

## **STANDING RULES**

- I. The Midwest Area Regional Council (MARC) consists of the following states: Illinois, Indiana, Iowa, Kansas Michigan, Minnesota, Missouri, Nebraska, Oklahoma, Ohio, South Dakota, and Wisconsin.
- II. Duties of Officers
  - A. President**
    1. Shall organize the Midwest Area Regional Council General Board as a functioning body.
    2. Shall have general supervision of the council under the direction of the executive board.
    3. Shall preside at all meetings and the annual leadership conference.
    4. Name all appointed officers, standing committees and other special committees with the approval of the executive board.
    5. Shall be an ex-officio member of all committees but shall not be required to attend meetings thereof.
    6. 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.
    7. Shall communicate with the general board through the Communicator's newsletter and at other times as deemed necessary.
    8. Shall retain records on electronic media provided by MARC for President.
    9. Shall assign an individual to prepare and present the Flag Ceremony at the Annual MARC Leadership Conference.
  - B. Vice President/President Elect**
    1. 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.
    2. Shall be a member of the Nominating Committee.
    3. Shall promote participation in MARC by working with the MARC states' representatives.
    4. Shall work in conjunction with the president and local conference chairman in the planning and coordination of the annual leadership conference.
    5. Shall retain records on electronic media provided by MARC for Vice President.
    6. Shall represent MARC at the annual IC Leadership.
    7. Shall fill the required appointed officers, chairman and committee members and others deemed appropriate during his/her year as president. Required appointments should follow the requirements stated in the By-laws and Standing Rules.
  - C. Secretary**
    1. Shall keep in permanent form an accurate record of meetings of the council and its executive board.
    2. Shall mail or email a copy of the minutes to the President for additions or corrections within two (2) weeks after said meeting.
    3. Shall forward approved minutes to members of the Executive Board, Appointed Officers, General Board, the I.C. President, I.C. First Vice-President, I.C. Second Vice-President, State Presidents' Chairman, and ESA Headquarters within sixty (60) days after said meeting.
    4. Shall forward approved copies of the executive board minutes to the executive board members only.
    5. Perform any other correspondence duties as directed by the executive board.

6. Record the official history of the Midwest Area Regional Council on the electronic media provided by the MARC Council for the Secretary.

**D. Treasurer**

1. 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.
2. 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.
3. Shall retain as part of permanent files the approved budget and spreadsheets.
4. 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.
5. Shall be chairman of a budget committee.
6. Shall present a proposed budget for the new council year to the general board at the MARC meeting at International Convention, have it published on the MARC website prior to the International Convention and shall be printed in the August issue of reMARC's and voted on the annual leadership conference.
7. MARC treasurer shall transfer all funds, less outstanding checks, to the incoming treasurer at the close of the annual leadership conference.
8. Current treasurer will contact current financial institution to obtain necessary paperwork or procedures to effectively change names on account for coming year prior to Annual MARC Conference.
9. If a new financial institution is chosen, the previous year's account should be closed no later than sixty (60) days after the Annual MARC Leadership Conference.
10. Shall retain financial statements, budget and spreadsheets on the electronic media provided by MARC Council for the Treasurer.

**E. Communicator**

1. Shall maintain an up-to-date mailing and email list of reMARC's subscribers.
2. Shall create and publish a council newsletter, known as reMARC's, shall mail it to the paid subscribers, email to those who requested email copy, and shall provide it to the MARC Webmaster and all of the MARC State Presidents and MARC State Representatives and all website coordinators in those states who have a website in a timely manner.
3. Shall retain copy of each reMARC's publication on electronic media provided by MARC Council for the Communicator. Publications will be filed by year.

**F. Parliamentarian**

1. Shall assist the president in parliamentary procedure when requested.
2. Shall receive the proposed amendments for by-laws from member states by June 15 of each year.
3. Shall present proposed by-law changes to the general board at the MARC meeting during the International Convention.
4. The Outgoing Parliamentarian shall send amended By-Laws and Standing Rules to the Executive Board, Appointed Board and General Board within sixty (60) days of the annual MARC Leadership Conference.
5. Shall retain one copy of current approved By-laws, Standing Rules and Rules of the Meeting on the electronic media provided by the MARC Council for the Parliamentarian.

**G. Junior Past President**

1. Shall serve as an advisor to the executive board.
2. Shall be chairman of the nominating committee.

III. Appointed Officers and Committees

**A. Local Conference Chairman**

1. Shall work with the conference executive committee and the MARC Executive Board to establish a conference budget that will realize a profit for the council commensurate with the council budget.
2. 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.
3. 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.
4. Shall receive and deposit all monies pertaining to the annual leadership conference and pay all bills incurred by the conference.
5. 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.
6. All conference funds less outstanding checks shall be transferred to the MARC treasurer within (70) days after the annual leadership conference.
7. All documents pertaining to the Conference will be put on electronic media provided by MARC for the Conference Chairman and passed on to the next Conference Chairman at the close of the Leadership Conference.

**B. Chaplain**

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

**C. ESA Foundation Representative**

1. Shall work with the ESA Foundation and keep members informed of the projects and activities of the ESA Foundation.
2. 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.

**D. Ways and Means Chairman**

1. 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.

**E. Webmaster**

1. To maintain the MARC website.

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

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

- VI. Appointed officers and committees shall render a written report of their activities at the annual leadership conference.
- VII. The nominating committee shall consist of the Junior Past President, Vice President/President Elect, and one (1) representative from at least three (3) member council. 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. Slate of candidates shall be presented at the MARC meeting at the IC Convention.
- VIII. 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.
- IX. Leadership Auditing Committee shall consist of at least three (3) representatives from hostess state council, other than the conference executive committee. The President and Conference Chairman shall select the auditing committee.
- X. 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.
- A. Subscriptions to email copies of reMARC's are free. Subscription cost to have a copy mailed shall be \$10.00 for the year beginning with the November issue and prorated to \$5.00 beginning with the June issue.
- XI. **Financing**  
Allowable budgeted expenditures shall be financed as follows:
- A. President**
1. Traveling expenses shall consist of transportation, ½ the room rate from Tuesday to Sunday and registration fee to IC Convention. If flag pole rental is required, it should be covered by MARC.
  2. Registration fees and mileage round trip will be paid for Annual MARC Leadership Conference and Leadership. The mileage MARC Conference and Leadership will be at the current IRS business rate or the cost of air fare priced at least 30 days prior to the flight, whichever is less. No receipts will be necessary. One-half of room for Thursday night will be cover if not cover under Conference.
  3. The current MARC President's one state visitation should be paid in full. Expense to include, if not covered by the state, would be conference registration and one-half of the room rate. The travel expense, if over the mileage allotment, should be paid in full.
- B. Vice President**
1. Traveling expenses which shall consist of transportation and registration to IC leadership. If the Vice President is unable to attend, the President shall designate an alternate attendee to represent MARC.
  2. Yearbook compilation.
- C. Recording Secretary**
1. Supplies, printing and postage expenses involved in distribution of the minutes.

**D. Treasurer**

1. Expenses involved in conducting an annual ways and means project and for development and distribution of financial statements and proposed budgets. Covered expenses include, but are not limited to, supplies, postage, printing, and communication expenses.

**E. Parliamentarian**

**F. Communicator**

**G. 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.

**H. Junior Past President**

1. Communication involved in filling the slate of officers for the upcoming year.

XII. The President and Vice President must visit the conference site during the year to meet with the Local Conference Chairman/Chairmen and to meet with hotel staff and tour facility.

XIII. All checks issued from the MARC annual leadership conference committee must be cashed within ten (10) days of receipt of said checks.

XIV. State visits to the states in the MARC region will be conducted by the Executive Board first and then the 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 current IRS business rate or the cost of air fare priced at least 30 days prior to the flight, whichever is less. No receipts will be necessary. The current MARC President's one state visit will be excluded in this calculation as it is covered in article XI. – Financing – A. President.

XV. Annual MARC Leadership Conference

- A. The Annual MARC Leadership Conference shall be hosted by a MARC state according to a rotational plan.
- B. Based on historical information and bids received, the following rotation will begin in 2015 and will continue in chronological order every 12 years thereafter.

Rotational meeting plan-1<sup>st</sup> 12 years:

- 2015- Nebraska
- 2016- Minnesota
- 2017- Michigan
- 2018- South Dakota
- 2019- Ohio
- 2020- Indiana
- 2021- Kansas
- 2022- Oklahoma
- 2023- Illinois
- 2024- Missouri
- 2025- Iowa
- 2026- Wisconsin

- C. A member state that cannot host in rotation must advise the MARC Jr. Past President /Nominating Committee Chairman at least two years prior to the scheduled date so that an exchange of year can be negotiated with another member state.
- D. Host State Chairman and/or co-chairmen will be announced 2 years out at the MARC meeting at IC.

Revised October 12, 2019

Rhonda Rawlings, 2018-2019 Parliamentarian