)

Award shall be determined by the total number of hours donated by chapter members from May 1 to April 30 and shall be given to the chapters with the highest number of hours contributed to St. Jude Children's Research Hospital.

### Camp New Hope State Project Award

#### Monies (1st – 3rd Place)

All monies donated by the chapter from May 1 to April 30. Monies shall consist of the following:

1. All monies donated or collected through the efforts of ESA.
2. Monetary value, which shall be based on 20 percent of the original retail price of used items donated and full retail value of new donated items.
3. IRS established rate per mile for travel to a Camp New Hope project.

Include all monies for both State and Chapter projects. The award will be given to the chapters with the highest dollar amount donated.

#### Hours (1st – 3rd Place)

All hours donated by the chapter from May 1 to April 30. Hours shall consist of the following:

1. Hours donated in the name of ESA.
2. Hours spent on Ways and Means projects (if any money raised was contributed to Camp New Hope projects)
3. Hours spent in travel to and from a Camp New Hope project.

Include all hours for both State and Chapter projects. The award will be given to the chapters with the highest number of hours.

#### Distinguished Achievement Award

A plaque/trophy/framed certificate award shall be made to a non-ESA individual who has contributed above and beyond to the community in which she/he lives. Her/His exemplary endeavors should be recorded in accordance with the rules outlined on the nomination form. The recipient will be honored at the annual convention.

#### Easterseals Award (1st – 3rd Place)

Award shall be determined by the amount of money donated from May 1 to April 30 by chapters and shall be given to the chapters with the highest dollar contribution to Easter Seals.

#### Hope for Heroes Award

##### Monies (1st – 3rd Place)

All monies donated by the chapter from May 1 to April 30. Monies shall consist of the following:

1. All monies donated or collected through the efforts of ESA.
2. Monetary value, which shall be based on 20 percent of the original retail price of used items donated and full retail value of new Hope for Heroes project.

Include all monies for both State and Chapter projects. The award will be given to the chapters with the highest dollar amount donated.

#### Hours (1st – 3rd Place)

All hours donated by the chapter from May 1 to April 30. Hours shall consist of the following:

1. Hours donated in the name of ESA.
2. Hours spent on Ways and Means projects (if any money raised was contributed to Hope for Heroes projects)
3. Hours spent in travel to and from a Hope for Heroes project.

Include all hours for both State and Chapter projects. The award will be given to the chapters with the highest number of hours

#### Judy Kline Disaster Fund Award (1st – 3rd Place)

Award shall be determined by the amount of money donated from May 1 to April 30 by chapters and shall be given to the chapters with the highest dollar contribution.

#### Marilyn Knuth Distinguished Athenian Service Award

Award shall be presented to the Chapter Educational Director who has gone above and beyond the call of duty in her/his service to the chapter's educational program. The State Educational Director will make the final selection.

#### Mary Jo Gallagher ESA Foundation Award (1st – 3rd Place)

Award shall be determined by the amount of money donated from May 1 to April 30 by chapters and shall be given to the chapters with the highest dollar contribution.

#### Membership Pledge Awards

Dalena Hall Collegiate Chapter Pledge Award

Collegiate chapter pledging most members from May 1 to April 30, not to include members from a Sister Chapter. Award will be given by the President-Elect based on the number of pledges provided by the ESA Headquarters Membership Report.

#### Gail Savidge Chapter Pledge Award

Community chapter pledging most members from May 1 to April 30, not to include members from a Sister Chapter. Award will be given by the President-Elect based on the number of pledges provided by the ESA Headquarters Membership Report.

#### Outstanding Pledge/Member of the Year

Each chapter in good standing with the ISC may submit the name of an Outstanding Pledge and Outstanding Member of Year, who will be presented by Awards Chair at Saturday Banquet.

#### Outstanding Youth Award

The ISC treasury shall provide a \$50.00 check as approved in the designated budget and a certificate will be awarded to the recipient. Recipient must be enrolled in 7th through 12th grade and must comply with the rules set forth on the nomination form for the Outstanding Youth Award. The recipient shall be honored at the annual convention.

#### Sister Chapter Award

Award to chapter pledging the most members to a Sister Chapter from convention to convention; entry blanks must be filled out at the annual convention and placed in ballot box.

#### Spirit Award

A spirit award will be given at the conclusion of the awards luncheon at the annual convention to the most enthusiastic chapter(s) demonstrating the ESA spirit for teamwork; the ISC President will select the judges.

#### Usterwuzzers Philanthropic Award

##### Monies (1st – 3rd Place)

All monies donated by the chapter from May 1 to April 30. Philanthropic monies shall consist of the following:

1. All monies donated or collected through the efforts of ESA.
2. Monetary value, which shall be based on 20 percent of the original retail price of used items donated and full retail value of new donated items.
3. IRS established rate per mile for travel to a philanthropic project.

Include all monies for both State and Chapter projects. The award will be given to the chapters with the highest dollar amount donated.

##### Hours (1st – 3rd Place)

All hours donated by the chapter from May 1 to April 30. Philanthropic hours shall consist of the following:

1. Hours donated in the name of ESA.
2. Hours spent on Ways and Means projects (if any money raised was contributed to Philanthropic projects)
3. Hours spent in travel to and from a Philanthropic project.

Include all hours for both State and Chapter projects. The award will be given to the chapters with the highest number of hours donated.

7. The ISC Fiscal Year is July 1 - June 30, all checks must be cleared prior to fiscal year-end.

8. The ISC Treasury shall pay expenses of executive and appointed officers, and committee chairs and general advisory board members as designated in the approved budget.

9. The executive and appointed officers, and committee chairs and general advisory board members must submit expense vouchers with receipts to treasurer for reimbursement by June 1 (with exception of convention expenses); if amount is greater than designated in the approved budget, overage will be voted on at annual convention.
10. The ISC Treasury shall pay expenses as designated in the approved budget for the State President or representative, which shall consist of transportation, room, and registration fees to the International Convention when the convention is held within the conterminous United States. Funds permitting, an amount may be budgeted to help defray the costs toward transportation expenses outside conterminous United States. A round trip coach airline fare or IRS rate cents per mile for automobile, whichever is the least expensive shall be paid.
11. The ISC Treasury shall defray travel and registration expenses as designated in the approved budget for the State President or representative to attend the MARC Conference.
12. The ISC Treasury shall pay travel and registration fee expenses as designated in the approved budget for President-Elect to attend the annual Leadership Conference.
13. The ISC Treasury shall pay the host chapter of the annual convention \$500 as designated in the approved budget to help defray the cost of planning the convention. The profit of the state convention shall be divided equally between the ISC Treasury and host chapter.
14. The ISC Treasury shall pay the convention registration fees for the ISC Executive Board for full convention attendees.
15. The ISC Treasury shall pay the \$7.50 reduction for annual convention registration for full convention attendees as designated in the approved budget for Awards Director, Chaplain, ESA for St. Jude Chair, Collegiate Chair, Convention Co-Chairs, , Easterseals Chair, Educational Director, ESA Foundation Counselor, ESA'ly Yours Co-Editors, Historian, Hope for Heroes Chair, MARC Representatives (2), Philanthropic Chair, Publicity /Social Chair, , Web Master, Auditing Chair, and Budget and Finance Chair.
16. The ISC Treasury shall waive the chapter assessment and individual member state dues of any newly chartered or reactivated chapter for their first fiscal year.
17. The ISC Treasury shall pay as designated by the approved budget a gift for the ISC President, Illinois elected or appointed International Council Officer(s), and Illinois candidate(s) for International Council office(s) by the ISC President-Elect or designee at the International Council Convention.
18. The ISC Treasury shall pay for the Full Crown Pin for the incoming ISC president to be presented to her/him at Convention. It shall be the duty of the ISC Treasurer to make this purchase.
19. The ISC Treasury shall pay expenses as designated in the approved budget towards cost of the installation of officers at the annual convention.
20. The ISC Treasury shall pay the registration and room costs for the International Council Representative and MARC Representative. The IC Representative and MARC Representative shall room together.
21. The ISC Treasury shall pay the meal costs for the President-Elect's two guests attending the Saturday evening banquet and one guest for Sunday Brunch.
22. The ISC Treasury shall pay the meal cost of the Saturday lunch for the State Outstanding Youth and one guest, and the State Distinguished Achievement Award recipient and one guest.
23. At convention, the ISC Treasurer shall provide the audit chair and committee with the financial reports up to convention for audit. The ISC Treasurer shall send the final financial report to complete audit by July 10.

24. The Auditing chair and committee shall review all financial records up to convention and report their findings at the Second General Assembly of the annual meeting. The audit for the financial activities between convention and fiscal year-end will take place by July 31; the audit chair shall coordinate with treasurer and send final audit report to ISC Executive Board.

25. In the event of the death of an ISC Past President or any present ISC Officer, elected or appointed, a \$20.00 memorial donation in her/his name shall be made to the St. Jude Children's Research Hospital.

26. The State Scrapbook, as compiled by the Historian, shall be given to the State President at the expiration of her/his term.

27. The Host Chapter shall not be held responsible for any meal reservation made for an advisory board meeting or annual convention not fulfilled or canceled by the stated cancellation date. Individual members will be held responsible for payment.

28. Any chapter hosting a state meeting/convention shall provide a detailed financial report to be published in the next issue of ESA'ly Yours after the event.

29. The ESA'LY Yours shall be published and emailed or mailed to members no later than three weeks after the deadline date. Annual dues of all members of the ISC include a subscription to the ESA'ly Yours.

30. The Past President shall accept the awards at the International Council Convention.

31. There shall be an ISC Past President Auxiliary, composed of all ISC Past Presidents in good standing with state and headquarters, to serve as advisors to the ISC elected and appointed officers.

32. The state philanthropic projects are: Camp New Hope, Easterseals, and St. Jude Children's Research Hospital (Midwest Affiliate and Memphis).

33. The following is a guide for the Order of Business of each General Assembly at Annual Convention in which business is conducted and may be changed at the discretion of the ISC President and Executive Board:

Call to Order

Opening Thoughts

Roll Call

Approval of Minutes

Officers' Reports

Standing Committee Reports

Special Committee Reports

Unfinished Business

New Business

Adjournment

34. These Standing Rules may be amended at any meeting of the ISC by a majority vote of the voting membership.

Approved June 9, 2018

Revised June 8, 2019