South Dakota State Questers
Policies and Procedures

Executive Board Meetings

1. The Executive Board shall meet no less than twice a year. The date, time and place of the meetings shall be determined by the State President.
2. The State Council shall meet once a year to conduct state business. This meeting shall be in conjunction with the State Convention.
3. The Executive Board shall meet prior to the Council meeting to conduct state business.
4. Voting members of the Executive Board include: president, first vice president, second vice president, treasurer, corresponding secretary and recording secretary. Past president and committee chairs serve as ex-officio members and do not have voting privileges.

Election of State Officers and Appointment of Committee Members

1. The State Executive Board shall be a split board for the purpose of continuity. On the EVEN-NUMBERED YEARS, the President, 1st Vice President and Corresponding Secretary shall be elected. On ODD-NUMBERED YEARS, the 2nd Vice President, Recording Secretary and Treasurer shall be elected.
2. The term of office for executive board members shall be two years. The immediate Past President shall serve in an advisory capacity on the board and, according to state by-laws, shall have no vote.
3. The State President, with approval of the State Executive Board, shall appoint the following committee chairmen: Parliamentarian, Historian, Auditor/Teller, Newsletter Editor, Nominating Chair, and Preservation and Restoration Chair. Past Presidents serve as chairs of both the Nominating committee and the P&R committee. Committee appointments shall be for two years, but not limited to two years.
4. State officers are elected by written ballot, with Executive Board members and chapters voting. Ballots shall be returned to the State Teller no later than March 15th. Officers-elect will take office at the convention.
5. To be eligible for the office of President or First Vice President, a candidate must be an active member of South Dakota Questers. The candidate must also have served a full term as a chapter officer and as a member of the Executive Board or as Chairman of a standing committee. Any active member shall be eligible for any other office, but no more than two members of a chapter may serve as state officers at any one time. (See State Bylaws for additional restrictions.)
6. In the event of a board vacancy, the unexpired term of that office shall be completed by a person selected by the State Executive Board.
7. Newly elected officers shall be announced at the annual council meeting and in the next issue of the Ring-Necked Flyer.
8. The newly elected officers shall assume their responsibilities in conjunction with the State Convention.
9. Chapters are encouraged to submit chapter member’s names to the State Nominating Committee for consideration for state office. As part of the nominating process, the Nominating Committee will solicit suggestions from current Executive Board members and chapter presidents and will review the annual reports submitted by chapters at the annual convention.
10. Nominations will be submitted to the Executive Board for review / approval before the ballot is sent to the chapters and the 6 elected members of the Executive Board for a vote. (Appointed board members and past state presidents do not have a separate vote.)
Council Budget

1. The state budget shall include funds to support these activities:
   - Executive Board activities
   - Rink-Necked Flyer
   - Appropriate international donations, as designated by the Executive Board

2. The state budget may also include funding for other items, as deemed necessary by the Executive Board or a Budget Committee.

3. The state budget shall be approved by the Executive Board and presented to the Council at the state council meeting, held in conjunction with the state convention.

4. Prior to the state convention, the treasurer's records shall be audited, either by two Quester members (from chapters other than the State Treasurer's chapter) or by a CPA.

5. Funding for the Ring-Necked Flyer shall not be included in the state budget, since subscriptions are paid on a voluntary basis by chapter members. However, additional expenses that are incurred by the newsletter (i.e., stipend to the editor) shall be included in the state budget.

6. Two signatures shall be on all the treasury accounts: the State President and the State Treasurer.

7. Each chapter shall annually contribute a minimum of $50 (or a basket of comparable value for auction at the state convention) to the State President's Travel Fund prior to the state convention. The travel funds are used to fund the travel expenses of the State President (or the approved State Delegate) to the International Convention. These travel funds are not part of the state budget but are provided through chapter donations/basket auction as described above. If the entirety of the travel funds is not needed, the funds remain in the President's Travel Fund and can be used to fund travel to the International Convention the next year. The travel funds are available to cover the cost of: round-trip transportation to the convention, hotel room for 5 nights, registration fee, and the cost of the Presidents Reception, the annual banquet, the annual luncheon and the farewell dinner at the International Convention.

State Convention Planning

1. The state shall hold an annual convention to be hosted by chapter(s) on a rotating basis. Appointed chapters may agree to co-host or one chapter may host with the second chapter as an assisting chapter. The Executive Board will establish the rotation schedule for host chapter(s) and will consult with the chapters RE: co-hosts v. assisting chapters.

2. Individual chapters hosting the state convention shall appoint a convention chairman at least 2 years in advance of the convention. Chapters may request $500 start-up funds from the State Treasury 15 months before the convention.

3. The date of the state convention is proposed by the hosting chapter and approved by the Executive Board. The host chapter proposes two dates to the Executive Board, based on facility availability, with final date selection by the Executive Board.

4. Fall state convention should be held the second or third weekend in September. Spring conventions should be held in either April or May. State conventions must not be held 2 weeks before or after the International convention.

5. The host chapter shall establish the time and location of the convention at least 1 1/2 years (preferably 2 years) prior to the convention they are hosting. The chairman will attend each subsequent Executive Board meeting to provide an update on convention plans and to gain approval from the board for the proposed agenda, programs, convention costs, etc.

6. The host chapter shall issue a convention invitation at the annual convention preceding their convention.

7. The convention chairman shall keep an accurate written report of the convention committees, activities, and decisions and shall forward a final convention report to the State President, no
more than 60 days after the conclusion of the convention. The State President shall provide copies of the report to the State Treasurer and the convention chairman of the next two state conventions.

8. Initial funding for State Convention shall be financed by the host chapter. The State Treasurer shall budget a start-up fund of "up to and not exceeding $500" to be available to the host chapter to be used for necessary expenses that need to be paid before the registration funds are received. Any start-up funds provided to the host chapter must be paid back to the State Treasury as part of the final convention budget reconciliation.

9. At the conclusion of the convention, the hosting chapter(s) shall be reimbursed for all convention expenses using convention registration funds, etc. Any funds remaining after all expenses are covered shall be sent to the State Treasury no more than 60 days after the convention.

10. If, as a result of circumstances beyond their control, the chapter(s) hosting the State Convention incur a deficit, they shall apply to the State Executive Board for financial assistance.

11. Convention plans should include provisions for auction of baskets (donated by the chapters), with funds to go to the President’s Travel Fund.

State Convention / Council Meeting Delegates

1. The Chapter President shall be the official delegate of the chapter to the state convention and shall vote on all Quester business requiring a vote at the convention. In the event the Chapter President cannot attend the state convention / state council meeting, the chapter president shall appoint an alternate who is authorized to vote for the chapter.

2. In order to conduct effective state business at the state council meeting, each chapter should be represented.

3. Chapter members are strongly urged to attend state council meetings and state conventions.

4. The chapter president or the chapter delegate shall submit a written, annual report of chapter activities to the State President at the State Council Meeting of the State Convention and shall provide an oral report to those in attendance at the State Council Meeting.

Chapter Responsibilities

1. Individual Quester chapters shall meet at least nine (9) times a year. Date and times of meetings shall be established by each individual chapter.

2. Chapter meetings shall include chapter business, state or international business when appropriate, and informative programs pertaining to antiques, preservation of history, and other topics deemed appropriate / necessary by the chapter officers.

3. Chapter officers shall hold a planning session to plan the club’s activities for the coming year.

4. Chapter officers shall be elected by chapter members in the spring, no later than April 30.

5. Each chapter shall have a chapter program book available to all chapter members. This program book shall include all items outlined in the Guidelines for Chapter Program Books as approved by the 2nd Vice President for the State.

6. Each chapter shall mail 2 copies of the chapter program book to the State 2nd Vice President, who serves as the state program chairman, at the beginning of each new meeting year. These programs should be mailed to the 2nd Vice President before the fall state convention or no later than September 15th.

7. Chapter by-laws are to be kept current with State and International By-Laws at all times.

8. Chapters are expected to periodically review their by-laws and to update them as appropriate.

9. Chapters are encouraged to submit P&R project applications to the State Preservation and Restoration Chairman for consideration by that committee. (See Preservation and Restoration Grant Application and Guidelines.)

10. Chapter members are encouraged to subscribe to the Ring-Necked Flyer, the South Dakota Ring-Necked Flyer.

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Questers newsletter. However, a subscription is optional and not required.

11. Each chapter shall annually contribute a minimum of $50 (or a basket of comparable value for auction at the state convention) to the State President's Travel Fund prior to the state convention. The travel funds are used to fund the travel expenses of the State President (or the approved State Delegate) to the International Convention.

Chapter Dues and Chapter Membership Lists

1. Dues shall be collected by each chapter no later than April 30th and remitted to the State Treasurer. Current dues include:
   a. International dues -- $15
   b. State dues -- $5
   c. Subscription to Ring-Necked Flyer (optional) -- $5

   When dues are remitted, the chapter treasurer shall also submit a current membership list, including names, addresses, e-mail addresses and telephone numbers of its members and a list of the chapter officers for the upcoming year.

2. The voluntary subscription to the Ring-Necked Flyer should be sent to the State Treasurer at the same time as dues, but in a separate check.

3. New member dues collected after February 1st shall be held in the chapter treasury and remitted with other members' dues for the upcoming year.

Chapter Fundraisers

1. Any chapter wishing to engage in fundraising activities that involve the general public or Quester members from outside the sponsoring chapter must submit the project in writing to the State Executive Board for approval prior to the event. Approval can be accomplished via an Executive Board meeting or via email or telephone confirmation by the voting members of the Executive Board.

2. All monies earned from a fundraising project that involves the general public or Quester members from outside the sponsoring chapter must be used for preservation and restoration projects. These funds must be designated as P&R funds and must be kept in an account separate from general chapter funds.

3. Fundraising projects which do not involve the general public and/or Quester members from outside the sponsoring chapter do not need the approval of the State Executive Board. If the general public is not involved in the fundraising activity (i.e., the activity includes only local chapter members) the funds DO NOT need to be used for preservation and restoration projects.

4. Chapter contributions to the State Preservation and Restoration fund should be sent to the State Treasurer no later than February 15th, when the State Convention is held in the spring and no later than July 15th when the State Convention is held in the fall.

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