

# **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 1 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 1<sup>st</sup> 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.
  - C. Work with the Worthy Matrons and Patrons circle.
  - D. Work with their respective appointee on the Roster Committee.
  - E. Arrange meetings and their locations.
2. First Vice President shall:
  - A. Be the chairman of District Installation.
  - B. Work with the Associate Matrons and Patrons circle.
  - C. Work with their respective appointee on the Roster Committee.
3. Second Vice President shall:
  - A. Be Chairman of the June District Dinner.
  - B. Work with the Conductresses circle.
  - C. Work with their respective appointee on the Roster Committee.
4. Third Vice President shall:
  - A. Be responsible for planning the reception following Grand Chapter to be held in the Greater Cincinnati area.
  - B. Work with the Associate Conductresses circle.
  - C. Work with their respective appointee on the Roster Committee.

5. Third Vice President- elect shall:

- A. Appoint a person to the Roster Committee after election, to be announced at the June District meeting.

6. Executive Board shall:

- A. Attend the Statewide Luncheon of the OES Ohio State District Officers Association.
- B. Plan a Pre-Grand Chapter District party, if one is voted on at the March District meeting.

### **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. Prepare a tribute to the flag and lead the District in the Pledge of Allegiance at each District function.
- B. Perform other duties assigned by the President.

3. Parliamentarian

- E. Assist the President when matters arise that need clarification of rules of order.
- F. 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: Past Grand Matrons, Past Grand Patrons, elected or appointed Grand Officers, Deputy Grand Matron, Grand Representatives, Charities Director, and other Grand Chapter appointments who are members of District 20. Invitations to be sent to all Chapters and honored guests.
2. Time and place are to be designated by the third Vice President of the Association of Chapters, to be announced at the March District meeting.
3. An amount not to exceed \$350.00 shall be appropriated in the budget for the expenses of this reception.

### **ENTERTAINMENT AFTER THE GRAND BANQUET AT 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.

## **EDUCATIONAL OPPORTUNITY**

1. The fee of Worthy Grand Matron and Worthy Grand Patron, incident to conducting an Educational Opportunity, 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 Educational Opportunity.
3. A Love gift will be taken at the last District meeting before the Educational Opportunity 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 Educational Opportunity.
5. The following shall be guests of the District Association for Lunch/Dinner at the Educational Opportunity:
  - 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. Past Grand Matrons and Past Grand Patrons of District 20.
  - E. All Grand Chapter Officers of Ohio
  - F. Deputy Grand Matron of District 20
  - G. All Grand Representatives of 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 Home Trustee if from District 20
  - L. Charities Director of 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.
  - A. The Worthy Matron and Worthy Patron Circle will be responsible for serving.
  - B. The Associate Matron and Associate Patron Circle will be responsible for clean up.
  - C. The Conductress Circle and the Associate Conductress Circle will fill in where needed.

## 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 WM/WP 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 30.
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 \$25 (if from District 20, \$150), shall be given to the WGM and WGP. A gift in the amount of \$100 shall be given to each Grand Officer of District 20 and the Deputy Grand Matron of District 20. District 20 Grand Chapter appointments and Grand Officers from other districts, who attend the dinner, shall receive a gift, not to exceed \$10.
9. The Worthy Matron and Worthy Patron Circles shall have the responsibility for table decorations.
10. Associate Matrons and Associate Patrons shall have the responsibility for the table markers.

11. The Conductress Circle shall have the 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 and Appointed Grand Officers.
- C. District 20 Committee Members of Grand Chapter of Ohio.
- D. District 20 Deputy Grand Matron.
- E. District 20 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 Chapter Session, if members of District 20.
- I. Mt. Vernon Home Trustee if from District 20.
- J. District 20 Charities Director.
- K. Grand Line Officers and travelling companions.

#### **HEAD TABLE AND/OR RECEIVING LINE**

1. The General Chairperson, in consultation with 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 (4<sup>th</sup>) 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.
  - C. The first order of business shall be to establish/revise Standing Rules.

3. This committee shall have the authority to raise funds and disperse the same. Disbursements will be made on the recommendations and approval of the committee, with updated financial reports given at each District Association meeting.
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. The GLO committee shall submit a complete report of all receipts and expenditures of the year, as well as a yearly budget, at the June meeting of the Association of Chapters.
6. When District 20 no longer has a Grand Line Officer:
  - A. Any money advanced by the District Association to the GLO Committee shall be returned to the District Association.
  - B. Any additional money remaining shall remain in a special fund earmarked for future expenses of a Grand Line Officer. Included in the fund is the yearly five cent (\$.05) per member collected as part of the membership dues.
7. The books of the Secretary and Treasurer of the committee shall be audited each year when functioning.
  - A. The GLO committee books shall be closed within six (6) months of the Grand Chapter Session of which the Grand Line Officer presided.

## **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  
Revised June 11, 1997  
Revised March 10, 1999  
Revised June 14, 2000  
Revised November 8, 2000  
Revised November 14, 2001  
Revised June 18, 2002  
Revised September 10, 2003  
Revised October 23, 2008  
Revised June 18, 2009  
Revised June 20, 2012  
Revised March 20, 2013  
Revised January 15, 2014