

**BY-LAWS OF THE OHIO STATE COUNCIL
OF EPSILON SIGMA ALPHA INTERNATIONAL**

Article 1 – Name

Section 1 The name of this organization shall be The Ohio State Council of Epsilon Sigma Alpha International

Article II – Purpose

Section 1 To encourage a spirit of cooperation

Section 2 To exchange ideas

Section 3 To do generally any and all things that will promote the fulfillment of the purpose of Epsilon Sigma Alpha International.

Article III – Affiliation

Section 1 The Ohio State Council shall be a member of the Epsilon Sigma Alpha International Council.

Section 2 The Ohio State Council shall be a member of the Midwest Area Regional Council.

Article IV – Membership

Section 1 Membership in Ohio State Council shall consist of:

A. Chapter Affiliation

A Chapter must be in good financial standing with Ohio State Council and International Council with all members in good financial standing with ESA headquarters.

B. Individual Affiliation

An individual whose chapter does not belong to Ohio State Council or a Member-At-Large may become a member upon payment of Ohio State Council dues and presentation of a current ESA membership card.

Article V – Dues

Section 1 Collegiate Chapters

Ohio State Council annual dues shall be waived for the first year of membership; thereafter membership dues shall be assessed at the rate of one-half the current annual dues.

- A. Individual members and Members-At-Large shall pay dues of \$10.00 upon affiliation. Those members affiliating after March 1 shall have membership privileges for the remainder of that year and until June 1st of the following year.
- B. Each member chapter affiliating with Ohio State Council shall pay annual dues of \$10.00 for the current fiscal year.
- C. New chapters affiliating after March 1st shall have membership privileges for the remainder of that year and until June 1st of the following year.
- D. Ohio State Council annual dues include a copy of the Buckeye Jonquil. Hard copies will be mailed directly to those without e-mail access.

Article VI – Treasury Disbursements

Section 1 Fiscal Year

The Ohio State Council's fiscal year shall run from the close of one Convention to the closing of the following Convention.

Section 2 The Council Treasury monies shall be distributed in the following manner.

- A. Annual International Council dues
- B. Registration, lodging and travel expenses for the official delegate to the International Council Convention. All expenses in excess of \$300.00 shall be paid from the President's Travel Fund.
- C. Travel expenses (based on coach air fare) and registration fee for the official delegate to the ESA Headquarters State President's Leadership Seminar.
- D. Campaign expenses in the amount of \$25.00 for Ohio State Council nominee for the International Council.
- E. \$100.00 as a loan to chapters hosting a meeting of the State Council and/or State Convention. The loan for Council meetings shall be available 90 days prior to the Council meetings and is to be repaid 30 days following the State meeting. The loan for the State Convention shall be payable after June 1st and is to be repaid by May 31st.

F. Expenses involved with gifts and awards to be presented at Ohio State Convention as follows:

1. Ohio State Outstanding Sister and Outstanding Pledge. See Standing Rule #19.
2. Contest Winners: First and Second place only, ESA certificates.
3. Engraving and repairing of trophies.

G. For the International Council representative to the Ohio State Council Convention:

1. Registration fee.
2. Hotel room during State Convention.

H. Ohio State President's fund, not to exceed \$200.00

I. Outgoing Ohio State President: Scrapbook to be her gift, not to exceed \$50.00.

J. Expense fund for all other Ohio State Council elected and appointed officers to cover telephone, postage, stationery, printing, etc.

K. Ohio State Council annual leadership seminar expenses, not to exceed the budgeted amount.

L. Bond expenses for State Treasurer as directed by the Executive Board.

M. OSC will budget for and purchase a State President's gavel guard for the incoming State President.

Section 3 All monies shall be disbursed upon presentation of an itemized statement and must be included with each officer's yearly report.

Section 4 Council philanthropic funds, received through the Ohio State Council Treasurer, shall be disbursed as stipulated by the Ohio State Chapter contributing the funds. All monies received shall be disbursed immediately at the time of receipt. Exceptions to this rule must be approved by the Executive Board.

Article VII – Meetings

Section 1 Council Meetings

- A. Two (2) Council meetings shall be held yearly, the third or fourth weekend in September for the fall meeting and the second or third weekend in March for the winter meeting, and any other deemed necessary by the President. Should it become necessary

to change the above dates, a written proposal must be submitted to the Executive Board by the hostess chapter at least 60 days in advance of the meeting for consideration. These Council meetings shall not extend beyond 5:00 p.m. unless by vote of the majority in attendance at the Council meeting to extend the time and establish a new time for adjournment.

Section 2 State Leadership Seminar

- A. A State Leadership Seminar shall be held on Saturday at the Fall Council Meeting and shall be coordinated by the President.

Section 3 State Council Convention

- A. A State Convention shall be held in May or within the first two (2) weeks of June with hostess chapter being determined by the vote of the delegate body.
- B. The day and city of said annual Convention shall be selected by the hostess chapter.

Section 4 Chapters bidding for the Council meetings and Conventions must submit their bid at the Winter Council Meeting, said bids to be voted on by secret ballot by the delegates at the State Convention.

Section 5 In the event of a natural or manmade disaster, the Ohio State Council Executive Board shall make the determination as to the cancellation of said meeting.

Section 6 A majority of eligible delegates shall constitute a quorum.

Article VIII – Officers and Chairmen

Section 1 The work of the Council shall be vested in seven (7) elected offices as follows, plus the Junior Past President.

President	Treasurer
First Vice President/President Elect	Recording Secretary
Second Vice President	Parliamentarian
	Editor

Section 2 The Council President shall appoint the following officers:

Awards Chairman	Philanthropic Chairman
Chaplain	Philanthropic Chairman
Corresponding Secretary	Registrar
Educational Director	Sergeant-at-Arms
Historian	Ways & Means Chairman
Membership Chairman	and any others deemed necessary

Article IX – Council Boards

Section 1 Executive Board

- A. The Executive Board shall be comprised of the seven (7) elected officers and the Junior Past President.
- B. Meet at least four (4) times a year with the first meeting being held within thirty days after installation of officers, and the remaining 3 prior to each Council Meeting and the State Convention
- C. Make recommendations on questions of policy.
- D. Have authority to prioritize and/or delete disbursements of the treasury as set forth in Article VI of the By-Laws and budgeted items.
- E. Approve the Presidential appointment to an unexpected term of an elected officer which is not filled by automatic ascension.
- F. Approve the removal and replacement of any appointed officer judged by the President and the Executive Board not fulfilling her duties.
- G. Review and determine final decisions of all discrepancies regarding contest submissions and/or results.

Section 2 General Board

- A. The General Board shall be comprised of the Executive Board and the Appointed Officers.
- B. Meet at least 4 times a year with the first meeting being held within 30 days after election of officers, and the remaining 3 prior to each Council Meeting and the State Convention.
- C. The appointed officers of the General Board shall be non-voting members and shall fulfill their duties as set forth.
- D. Chapter delegates may observe the General Board meetings.

Section 3 The Past President's Auxiliary shall have representation on the General Board in an honorary and advisory capacity only.

Section 4 All officers unable to attend State meetings and/or Convention must notify the President prior to such meeting/Convention.

Article X – Duties of Elected Officers

Section 1 Each retiring officer must transfer to her successor all materials at the conclusion of the annual Convention with the exception of the following.

- A. The convention report shall be published in the fall issue of the Buckeye Jonquil.
- B. The Treasurer's records and audited books.
- C. The Secretary's minutes from the current Convention.

Section 2 All elected officers shall maintain records for the current year plus two previous years. However, the Recording Secretary and Historian reports should be retained in perpetuity. The Treasurer should retain 6-7 years of historical documents.

Section 3 Treasurer/Audit Committee

- A. A yearly audit shall be made of the records of the Treasurer prior to the first Executive Board meeting by a committee composed of the Junior Past President, current President, First Vice President/President Elect., past Treasurer, current Treasurer, and a non-board member who shall be selected by the Past President's Auxiliary from the general membership.
- B. The Treasurer's statement on the day of the audit should reflect all actual financial transactions in accordance with the books of the Treasurer.

Section 4 President

- A. Preside at all Ohio State Council meetings. Board meetings and the Ohio State Convention.
- B. Name all appointed officers as needed.
- C. Have the general supervision of the Council's business under the direction of the Executive Board.
- D. Be an ex-officio member of all committees, except nominating, but shall not be required to attend meetings thereof.
- E. Represent the Ohio State Council through visits to the chapters.
- F. Perform such other duties as necessary.

Section 5 First Vice President/President Elect

- A. Serve as the official hostess and as an ambassador of good will for Ohio State Council. Write the official letter of welcome on behalf of the Ohio State Council to each new chapter in the Ohio State Council.
- B. Serve as the official delegate to the ESA Headquarters State President's Leadership Seminar.
- C. Serve as chairman of the nomination committee. Request bids from chapters for hosting State meetings. Submit to the Editor, immediately following the Winter Council Meeting, the bids that were placed for Council meetings and Convention.
- D. Prepare ballots for voting for elected officers and hosting the State meetings and Convention.
- E. In the event the President is unable to complete her term of office, the First Vice President shall assume the duties of the President and shall be known as President Pro-Tem.
- F. Serve as a member of the contest judging committee.
- G. Mail to the Editor for inclusion in the winter issue of the Buckeye Jonquil, qualifications of each nominee for State office. Prepare ballots for election of officers.

Section 6 Second Vice President

- A. Serve as a liaison to hostess chapters for Council meetings and Convention.
- B. Serve as Workshop Director for the Ohio State Council Convention.
- C. Serve as Mistress of Ceremonies for the Ohio State Council Convention.
- D. In the event the First Vice President shall be unable to complete her term of office, the Second Vice President shall assume the duties of the First Vice President and shall be known as First Vice President Pro-Tem. A Second Vice President Pro-Tem shall then be appointed by the President with the approval of the Executive Board.

Section 7 Treasurer

- A. Receive and deposit all monies.
- B. Pay bills as specified in the budget.

- C. Present to the Executive Board for approval any bills exceeding budgeted amount.
- D. Collect annual individual and chapter dues and keeps records of such.
 - 1. Submit a list of paid members to the registrar immediately prior to each Council Meeting and Convention.
 - 2. Submit a list of chapters and/or members in arrears to the Executive Board at the June Board meeting.
- E. Order all necessary merchandise from ESA Headquarters.
- F. Prepare separate Treasurer's statement for general fund monies, philanthropic monies, and the President's Travel Fund for each Council Meeting and the Convention's First and Second General Assemblies.
- G. Submit to the Editor a list of paid members of the Ohio State Council prior to the publication of the first Buckeye Jonquil. The Treasurer shall forward to the Editor this information for additional members of the Ohio State Council as well as individuals who wish to subscribe.
- H. Prepare at the conclusion of her term for publication in the fall issue of the Buckeye Jonquil, a full and complete annual financial report of all the Council activities as follows:
 - 1. Income from all sources
 - 2. All disbursements
 - 3. Budget comparison report
- I. Prepare budget to be submitted to the General Board at the Winter Council Meeting for their review.
- J. Present a budget at the Convention for approval by the membership.
- K. Each year the incoming Treasurer shall notify both the bonding firm and bank of the name and address changes.
- L. Prepare and furnish to Ohio State Council officers a state roster showing the names, office, if applicable, addresses and phone numbers of members according to their chapters.

Section 8 Recording Secretary

- A. Keep in permanent form an accurate record of the meetings of the Council and its Boards.
- B. Send a copy of the minutes of the Council meetings and Convention to the State President for additions and/or corrections within two (2) weeks after said meetings.
- C. Send a copy of the minutes of the Council meetings and Convention to the ESA Headquarters, General and Executive Board members, all Council Chapters, individual members and Members-At-Large.
- D. Send a copy of the General Board meeting minutes to all General Board members.
- E. Send a copy of the Executive Board meeting minutes to the Executive Board members only.
- F. Send a copy of the minutes to OSC Webmaster for posting onto the OSC Website.

Section 9 Parliamentarian

- A. Keep in permanent form an accurate record of all governing rules of the organization and any amendments thereto, including the By-Laws, Standing Rules and Convention Rules.
- B. Advise the President of any questions regarding parliamentary rules which may not be covered in the By-Laws of the Council.
- C. Review for publication in the Convention brochures, the rules for the Convention. These rules shall be read and accepted at the First General Assembly at the Convention.
- D. Receive and edit proposed amendments for consideration at the Winter Executive and General Board Meetings and submission to the general membership at the Winter Council Meeting. Printed copies of the proposed amendments shall be printed in the Buckeye Jonquil.
- E. Maintain parliamentary order at all meetings in accordance with Robert's Rules of Order.
- F. Be responsible for printing sufficient copies of the changes to the By-Laws for distribution to each chapter and board member at the Fall Council Meeting. Provide

newly chartered chapters and any chapter joining the State Council with a copy of the By-Laws and Standing Rules. By-Laws will be reprinted in its entirety at the discretion of the Executive Board.

- G. Advise chapters that they may submit their chapter By-Laws for review to ensure proper format and inclusions according to the By-Laws of ESA International, Ohio State Council and Robert's Rules of Order.

Section 10 Editor

- A. Receive and edit news for the Buckeye Jonquil and publish three issues to be e-mailed to all members of Ohio State Council 30 days prior to each Council Meeting and 30 days prior to Convention. Hard copies to be mailed to those without access to e-mail. Deadline dates for the Buckeye Jonquil articles must be designated in sufficient time to permit mailings of the Buckeye Jonquil.
- B. Submit at least one article to the Buckeye Jonquil regarding State activities.

Section 11 Junior Past President

- A. Be responsible for conducting a Chapter President's Workshop at each Council Meeting and the Convention.
- B. Serve as a member of the Nomination Committee
- C. Serve as State Chairman of the ESA Disaster Fund in accordance with the ESA International Guidelines.

Article XI – Duties of Appointed Officers

Section 1 All appointed officers shall maintain records for the current year plus two previous years. However, the Historian must retain all records in perpetuity.

Section 2 Awards Chairman

- A. Must be an Ohio State Council Past President and have attended three of the past five Ohio State Council Conventions. The attendance record will be kept by the current President of the Past President Auxiliary.
- B. Review contest forms yearly and submit any revised forms to the Executive Board at the Fall Council Meeting to then be sent to the OSC Webmaster for posting onto the OSC Website.
- C. Collect all awards at the Winter Meeting.

- D. Purchase any necessary certificates, including the Outstanding Sisters and Outstanding Pledges.
- E. Arrange and preside at the contest judging meeting.
- F. Coordinate distribution of awards at Convention.

Section 3 Chaplain

- A. Send notes of cheer or sympathy to members and/or families of members in the event of illness or death.
- B. Submit report for publication in the Buckeye Jonquil.
- C. Be responsible for the invocation at each meeting and all meals of the Ohio State Council.
- D. Be in charge of the devotional service held on Sunday morning at the State Convention.
- E. Notify the ESA International Council Chaplain of a death of a member.

Section 4 Corresponding Secretary

- A. Assist the President with all communications necessary during the year.
- B. Serve as the President's messenger.
- C. Distribute all notes and correspondence at the board meetings and all necessary correspondence at the general assemblies.
- D. Immediately after election, obtain a list of the new officers and their addresses and forward to ESA Headquarters.

Section 5 Educational Director

- A. Be prepared to assist chapters in the selection of an educational program.
- B. Be responsible for conducting workshops when requested.
- C. Comply with ESA International Council's guidelines for educational awards.
- D. Keep a notebook relative to the procedures to be followed in submitting reports and provide to chapters any necessary reporting forms.
- E. Serve as a member of the contest judging committee.

Section 6 Historian

- A. Prepare the Ohio State Council history for the current year from Convention to May 1st, in quadruplicate, to be distributed as such.
 1. One copy to the President
 2. One copy to the Recording Secretary
 3. One copy to be kept in the Historian's file
 4. One copy to be put in the Scrapbook
- B. At the close of the State Convention, present the outgoing State President with the state history.

Section 7 Membership Chairman

Serve as the official membership chairman for the Ohio State Council and be prepared to conduct rushing/membership workshops as requested.

Section 8 Philanthropic Chairman

- A. Be responsible for conducting workshops whenever requested.
- B. Keep an accurate and detailed record of all receipts and disbursements made for State philanthropic projects.
- C. Be responsible for distribution of required philanthropic report forms to all chapters.
- D. Be responsible for a completed report to the ESA International Council Philanthropic Chairman of all chapters' philanthropic projects.
- E. Secure recommendations from chapters for State philanthropic projects to be presented to the membership at the Winter Council Meeting to be voted on at Convention.
- F. Serve as a member of the contest judging committee.

Section 9 Registrar

- A. Maintain an up-to-date list of paid council chapters and Members-At-Large. At each Council meeting and Convention submit a tally sheet to the President listing paid chapters and the number of votes to which they are entitled.

- B. Take roll call for attendance at each State Council meeting and First and Second General Assemblies of the State Convention. When required, take roll call votes.
- C. Take attendance at all board meetings.
- D. Secure the signatures of voting delegates prior to each Council meeting and Convention.

Section 10 Sergeant-at-Arms

- A. Stand guard at doors of meeting rooms and other assemblies when required.
- B. Be in charge of the ballot box and supervise the counting of ballots. Record and maintain results.

Section 11 Ways and Means Chairman

- A. Be responsible for conducting workshops when requested.
- B. Present suggestions helpful in fund raising projects to the Council chapters.
- C. Be responsible for distribution of the required Ways and Means report forms to all chapters.
- D. Be responsible for a report to the ESA International Council financial chairman of all reported chapters' money-making projects.
- E. Be responsible for State Ways and Means projects when required.

Section 12 Local Convention Chairman

- A. Be responsible for planning, scheduling and reporting of the annual State Convention. Prepare a preliminary budget for submittal to the Second Vice President.
- B. Be responsible for the preparation of a detailed final report to be passed on to the next chairman.

Article XII – Standing Committees

Section 1 Special committees shall be adopted by the President to serve until the special purpose for which they are appointed has been fulfilled or until they are discharged by the President.

Article XIII – Nominations, Qualifications & Election of State Officers

Section 1 Nominations

- A. Nominations of officers, with the exception of the office of the President, shall be made at the Winter Council Meeting. Nominations may be made from the floor at the OSC Convention.
- B. Nominations for the office of President shall be accepted in the event the current First Vice President/President Elect cannot assume the office of President.

Section 2 Qualifications

- A. In addition to individual requirements, each nominee must:
 - 1. Be a member in good financial standing with Ohio State Council.
 - 2. Have been a member of ESA for two years.
 - 3. Have been a member of Ohio State Council for one year prior to nomination.
 - 4. Have attended an Ohio State Convention and two Ohio State Council Meetings within two years prior to nomination.
- B. For the office of Parliamentarian, a nominee must have held the office of Parliamentarian or President in an ESA chapter or Council.
- C. For the office of Recording Secretary, a nominee must have held the office of Recording Secretary or President in an ESA chapter or Council.
- D. For the office of Treasurer, a nominee must have held the office of Treasurer in an Ohio State Council chapter.
- E. For the office of Second Vice President, a nominee must have held the office of Vice President or President in an Ohio State Council chapter, and have served on the Ohio State Council Executive or General Board during the year prior to her nomination.
- F. For the office of First Vice President/President Elect, a nominee must have held the office of President in an Ohio State Council chapter, and have served on the Ohio State Council Executive or General Board during the two years prior to her nomination.
- G. In the event the First Vice President/President Elect cannot accept the office of President, the following qualifications for the office of President, in addition to the qualifications listed in Article XIII, Section 2-A prevail.
 - 1. Must have served as President of an Ohio State Council chapter.

2. Must be currently serving on the Ohio State Executive Board.

Section 3 Elections

- A. Officers shall be elected yearly by secret ballot by the delegates at the OSC Convention. Installation shall be held at the State Convention.
- B. Term of Office: Newly elected officers shall assume their office at the close of the Convention at which they were elected and shall serve until the close of the succeeding Convention.
- C. Any officer, with the exception of President and First Vice President, may run for a consecutive term for that office.

Article XIV – Nominations for International Officer

Section 1 Nomination and vote shall be made at the Fall Council Meeting. Support of a nominee shall be decided by secret ballot. A plurality vote is required for the State to support any nominee.

Section 2 Nominee shall fulfill the requirements as set forth in the ESA International Council By-Laws.

Section 3 The Ohio State Council President is responsible for obtaining the ESA International Council nominating form and the information from the nominee in sufficient time to have said form completed and submitted by the International Council deadline date. In the event the information is not received from the nominee, the President shall assume the candidate cannot accept the nomination.

Article XV – Voting

Section 1 The voting body of the Council shall consist of delegates appointed by the participating chapters as follows:

Each chapter shall be allowed delegate votes as follows:

(1-14) members equals one (1) vote

(15-24) members equals two (2) votes

(25-34) members equals three (3) votes, etc.

Section 2 Each delegate is entitled to an alternate.

Section 3 Prior to each State meeting and Convention, voting delegates must register with the Registrar to be eligible to vote. No proxy voting will be allowed.

Section 4 A chapter must be in good financial standing in order for delegates to have voting

power.

Section 5 The combination of Members-At-Large and individual members shall be allowed one delegate vote for every five (5) in attendance.

Section 6 All voting with the exception of the amendments to the By-Laws, shall be by plurality vote. Plurality vote means the large or largest number of votes cast.

Section 7 Proposals may be presented by any member and must be seconded by a member from another chapter.

Section 8 Between meetings, the Ohio State Council may take action on any question within its jurisdiction by voting thereon by letter, e-mail or otherwise in writing. Notification of the question and the deadline date for voting shall be prepared by the Parliamentarian and distributed to all chapter presidents forty-five (45) days prior to the deadline date for the vote to be received. Votes shall be returned to the Parliamentarian with the result of said voting to be reported at the next ensuing meeting of the Ohio State Council and entered into the minutes thereof.

Article XVII – Amendments

Section 1 By-Laws

- A. Chapters proposing amendments must submit same in writing to the State Parliamentarian and the President prior to February 1st.
- B. The Executive Board may propose amendments at or prior to the Winter Executive Board Meeting.
- C. All amendments will be presented at the Winter Council Meeting.
- D. Voting on proposed amendments will occur at the State Convention.
- E. Amendments will be adopted by 2/3 vote of eligible delegates.

Section 2 Standing Rules

- A. Amendments may be proposed and adopted at any Council meeting or Convention.
- B. Amendments will be adopted by plurality vote of eligible delegates.

Section 3 Special Rules of Order

- A. Amendments will be adopted by a plurality vote of eligible delegates.