

STANDING RULES

1. The Midwest Area Regional Council (MARC) consists of the following states: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, Ohio, South Dakota and Wisconsin.

2. Duties of Officers

1. President

- A. Shall organize the Midwest Area Regional Council General Board as a functioning body.
- B. Shall have general supervision of the council under the direction of the executive board.
- C. Shall preside at all meetings and the annual leadership conference.
- D. Name all appointed officers, standing committees and other special committees with the approval of the executive board.
- E. Shall be an ex-officio member of all committees but shall not be required to attend meetings thereof.
- F. Shall instruct all elected and appointed officers and committee chairpersons to prepare a permanent file that shall be turned over to their successors immediately following the annual leadership conference.
- G. Shall communicate with the general board through the Communicator's newsletter and at other times as deemed necessary.
- H. Shall retain records for a period of three (3) years then return to originator.

2. Vice President/President Elect

- A. In the event the president is unable to complete her term of office, the president elect shall assume the duties of the president and shall be known as president pro-tem.
- B. Shall be a member of the Nominating Committee.
- C. Shall promote participation in MARC by working with the MARC states' representatives.
- D. Shall work in conjunction with the president and local conference chairman in the planning and coordination of the annual leadership conference.
- E. Shall retain records for a period of three (3) years then return to originator.
- F. Shall represent MARC at the annual IC Leadership.

3. Secretary

- A. Shall keep in permanent form an accurate record of meetings of the council and its executive board.
- B. Shall mail a copy of the minutes to the president for additions or corrections within two (2) weeks after said meetings.
- C. Shall forward approved minutes to members of the executive board, general board, the I.C. president, first vice-president, second vice-president, state presidents' chairman, and ESA Headquarters within sixty (60) days after said meeting.
- D. Shall forward approved copies of the executive board minutes to the executive board members only.
- E. Perform any other correspondence duties as directed by the executive board.

F. Record an official history of the Midwest Area Regional Council.

4. Treasurer

- A. Shall be custodian of the funds of MARC; shall pay out only budgeted expenses, not to exceed the budgeted amounts without prior approval of an executive board quorum.
- B. Shall keep accurate records of all monies received and paid out with receipts to substantiate a record for auditing purposes. These records shall be retained for seven (7) years.
- C. Shall retain as part of permanent files the approved budget and spread sheets.
- D. Shall prepare an itemized financial statement to present at the annual leadership conference and shall furnish the books to the auditing committee for audit at this meeting.
- E. Shall be chairman of a budget committee.
- F. Shall present a proposed budget for the new council year to the general board at the MARC meeting at International Convention, which shall be printed in the August issue of reMARC's and voted on at the annual leadership conference.
- G. MARC treasurer shall transfer all funds, less outstanding checks, to the incoming treasurer at the close of the annual leadership conference.
- H. The previous year's account should be closed no later than ninety (90) days after the annual leadership conference.

5. Communicator

- A. Shall maintain an up-to-date mailing list of reMARC's subscribers.
- B. Shall create and publish a council newsletter, known as reMARC's, shall mail it to the paid subscribers and shall provide it to the MARC website and all of the MARC states' website coordinators in a timely manner.
- C. Shall retain one copy of each reMARC's published in a permanent file. All other materials shall be returned to originator after three (3) years.

6. Parliamentarian

- A. Shall assist the president in parliamentary procedure when requested.
- B. Shall receive the proposed amendments for by-laws from member states by June 15 of each year.
- C. Shall present proposed by-law changes to the general board at the MARC meeting during the International Convention.
- D. Shall send amended by-laws to the executive board and general board within sixty (60) days of the annual MARC Leadership Conference.
- E. Shall retain one copy of current approved by-laws in a permanent file. All other material shall be returned to originator after three (3) years.

7. Junior Past President

- A. Shall serve as an advisor to the executive board.
- B. Shall be chairman of the nominating committee.
- C. Shall request formal bids from the member state councils for the annual leadership conference two (2) years hence. The bids must be submitted to the junior past president by June 15, presented to the membership at the July

International Council convention and voted on at the annual leadership conference.

3. APPOINTED OFFICERS AND COMMITTEES

1. Local Conference Chairman

- A. Shall be responsible for planning the annual leadership conference held in October and work in conjunction with the president in coordinating the annual leadership conference schedule.
- B. Shall be responsible for providing the current year's annual leadership conference information and registration form to all general and executive board members, MARC website coordinator, state editors, state website coordinators, International Council elected and appointed officers and other regional council presidents.
- C. Shall receive and deposit all monies pertaining to the annual leadership conference and pay all bills incurred by the conference.
- D. Shall furnish the books to the auditing committee sixty (60) days after the annual leadership conference and prepare an itemized financial statement to be published in the March issue of reMARC's.
- E. All conference funds less outstanding checks shall be transferred to the MARC treasurer within (70) days after the annual leadership conference.

2. Chaplain

- A. Shall send appropriate notes/cards to MARC members when notified of illness or death of members and/or families of members.
- B. Shall be responsible for the invocation at each meeting of the Midwest Area Regional Council.
- C. Shall be responsible for inspirational services at the annual leadership conference.
- D. Shall notify Executive Board, General Board, and MARC State Chaplains of members' illnesses, immediate family deaths, and births.

3. ESA Foundation Representative

- A. Shall work with the ESA Foundation and keep members informed of the projects and activities of the ESA Foundation.
- B. Shall keep members informed of the status of the MARC scholarship fund and be responsible for any fund raising efforts on behalf of the MARC scholarship fund.

4. **Ways and Means Chairman** shall serve as chairman of the Ways and Means Committee and present the committee's plans for Ways and Means projects to the Executive Board at the Spring Board meeting.

5. All appointments will be limited to the terms of office of the president unless specified and approved by the executive board.

6. Committees shall consist of one (1) representative from at least three (3) member state councils.

7. Appointed officers and committees shall render a written report of their activities at the annual leadership conference.

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8. The Nominating committee shall consist of the Junior Past President, Vice President/President-Elect, and one (1) representative from each of at least three (3) member councils. The nominating committee shall provide at least one (1) candidate and not more than three (3) for each elective office of the Executive Board of the Midwest Area Regional Council.

9. The Ways and Means committee shall consist of the Chairman and at least (1) representative from each of at least three (3) other member councils, to be appointed by the President at the annual meeting. This committee shall propose appropriate ways and means projects to the Executive Board at the Spring board meeting.

10. Leadership Auditing committee shall consist of at least three (3) representatives from hostess state council, other than the conference executive committee.

4. The Midwest Area Regional Council newsletter, reMARC's, shall be published with deadline for submitting information for each issue being the first of the month of the issue date. The issue dates shall be November, March, June and August of each MARC fiscal year.

5. Subscriptions to reMARC's shall be \$10.00 for the year beginning with the November issue and prorated to \$5.00 beginning with the June issue.

6. FINANCING

Allowable budgeted expenditures shall be financed as follows:

PRESIDENT:

1. Traveling expenses which shall consist of transportation, room, and registration fees to IC Convention and MARC state visits.
2. Registration to MARC conference.

VICE PRESIDENT:

1. Traveling expenses which shall consist of transportation and registration to IC leadership. If the Vice President unable to attend, President shall designate an alternate attendee to represent MARC.
2. Yearbook compilation.

RECORDING SECRETARY:

1. Supplies, printing and postage expenses involved in distribution of the minutes.

TREASURER:

1. Supplies, postage, printing and communication expenses involved in conducting an annual ways and means project, as well as development and distribution of financial statements and proposed budgets.

PARLIAMENTARIAN:

1. Supplies, postage, printing and communication expenses involved in proposed by-law changes.

COMMUNICATOR:

1. Supplies, postage, printing and communication expenses involved in producing and distributing the reMARC's newsletter.

CHAPLAIN:

1. Supplies, postage, and printing involved in communication of joys and concerns of MARC sisters.

2. Expenses incurred in conducting the inspirational service at the annual leadership conference.

JUNIOR PAST PRESIDENT:

1. Communication involved in filling the slate of officers for the upcoming year.
7. The President and Vice President must visit the conference site during the year to meet with the local Conference Chairman.
8. All checks issued from the MARC annual leadership conference committee must be cashed within ten (10) days of receipt of said checks.
9. State visits within the states in our region, the state visits will be conducted by elected officers first and then appointed officers until all requested visits have been assigned. Representatives doing state visits will be reimbursed transportation only. The amount will be determined by the Treasurer using the most reliable method from the home of the representative to the conference site, round trip, to determine the total mileage. The mileage will be at the IRS charity rate. No receipts will be necessary.