



INTERNATIONAL COUNCIL STANDING RULES

1. The IC Treasury shall advance a loan not to exceed \$2,000.00 to the Convention Committee up to two (2) years in advance of the convention date. The first \$500.00 of profit after repayment of the loan goes to the hostess state. All additional profit shall be shared equally between the convention hostess and the International Council. In the event the convention treasury cannot cover the expenses, the IC treasury shall assume the deficit.
2. The President, First Vice President, Second Vice President and Workshop Coordinator shall be allowed one expense paid trip to the convention city to work with the local convention committee.
3. The IC Treasury shall defray authorized traveling expenses for the President or the President's representative for visitations to ESA Headquarters, State/multi-state conventions and the State President's Leadership Conference sponsored by the ESA Headquarters staff.
4. The IC Treasury shall pay the budgeted expenses for the mid-year Executive Board meeting.
5. The IC Treasury shall defray traveling expense and base registration fee for the Executive Board in attendance at International Convention with the exception of ESA Headquarters staff representative.
6. The IC Treasury shall pay IC Convention registration fees for standing committee chairmen, appointed committee chairmen, and other general board members as designated in the approved budget.
7. Every three years, beginning in 2005, the IC treasury shall defray expenses for the President or President Elect to travel to the Australia convention. If neither is able to travel, the President may appoint another member of the Executive Board to attend. The treasury shall defray the travel expenses for round trip coach airfare from point of origin per home city to the site of the Australia convention.
8. The IC treasury shall defray official visitation transportation expenses of officers and/or representatives residing inside the conterminous United States. The amount paid will be the air coach travel or if driving, the lesser of the air coach fee vs. the applicable IRS rate per mile plus meals in route.
9. The IC Treasurer shall be responsible for a line item financial report to the entire membership in attendance at the International Convention and for distributing the final line item financial report, as submitted to the auditor, to each state president.
10. The Nominating Committee shall be responsible for the presentation of a slate of up to five names for each IC office except President.
11. In the event the Nominating Committee has not received a minimum of two candidates for each IC office with the exception of President by the November 15 deadline, the Nominating Committee may extend the deadline until December 1, in an effort to complete the slate of officers.

12. The Nominating Committee Chairman shall prepare a large billboard type poster, which shall list each IC office and shall be displayed at convention prior to balloting. Pictures with the name and state of candidate shall appear under the respective office for which the candidate is nominated.
13. All candidates for IC Office shall be allowed ninety seconds to speak at International Convention; the subject for the speeches shall be selected and announced at the discretion of the Nominating Committee Chairman.
14. No campaigning and/or any organized meeting shall be permitted prior to the International Convention by candidates for an International Council office.
15. A Local Convention Chairman shall be selected by the hostess state awarded the bid for the International Convention and approved by the Executive Board. The Local Convention Chairman shall perform duties as set forth in a convention policy manual and those duties requested by the President and Second Vice President.
16. An International Convention budget shall be prepared by the convention committee for approval by the IC Executive Board at least one year prior to the convention.
17. Promotion and advertising for convention site bids shall only be allowed at the International Convention and shall be confined to predetermined areas where materials may be placed on display for pickup during a designated time.
18. The International Convention treasury shall pay lodging for the Executive Board from the first day the Executive Board is required to arrive until convention adjournment.
19. Expenses for the Invitational Luncheon held during convention shall be a budgeted item of the International Convention. Invited guests shall include all members of the General Board and special guests of the President.
20. The following is a guide for the Order of Business of each General Assembly at International Convention in which business is conducted and may be changed at the discretion of the IC President and Executive Board:
 - Call to Order
 - Credentials Report
 - Adoption of Convention Rules
 - Adoption of Program/Agenda
 - Roll Call
 - Thought for the Day
 - Reading of Minutes
 - Reports of Standing Committees
 - Reports of Special Committees
 - Unfinished Business
 - New Business
 - Adjournment
21. All voting delegates shall wear badges on the International Convention floor. The badges shall be furnished by the convention registration committee. Convention badges of all attending dignitaries shall contain their respective titles.
22. Service Recognition for twenty-five years or more in increments of five years may be presented to the recipients at the International Convention.
23. The IC incoming officers shall be installed by a representative of ESA Headquarters' Staff, a past IC President or such persons to be selected by the President-Elect.

24. The Junior Past President shall be installed into the IC Past Presidents' Auxiliary during the International Convention. The induction ceremony shall not exceed five minutes.
25. A joint meeting at the International Convention of the new and retiring General Board members shall be held at the discretion of the incoming President.
26. Copies of the audit of the International Convention Treasurer's books shall be submitted to the IC Executive Board and the next two convention cities by January 1 following convention. Copies of the financial statements shall be available upon request from the IC Executive Board
27. The ESA International Council shall have a Disaster Fund. A claim may be filed by a member or on behalf of a member and paid by the ESA Disaster Fund Chairman upon satisfactory completion of criteria stated in the IC Disaster Fund policy and procedure established by the IC Executive Board. No claim shall exceed \$5,000.00.
28. ESA Special Observances shall be:
 - (a) The third week of January may be recognized as DIANA Awards Week
 - (b) May 1 may be recognized as Founder's Day
 - (c) May 1-7 may be recognized as ESA Week
 - (d) The members of ESA International may observe an ESA day on the date of their choosing
29. "Men of ESA" chapters are recognized by ESA International.
30. These standing rules may be amended in odd-numbered years at the annual meeting of the organization by a majority vote. Proposed amendments must be submitted to the IC Parliamentarian by January 1 for approval by the IC Executive Board. Notice of proposed amendments shall be distributed via State Presidents and the website no later than April 1.

These Standing Rules may be amended in even-numbered years when deemed necessary by the Executive Board with all the same rules and voting requirements as above.