

California State Council
EXECUTIVE BOARD - PROCEDURES

GENERAL ATTITUDE

1. Remember, when you are visiting Chapters and Regional Councils, you are representing the California State Council [CSC].
2. Expressing a personal opinion may be interpreted as the opinion of CSC.
3. A vote on a question should be made in an impersonal manner. What is best for CSC should govern decisions.
4. Before taking any action for which there is no precedent, check with the CSC President and request approval.
5. No member of the CSC Executive Board may serve on any CSC Committee other than those directly associated with the elected office.

COMMUNICATION

1. Communications, which concern the CSC Executive Board as a whole, shall be sent to each member of the CSC Executive Board. Requests for approval or information should be answered immediately.
2. When sending information to Chapters, a copy should go to each member of the CSC Executive Board.
3. Material going to the Regional Councils should also go to each member of the CSC Executive Board.
4. Utilize Mentor/Mentee program set up by the Key's.

MEETINGS

- A. The CSC Executive Board shall meet a minimum of four times a year to outline plans for furthering the interests of the Chapters of this organization.
 1. CSC Convention, the incoming and outgoing CSC Executive Boards shall meet for the first CSC Executive Board meeting. The time shall be scheduled by the incoming CSC President and will be prior to the last General Assembly.
 2. A meeting is to be held in conjunction with the CSC Leadership.
 3. A Fall meeting may be held as deemed necessary, and may be held via a conference call.
 4. A Spring meeting shall be held within 90 days prior to the annual CSC Convention (usually in late February/early March).
 5. A final meeting shall be held at the CSC Convention preceding its opening.
 6. Special meetings of the CSC Executive Board may be held at the call of the CSC President or a majority of the CSC Executive Board members.
- B. CSC Executive Board may vote by e-mail using the following method when necessary for the CSC Executive Board Standing Rules and any CSC Executive Board issues that need immediate attention:
 1. CSC President will send the request for a vote by e-mail to all CSC Executive Board members.
 2. All CSC Executive Board members will confirm receipt of the request within 48 hours.
 3. All CSC Executive Board members will e-mail their vote to **all** CSC Executive Board members.
 4. All CSC Executive Board members must vote.
 5. If a CSC Executive Board member does not respond or does not have e-mail, the CSC President will contact the member by telephone and notify the remaining CSC Executive Board members of the vote.
 6. CSC President will confirm the receipt of the responses and the voting results to all CSC Executive Board members.
 7. Any action resulting from an e-mail vote must be ratified by the CSC Executive Board at its next regular meeting.
 8. CSC Recording Secretary shall receive a record of said vote from the CSC President, which will be attached and/or included in the minutes when ratified at the next regular CSC Executive Board meeting.

DUTIES OF OFFICERS

Aside from duties called out in the CSC Standing Rule #8, the following shall apply:

- A. President
 1. Shall establish the Blue 'N Gold assignments for the CSC Executive Board and Chairmen and assign Regional Council visitations by the CSC Executive Board and Board counterparts for CSC Chairmen.
 2. Keep the Vice President/President-Elect apprised of any correspondence, plans, etc., affecting the

coming year.

3. Work closely with the Vice President/President-Elect on the CSC Leadership
4. Work closely with the Recording Secretary on the CSC Convention workshops.
4. Be responsible for all permanent files of CSC. Coordinate with the Keys President, keeper of the CSC History Book, regarding historical materials at the conclusion of the term of office.
5. President shall maintain appropriate communication with the membership of CSC. This will include, but not be limited to, writing an article for the *Blue 'N Gold*, communication with the members of the CSC Executive Board and preparing a report including all pertinent correspondence for each meeting. In addition to the above, the CSC President shall publish an agenda for each meeting 15 days prior to that meeting for the CSC Executive and CSC General Board meetings and provide a draft copy to all members of the CSC Executive Board.
6. Be the custodian of the California State traveling flag.

B. Vice President / President Elect

1. Shall coordinate with the Membership Chairman of each Regional Council to promote membership growth.
2. Shall be allowed an advance for reservations in connection with ESA Headquarters President's Leadership Conference, if needed.
3. The first notification concerning CSC Leadership (announcing the date and place) to the membership shall be included in the April issue of *Blue 'N Gold* and be communicated to the membership no later than the last General Assembly at CSC Convention.
4. Present for approval the Proposed Leadership Budget at the CSC Executive Board meeting held in May.
5. Coordinate the activities of the appointed CSC Chairmen for CSC Leadership and CSC Convention.
6. Custodian of the California State Council LCD projector and screen and responsible for having these items available at CSC Leadership and CSC Convention, if necessary.
7. Coordinate with the upcoming Convention Committee for storage of flags, pole, and stands.
8. Serve as Nominating Chairman.

C. Corresponding Secretary

1. Along with the CSC President shall establish a system to transact business mutually agreed upon and convenient to both.
2. Distribute a Yearbook to the CSC Executive Board, members of the CSC General Board, others deemed necessary upon request of the CSC President, or those individuals that have ordered the Yearbook. This Yearbook may contain, but not be limited to, the names and addresses of all CSC Executive Board and Chairmen, Chapter Presidents, Regional Council Presidents, a list of member Chapters of each Regional Council. Any changes to the Yearbook will be forwarded to the membership via the Blue 'n Gold.
3. At CSC Executive Board meetings, the Corresponding Secretary shall collect a maximum of \$10.00 from each Executive Board member to defray expenses for hosting [i.e. food, drinks, etc.].
4. Provide pertinent information and guidelines to the incoming CSC Corresponding Secretary regarding the duties of the CSC Corresponding Secretary and the Yearbook needs no later than February 1st of the current year.

E. Recording Secretary

1. Forward, within four weeks, a draft copy of all CSC Executive and General Board meeting minutes to the CSC President and CSC Vice President / President Elect for review. The CSC President and CSC Vice President shall be empowered to approve the minutes of the CSC Executive Board in e-mail or U.S. Mail draft prior to the mailing of the minutes to the members of the CSC Executive Board. Copies of the minutes are to be forwarded to all CSC Executive Board members four weeks prior to a scheduled Board meeting for their review and discussion at the meeting. Once the minutes have been approved as presented, she shall e-mail or US mail copies of all the CSC Executive Board meeting minutes to the CSC Executive Board members only.
2. Minutes of the CSC General Board meetings shall be forwarded, either by email or U.S. mail, to all members of the CSC Executive Board, General Board, IC Representative and IC President. Minutes may be provided to other members upon written request accompanied by a self-addressed stamped envelope.
3. Edit and Compile workshop brochures, if any for Convention.
4. Plan and coordinate format and work with President on Workshops for Leadership conference. Publish final financial statement of Leadership in September *Blue 'n Gold*.

5. Plan and direct all workshops at Convention, work with President on securing Keynote speaker.

F. Treasurer

1. Keep the CSC Executive Board updated on Chapters delinquent in CSC dues. Send a list to Regional Council Presidents asking for help with their delinquent Chapters. Distribute dues statements so that Chapters may receive them no later than September 1st.
2. Assist IC Treasurer in securing payment of past due IC Chapter dues. Keep CSC President informed of all collection activities.
3. Compile a list of paid Chapters by February 15th for the Nominating Chairman to verify eligibility for offices. By March 3rd, compile an updated list of paid Chapters for various awards and forward to the following Chairmen: Educational, Philanthropic, IC Project Coordinator, Disaster Fund, Jr. Past President/Parliamentarian, Awards, and Credentials. Other individuals may request information from the CSC Treasurer by the March 3rd deadline to complete recognition of achievements that are not CSC sponsored awards.
4. Maintain a membership roster with all contact information.
5. Verify that all Chapters having state Chairmen are paid to date on CSC dues, notifying the Chairman if Chapter is delinquent. A copy is to be sent to the CSC President and the Officer to whom the Chairman reports.
6. In the event it is necessary to have a 'special fund-raising' effort for the State Treasury, act as liaison between the Chairman and the CSC Executive Board and supervise all activities pertaining to such an activity.
7. The financial examination for the CSC Treasurer's books shall be completed prior to the incoming CSC Executive Board meeting at the CSC Leadership. Copies of the financial reviews (CSC Treasury, Disaster Fund, *Blue 'n Gold*, State Philanthropic Project, and Ways and Means) and completed Tax Exempt Form will be forwarded to the Outgoing CSC President and Incoming CSC President and CSC Treasurer at year's end.
8. Place copies of the financial reviews in the CSC Treasurer's Historical Record book.
9. Responsible for ordering the CSC President's Gavel Guard to be given to the Incoming President at the CSC Convention on Sunday, if one is needed.
10. Participate in Budget Committee for the coming year, and assist in preparing budget.

G. Jr. Past President / Parliamentarian

1. Review the CSC *Bylaws, Standing Rules, Campaign Rules, Convention Rules* and *Executive Board Procedures*. Proposed revisions will be presented to the CSC Executive Board for approval and responsible for presenting the revisions to *Bylaws* and *Standing Rules* as directed by the CSC Executive Board to the membership. Provide an updated copy of *Bylaws, Standing Rules* and *Executive Board Procedures* to the Webmaster for posting on the California website.
2. Serve as State Disaster Fund Chairman. The Jr. Past President/Disaster Fund Chairman shall review all applications directed to this fund and follow the policies and procedures established by the IC Executive Board.
3. Prepare ballots and ballot box if more than one future Convention site is proposed.
4. Receive the State Philanthropic Project ballots.

H. Communication Responsibilities for CSC Officers

1. All officers shall provide a summary of activities and oral report at each Executive Board meeting, with a year-end written report due at Convention.
2. Within 30 days of Convention, all records and materials pertaining to a CSC Officer must be turned over by the retiring Officer to her successor. All files should be in order and up-to-date and be retained as outlined in CSC Standing Rule 3.
3. Attend Regional Council meetings as often as possible, remembering that you do so as a CSC Officer. Use the opportunity to remind Chapters of dues, nominations, etc. Carry the CSC Executive Board message to the Regional Councils.
4. Members of the CSC Executive Board may make recommendations from their observations of potential leaders and recommend those members to the CSC Vice President/President Elect for consideration in appointing Chairmen for the coming year.
5. Promote convention during all visitations.

FINANCES

1. The proposed operating budget shall be prepared with assistance from the CSC Budget Committee, consisting of the following CSC Executive Board members the President, Vice President/President

Elect, incoming Treasurer and the outgoing Treasurer. As a courtesy the budget is distributed at the CSC Leadership.

2. No expense of any type is to be paid without approval of the CSC Executive Board unless specifically noted in *CSC Bylaws*, *Standing Rules*, the approved Budget, or these *Executive Board Procedures*
3. Expenses previously approved by the CSC Executive Board may be paid by the CSC Treasurer upon written presentation, provided the CSC President has been notified of the expenditures.
4. All other expenses are to be submitted in writing, in itemized form **with appropriate receipts**, to the CSC Treasurer. The CSC Executive Board must approve all expenses.
5. Monies to be paid by the CSC Treasurer without waiting for approval from the entire CSC Executive Board are as follows:

AMOUNT	DESCRIPTION
\$200	Advance to the Local Convention Committee, upon written request two years in advance.
\$400	Advance to the Local Convention Committee, upon written request one year in advance.
\$200	To the CSC President for operating expenses at the beginning of the Year.
\$200	To the Incoming CSC Corresponding Secretary before May for the Yearbook.
\$75	Advance to the Vice President/President Elect for CSC Leadership start-up expenses after February 15 th [this is the Leadership for the coming year]
\$10	Payable to Western States Regional Council [WSRC] and mailed to WSRC Treasurer for annual CSC dues
\$15	ESA Foundation for annual CSC dues
\$45	Payable to IC and mailed to IC Treasurer for annual CSC dues
X amount \$	To Vice President/President Elect for ESA Headquarters Leadership and IC Convention before the close of CSC books. [Note: Budgeted amount varies yearly.]
\$50	Financial assistance per Standing Rule 2C for a CSC member that is a candidate for IC office or ESA Foundation Board of Directors.
\$1500	In the event that the Regional Council hosting a CSC Convention is required by the Convention facility to pay a deposit for meeting space, the CSC Treasury shall advance <u>up to</u> \$1500 upon written request to the CSC President by the Local Convention Chairman. This advance is to be refunded to the CSC Treasury no later than 90 days following the close of CSC Convention.
\$50	The Outgoing CSC Corresponding Secretary or her representative shall receive funds from the CSC Treasury for the purchase of a gift to be presented from the membership to the Outgoing CSC President at CSC Convention at Presidential Luncheon.

6. Pursuant to membership direction of May 2007, regarding the hosting of the 2006 IC Convention and the surplus funds, the interest plus an amount no greater than \$1500 may be transferred to the CSC Treasury at the Board's direction. The transfer of funds may only occur one time a fiscal year.
7. Monies advanced to defray expenses must be accounted for and if an additional advance is needed, it shall be by approval of the CSC Executive Board. *Monies not used shall be returned to the CSC Treasury.*
8. Expenses to be paid for the CSC Executive Board are as follows:

Activity	Description
IC Convention	Travel, registration, ½ double room at prevailing IC Convention rates for five nights for the CSC President. Other necessary expenses shall be paid only upon submittal of receipts and approval of the CSC Executive Board.
CSC Executive Board	CSC Leadership – round trip travel for all CSC Executive Board members in attendance.
CSC Executive Board Meeting	<ul style="list-style-type: none"> • Fall – round trip travel for all CSC Executive Board members in attendance. • Spring – round trip travel for all CSC Executive Board members in attendance. • Special – round trip travel for all CSC Executive Board members in attendance.
CSC Convention	Registration, travel, ½ double room at prevailing Convention rates, for four nights for all Executive Board members in attendance.
CSC Leadership	Registration for CSC Executive Board members
Assigned Visitations	Round trip travel for all CSC Executive Board members to one meeting of their assigned Council(s).

9. Travel expenses for the CSC Executive Board will be estimated on a round-trip, air-coach fare, or 30 cents per mile within budget limitations. Where possible, a “share the ride” policy should prevail.
10. CSC Convention registration fee and room cost shall be paid for IC Representative attending the CSC Convention, if budget permits. Room rates shall be figured at double occupancy for IC

Representative, and not available if sharing a complimentary room provided by the hotel for the President's suite.

11. For courtesies extended to IC Representative, the CSC President shall be allowed a budgeted amount from the CSC Treasury, plus a budgeted amount for a gift. All other expenses will require approval.
12. All other official incidental expenses incurred by the CSC Executive Board will be paid upon approval of the CSC Executive Board.
13. IC Candidates Hospitality funds shall be deposited in the CSC Savings account, and shall be disbursed upon written request appropriate documentation by the IC Candidate to the CSC President.

GIFTS

1. Secret Sister names shall be drawn at the discretion of the CSC President for gift exchange as determined by the current CSC Executive Board.
2. At each of the Fall and Spring CSC Executive Board meetings, the CSC Corresponding Secretary shall collect \$5.00 from each member of the CSC Executive Board toward a gift to be presented to the CSC President.
3. The CSC Corresponding Secretary may collect \$4.00 from the CSC General Board Chairman and \$2.00 from each CSC Committee Member towards the CSC President's gift at CSC Convention.
4. CSC Corresponding Secretary may combine the monies received from the CSC Executive Board, CSC Chairmen and Committee Members to purchase a gift for the CSC President to be presented at the CSC Convention.
5. At year's end, the CSC President may give gifts to CSC Executive Board and to the CSC Chairmen.

Amended 3-8-87
Amended 2-25-89
Amended 11-22-91
Amended 11-19-92
Amended 5-15-95
Amended 5-15-96
Amended 11-22-96
Amended 8-14-97
Amended 7-1-99
Reviewed 11-19-99
Amended 2-3-01
Amended 11-14-01

Amended 3-7-03
Amended 5-29-03
Amended 3-11-05
Amended 5-18-07
Amended 10-1-10
Amended 8-26-11
Amended 1-28-12
Amended 3-02-13
Amended 8-23-13
Amended 11-1-13
Amended 3-07-14
Amended May 2014

Amended May 14, 2015