

STANDING RULES OF THE ASSOCIATION OF CHAPTERS, DISTRICT 20

ASSOCIATION OF CHAPTERS OPERATION

1. The Executive Board shall meet at the call of the First Vice President to prepare a budget for adoption at the Annual Meeting in June. This budget shall be in effect from June 2 thru May 31.
2. All necessary supplies, including postage and stationery, shall be paid.

INSTALLATION OF OFFICERS

1. At the June meeting, the sum of \$100.00 shall be advanced to the Chairman, Appointed by the 1st Vice President, to defray expenses incurred for the Installation of Officers in October.
2. These funds shall be appropriated annually in the budget.

ADDITIONAL DUTIES OF DISTRICT ASSOCIATION LINE OFFICERS:

1. President shall:
 - A. Serve on the September Dinner Committee
 - B. Be responsible for providing the information regarding social events of District 20 in the Grand Chapter Program.
2. First Vice President shall:
 - A. Be in Charge of the District Dinner before Grand Chapter in conjunction with the Grand Page (s) and Grand Aide (s) if one is held.
3. Second Vice President shall:
 - A. Be Chairman of the June District Dinner.
4. Third Vice President shall:
 - A. Be responsible for planning the reception following Grand Chapter to held in the Greater Cincinnati area.

5. Third Vice President- elect shall:
 - A. Appoint a person to the Roster committee after election.
6. Executive Board shall:
 - A. Attend the Statewide Luncheon of the OES Ohio State District Officers Association.

DUTIES OF THE APPOINTED DISTRICT ASSOCIATION OF OFFICERS

1. Chaplain
 - A. Pray over the Association of Chapters
 - B. Prepare a prayer for the School Of Instruction
 - C. Prepare a prayer for the June and September Dinners
 - D. Perform other duties assigned by the President
2. Marshal
 - A. Present the flag at each Association of Chapters Meeting
 - B. Prepare a tribute to the flag for each meeting
 - C. Present the flag at the September Dinner
 - D. Perform other duties assigned by the President
3. Parliamentarian
 - A. Assist the President when matters arise that needs clarification of rules of order.
 - B. Perform all other duties assigned by the President.

DISTRICT ASSOCIATION RECEPTION

1. Following the Grand Chapter Session, a party sponsored by the Association of Chapters District 20 will be held honoring any newly elected or appointed Grand Officer (s) of the Grand Chapter of Ohio who is a member of District 20, the newly appointed Deputy Grand Matron of District 20, and any Grand Representative who is a member of District 20.
2. Time and place are to be designated by the third Vice President of the Association of Chapters.
3. Prior to the 20th District Reception, invitations for this reception shall be sent to all Chapters. Special invitations shall be delivered to our honored

guests: Past Grand Matrons, Past Grand Patrons, and other elected and appointed Grand Officers; Deputy Grand Matron, and Grand Representatives and any other Grand Chapter Committee appointments.

4. An amount not to exceed \$350.00 shall be appropriated in the budget for the expenses of this reception.

ENTERTAINMENT AFTER GRAND CHAPTER

Funds per budget shall be appropriated to help defray entertainment expenses following the Grand Banquet and sent to the State Secretary of the State District Officers Association as requested.

SCHOOL OF INSTRUCTIONS

1. The expense of Worthy Grand Matron, incident to conducting a School of Instruction, shall be paid from the treasury of the Association.
2. A gift for the Worthy Grand Matron and Worthy Grand Patron of \$25.00 each shall be presented at the Annual School of Instruction.
3. A Love gift will be taken at the last District meeting before the School of Instruction and given to the O.E.S. Chorus.
4. In June, \$100.00 shall be advanced to the 1st Vice President of the District for expenses prior to the School.
5. The following shall be guests of the District Association for Lunch/Dinner at the School of Instruction:
 - A. Worthy Grand Matron and Worthy Grand Patron of Ohio, and their traveling companions.
 - B. Any General Grand Chapter Officers and Committee Members.
 - C. Worthy Grand Matrons and Worthy Grand Patrons of other Grand Jurisdictions.
 - D. All Past Grand Matrons and Past Grand Patrons
 - E. All Grand Chapter Officers of Ohio
 - F. Deputy Grand Matron of District 20
 - G. All Grand Representatives in District 20
 - H. Chairperson of Arrangement, Chorus and Drill Directors for next Grand Chapter Session if from District 20
 - I. Elected officers of District 20 Association of Chapters
 - J. State President of the Association of Chapters
 - K. Mt.Vernon Trustee if from District 20
6. All expenses (other than gifts) will be split between all participating Districts.

JUNE DISTRICT DINNER

1. The 2nd Vice President is responsible for selecting the place, time and menu for the dinner.
2. The 2nd Vice President will contact the following circles and inform them of their responsibility for the event.
- 3.
4. A. The Worthy Matron and Worthy Patron Circle will be responsible for serving.
- 5.
6. B. The Associate Matron and Associate Patron Circle will be responsible for clean up.
7. C. The Conductress Circle and the Associate Conductress Circles will be responsible for Entertaining.

SEPTEMBER DISTRICT DINNER

1. The September District Dinner or Party shall honor the W.G.M., W.G.P., P.G.M.'s and P.G.P. 's; Grand Officer (s), D.G.M. and other Appointments of District 20 to customarily be held on the 2nd Saturday of September each year.
2. The General Chairperson shall be selected from the W.M/W.P Circle. First Co-Chairperson shall be selected from the A.M./A.P Circle. Second Co-Chairperson shall be selected from the Conductress Circle, and in turn serve on the same committee the following years. Each year the Conductress Circle shall select someone to serve on this Committee. In the event there is no selection, the position(s) shall be filled by appointment(s) by the President of the Association of Chapters. These Chairpersons are referred from the circles as listed above.
 - A. The General Chairperson shall be responsible to the President of the Association of Chapters and shall consult with her/him in making plans for the Party.
 - B. The General Chairperson shall appoint such committees as are necessary for this event.
3. The 1st Chairperson, along with a committee of three (3) from the A.M./A.P. circle shall investigate suitable places to hold the September District Dinner or Party for the following year. They shall reserve the place of their choice and shall report their action to the Association of Chapters at the March meeting and no later than the June meeting. At that time,

upon receiving a copy of the proposed contract or deposit paid by the AM/AP Circle, a check is to be drawn for the deposit is to be deducted from the \$1,500.00 allocated for the party.

4. Prior to the March meeting of the Association, the General Chairperson shall plan a date for a general meeting of (1) all chairpersons and committees, (2) the President of the District Association, and (3) the DGM, so that all may be informed as to the plans for the September event. At the March meeting, the General Chairperson shall announce all co-chairpersons and committees
5. An estimated budget shall be prepared by the General Chairperson with assistance of the President and submitted to the Association of Chapters for acceptance at the March meeting. A copy shall be filed with the Secretary of the Associations of Chapters.
6. All bills shall be submitted to the General Chairman for approval, who in turn shall submit it to the Secretary of the Association, bills may be paid from the sale of tickets. All bills are to be submitted to the Association of Chapters Secretary prior to September 30th.
7. The General Chairperson at the October meeting shall present a complete report of the Dinner or Party, and a copy shall be given to the Secretary. A copy shall be given to the President of the District and all Vice Presidents and the upcoming General Chairperson.
8. A gift from the District Association in the amount of twenty five (\$25.00) shall be given to the WGM and WGP. A gift in the amount of one hundred (\$100.00) shall be given to each Grand Officer of District 20 (except a Grand Line Officer) and the Deputy Grand Matron of District 20.
9. The Worthy Matron and Worthy Patron Circles shall have the financial responsibility for table decorations and favors.
10. Associate Matrons and Associate Patrons shall have the financial responsibility for the table markers.
11. The Conductress' Circle shall have the financial responsibility for the place cards.
12. **GUEST LIST** - Invitations as Guests of District 20:
 - A. Past Grand Matrons and Past Grand Patrons of District 20
 - B. District 20 Elected (except Grand Lines Officers) and Appointed Grand Officers.

- C. District 20 Committee Members of Grand Chapter of Ohio.
- D. Deputy Grand Matron
- E. District Grand Representatives
- F. District 20 Grand Page (s) and Grand Aide (s) of the next Grand Chapter Session.
- G. President of the District 20 Association of Chapters
- H. Chairperson of Arrangements, Chorus and Drill Directors of the next Grand Chapters Session, if members of District 20.
- I. Mt. Vernon Home Trustee if from District 20.
- J. District 20 Charities Director.

Invitations as Guest of Individual Circles:

1. The involved groups shall be informed by the General Chairperson of this event as to their responsibility of purchasing tickets for the distinguished guest (s) for this occasion
 - A. Worthy Grand Matron and Worthy Grand Patron and their traveling companion paid for by the Worthy Matron/Worthy Patron Circle.
 - B. Associate Grand Matron and Associate Grand Patron and their traveling companion paid for by the Associate Matron and Associate Patron Circle.
 - C. Grand Conductress and her traveling companion paid for by the Conductress Circle.
 - D. Associate Grand Conductress and her traveling companion paid for by the Associate Conductress Circle.

HEAD TABLE AND/OR RECEIVING LINE

1. The General Chairperson in consultation with the W.G.M. and the President of the Association of Chapters shall determine if there is to be a head table and receiving line, in accordance with protocol.
 - A. The President of the Association of Chapters shall preside.

ROSTER COMMITTEE

1. The Roster Committee consists of four (4) people, each serving a four (4) year term.
2. Each year the 3rd Vice President-Elect of the District selects a person to serve and that person serves for four (4) years and becomes the Chairperson of this Committee in the fourth (4th) year.
3. Each person selected has certain job duties for each year served.

4. This committee chairperson will give a report at each District meeting and a written detailed report at the annual meeting in June to be given to the District Secretary.

GRAND LINE OFFICERS COMMITTEE (GLO)

1. In the event that District 20 is honored with the appointment of the Grand Warder or Grand Sentinel, a committee known as the Grand Line Officer (GLO) committee will be appointed.
2. The committee shall be appointed by the following: the Grand Appointment, Past Grand Matrons/Patrons of the District and the Executive Board of the Association of Chapters.
 - A. The committee shall have representatives from every Chapter in the District
 - B. This Committee shall serve for the tenure of the Grand Line Officer.
3. This committee shall have the authority to raise funds and disperse the same. Disbursements will be made on the recommendation and approval of the committee.
4. The duties of the GLO committee shall be to co-ordinate plans within the District for the purposes of raising funds to meet the District's financial responsibilities related to having a Grand Line Officer. The committee shall also encourage communication with this committee's counterpart district to ensure effective co-operation.
5. All GLO committee funds shall be under the direction of the GLO committee with the approval of the Association of Chapters Executive Board. Updated reports are to be given to the 20th District Associations Chapters.
6. The GLO committee shall submit a complete report of all receipts and expenditures of the year at the June meeting of the Association of Chapters.
7. Money remaining when District 20 no longer has a Grand Line Officer shall remain in a special fund earmarked for future expenses of a Grand Line Officer. Included in this fund is the yearly five cents (\$.05) per member collected as part of the membership dues.
8. The books of the Secretary and Treasurer of the committee shall be audited each year when functioning.
9. The GLO Committee will give the Grand Line Officer a minimum of One hundred dollars (\$100.00) at the September District Dinner/Party.

AMENDMENTS

1. The Standing Rules may be amended at any time. If previous notice is given, it shall require a majority vote of voting members. If no previous notice is given, it shall require two-thirds (2/3) vote of voting members.

Revised June 10, 1992

Revised June 12, 1996

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