**CONSTITUTION AND BY-LAWS**

**COLORADO STATE COUNCIL**

**EPSILON SIGMA ALPHA**

**ARTICLE I NAME**

The name of this organization shall be Colorado State Council (CSC) of Epsilon SigmaAlpha, a.k.a. ESA International. The Colorado State Council shall be non share holding, noncommercial, nonprofit, nonparticipating and nonbargaining.

**ARTICLE II OBJECT**

Section 1. To pursue philanthropic endeavors and promote educational and leadership development among members.

Section 2. To encourage friendship and fellowship through members and chapter association.

Section 3. To promote interest in Epsilon Sigma Alpha and to assist in its growth throughout Colorado.

Section 4. To do all things necessary to fulfill the purpose in the International Sorority of Epsilon Sigma Alpha.

**ARTICLE III MEMBERS**

Any person who is in good standing with Epsilon Sigma Alpha International and is in Colorado is a member.

**ARTICLE IV OFFICERS**

Section 1. The elective officers shall consist of President, President-Elect, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Parliamentarian.

Section 2. All elective officers, the Junior Past President, and the Senior Past President shall serve as members of the Executive Board.

Section 3. The appointive offices shall be: Chaplain, Educational/Workshop Director, Golden Lamp Editor, Philanthropic Chairman, Easter Seals Coordinator, ESA for St Jude Coordinator (a two (2) year appointment), Scrapbook Chairman, ESA Foundation Counselor, Web Master. They shall serve on the General Board of the State Council and perform such duties as are outlined in the officer guidelines and are appropriate to said office.

Section 4. All appointed officers shall be in good standing with her Chapter; the chapter shall be in good standing with the Colorado State Council.

**ARTICLE V NOMINATIONS AND ELECTION OF OFFICERS**

Section 1. Candidates for the offices of the Executive Board must submit the Colorado State Council Nomination Form to the President-Elect by February 15, prior to the Colorado State Convention. To be eligible for election to a State Council office, a nominee must be a present or past President of an ESA Chapter or Council and be sponsored by her Chapter, which must be in good standing with the State Council. The Vice President shall have served at least two (2) years on the Colorado State Executive Board as an Elected Officer.

Section 2. Each nominee will be required to state a first and second choice of office desired. In the event the slate is over balanced, the Nominating Committee Chairman will have the power to advise the nominee that her name has been placed in the second position.

Section 3. No member shall be nominated from the floor unless she meets all qualification requirements, is present at the State Convention and is sponsored by her Chapter. If nominations are to be made from the floor the President-Elect must be notified in advance of State Convention. All members nominated from the floor will be recognized at the Friday Night Mixer along with all other candidates.

Section 4. The President-Elect shall automatically succeed to the office of President.

Section 5. The President and Corresponding Secretary may be from the same town, regardless of the number of chapters in said town.

Section 6. No elected officer shall succeed herself in the same office.

Section 7. Any member accepting a two-year (2) appointment to the Colorado State Council is not eligible to seek an elected office until her appointed term is complete.

Section 8. Election of officers of the State Council shall be held at the Annual State Convention.

Section 9. The Nominating Committee will complete the ballot and prepare a written report for presentation at the March General Board Meeting of the Colorado State Council.

Section 10. The ballot shall consist of the entire slate of officers, and the complete ticket shall be voted.

**ARTICLE VI VACANCIES**

Section 1. In the event of a vacancy in a State Council office, other than the President-Elect, the President shall have the authority to appoint a successor, subject to the approval of the Executive Board, with the recommendation that such successor shall be from the same geographical area as her predecessor.

Section 2. In the event of a vacancy in the office of President-Elect, for any reason, the office shall remain vacant until the next regular election, at which time the delegates shall elect both a President and President-Elect.

**ARTICLE VII DUTIES OF OFFICERS (ELECTED AND APPOINTED)**

Section 1. All officers shall abide by such duties as are prescribed in Ritual, Laws and Chapter Manual relating thereto.

Section 2. Each State Council officer shall be required to keep an officer’s file and a list of duties covering the work of her term of office. These files shall be delivered to her successor at the annual State Convention. Files over five (5) years of age shall be returned to the originator. The only exceptions to the rule shall be the records of the Treasurer, which shall be kept for seven (7) years and the minutes of the Recording Secretary which shall be kept indefinitely.

Section 3. All elected and appointive officers of the Colorado State Council shall be assigned an advisor/mentor from the active members of the Colorado Lamplighters, the State Past President auxiliary. This assignment will be made by the current Lamplighter President.

Section 4. The President shall be the presiding officer of the organization. The Gavel, President's files and the Lamplighter's Handbook shall be presented to the new State Council President at State Convention. She is responsible for these items until the following State Convention.

Section 5. The President-Elect shall act as an assistant to the President. In the absence of the President, she shall act as the presiding officer. She shall serve on the Membership Team. She shall be chairman of the Nominating Committee, and shall verify with the Web Team that the appropriate nomination form is posted on the ESA Colorado website. Completed nomination forms must be postmarked no later than February 15 and returned to the President-Elect in order for the nominees' names to appear on the ballot. At the Second General Assembly she shall report the official results of the Elections of Officers.

Section 6. The Vice President shall be assigned the duties of Membership Coordinator that shall be:

1. To chair the Membership Team, which will include the President-Elect.
2. To assume chairmanship duties of all I.C. and Headquarters originated membership drives.
3. To encourage and promote bids for the State Convention site.

Section 7. The duties of the Recording Secretary shall be:

A. To keep in permanent form, accurate records of all meetings related to the State Council.

B. To send a copy of the minutes to the Minutes Review Committee within fifteen (15) days after the State Council meetings and State Convention.

C. To keep in permanent form, a logbook of all official actions taken at State Council meetings.

D. To send the Recording Secretary's books (minutes and logbook) to the new Recording Secretary by July 15.

Section 8. The duties of the Corresponding Secretary shall be:

A. To assist the State President with all correspondence and other communications and other duties listed in the officer guidelines.

B. To assist the State President in compiling the State Yearbook. The Yearbook will be distributed at the Fall General Board Meeting as follows:

1. All Elected and Appointed Officers, Council Presidents, Chapter Representative, shall receive a complimentary copy.
2. Current active Lamplighters shall receive a copy paid for by the Lamplighter Treasurer.
3. Individual members may purchase a copy at a price set by the current State President.
4. Responsible for encouraging and promoting ESA. A program shall be developed for chapter use in their area to increase awareness of ESA. The program shall include a proclamation to designate Colorado ESA Day by the State of Colorado. The “Star Reporter” Award will be presented to chapters reporting outstanding media coverage.

Section 9. The Treasurer's duties shall be:

A. To present a proposed budget at the Fall Board Meeting.

B. To account for funds to the State Council by following accounting procedures outlined in the Treasurer's Guidebook.

C. The State Council dues shall be due and payable to the I.C. Treasurer by August 1 each year.

D. The State Council dues shall be paid to the Rocky Mountain Regional Council by September 1 each year.

E. Colorado State Council became a Life Active Member of Foundation in 2013; annual dues are no longer required.

F. To present an interim Treasurer's report Sunday morning at the State Convention. The final Treasurer's report shall be sent to both the retiring and newly installed State President’s within thirty (30) days after the close of the convention for publication in the Golden Lamp.

G. Prepare the ESA Tax Facts form after the audit to include all entities that use the State Employer Identification Number; i.e., Dream Homes and the Leadership and Educational Fund. Submit report to ESA Headquarters by September 15.

H.. To present Treasurer's books of the State Council for audit to a committee, appointed by the retiring President, within forty-five (45) days after the close of the Colorado State Convention.

I. To send all files and books of the Treasurer's office to the new Treasurer by August 1.

J. To contact Chapters and Councils, who have not paid State Council dues by December 1. If it is not their intent to affiliate with the State Council that year, they shall be billed for the Golden Lamp subscription and the Yearbook.

Section 10. The Parliamentarian shall prepare an updated new copy of the Colorado State Council Constitution and Bylaws, incorporating all changes made in the past year, and send copies to the new State President, President-Elect, Parliamentarian, and Web Team by June 15th or thirty (30) days after the close of the Colorado State Convention.

Section 11. The Junior Past President shall be assigned the duties of Disaster Fund Chairman and Chairman of the Leadership Workshop.

Section 12. The Senior Past President shall be assigned the duties of the Awards Chairman which shall include:

A. To select judges to be used for Colorado's Outstanding Woman, Pioneer Woman, Outstanding Chapters **(**chapters with less than 10 members and chapters with 10 plus members),Outstanding Pledge and Distinguished Athenian. She shall obtain their consent early in the year and keep them informed as to any rule changes that may develop.

1. Outstanding Woman and Pioneer Woman judges will consist of two (2) from outside Colorado and one (1) in the area of the Awards Chairman.

2. Outstanding Chapter, Outstanding Pledge and Distinguished Athenian nominations will be judged by three (3) CSC Past Presidents.

B. She shall be responsible for the following at the State Convention:

1. Friday Mixer Awards presentations shall be: Easter Seals, Membership, Golden Lamp, ESA Foundation and Education (excluding Distinguished Athenian Award).

2. Award Luncheon presentations: Philanthropic, ELAN, ESA for St Jude, Disaster Fund, Outstanding Pledge, Pioneer Woman and the Distinguished Athenian Award.

3. Saturday evening presentations: Outstanding Chapter, Service Pins 15 years and over, 5th Degree Pallas Athene and over, 50 years and over for Chapters and Councils, and Woman of the Year.

4. Sunday morning presentation: Travel Award.

C. Verifying with the Web Team that all appropriate forms are posted on the ESA Colorado website.

Section 13. The Scrapbook Chairman shall assume the duties of gathering and assembling of the State President's Scrapbook.

Section 14. The Chaplain shall give an invocation to open all Council meetings and food functions and a benediction to close all Council meetings. A notification shall be sent to the I.C. Chaplain of death of any Colorado ESA sister.

Section 15. The Philanthropic Chairman shall chair the Philanthropic Team that will include the Easter Seals Coordinator, ESA for St Jude Coordinator. She shall also receive the “Year-End Philanthropic Report” from chapters, present appropriate awards at the State Convention, and prepare the International Council Philanthropic Report.

Section 17. The Web Master shall update and maintain the Colorado State web site and be the focal point for such. She shall chair the Web Team with two (2) web assistants. The web site will continue to be a source of information, encouragement and recognition for existing and future members.

Section 18. The Educational Workshop Director shall prepare the Educational Report Form using IC form and guidelines, collect forms from chapters and present Educational Awards. She shall consult with President to plan workshops and seminars for State meetings.

Section 19. The ESA Foundation Counselor shall be an active member of ESA Foundation. She shall keep CSC members informed, encourage memberships, and complete Credentials for voting. The Counselor, or her selected substitute, shall hold a CSC caucus with the Colorado delegation at the designated time at the IC Convention. She shall encourage participation in the ESA Foundation Scholarship Program and the Youth Award.

Section 20. The ESA for St. Jude Coordinator shall be a member of the Philanthropic Team. She shall work to promote St. Jude Children’s Research Hospital. The ESA for St. Jude Coordinator shall be a two-year (2) appointment. The ESA for St. Coordinator shall attend the St. Jude workshop in Memphis sponsored by ALSAC.

Section 21. The Easter Seals Coordinator shall be a member of the Philanthropic Team. She shall work with the Colorado Easter Seals Organization for information on State fundraisers and their need of volunteers.

Section 22. The Golden Lamp Editor’s duties shall be:

1. Publish the Golden Lamp to meet all deadlines.
2. The Golden Lamp will be distributed via email notification and available on the Colorado web site. A printed copy shall be sent to:
3. Active chapter/council presidents who have paid their state dues and submitted a subscription form each year and requesting a printed copy.
4. Any member who has paid the current subscription fee and submitted a subscription form.
5. The editor may submit printed copies of the Golden Lamp for the IC bulletin award according to the IC guidelines, if the funds are available from paid subscriptions.
6. Submit by State Convention in May the working fund balance and general accounting books to the State Treasurer for audit.

**ARTICLE VIII GENERAL BOARD**

The Executive Board, all appointed officers, Council President’s (or designated delegate), officers of the Lamplighters, and Chapter President’s (or designated delegate) in attendance shall compose the General Board and shall be voting members of the State Council. All members of the Lamplighters shall be honorary members, acting in an advisory capacity.

**ARTICLE IX FINANCE**

Section 1. Each year, each Chapter shall send to the State Treasurer dues as follows: $25.00 (Twenty-Five Dollars) per Chapter plus $12.00 (Twelve Dollars) per active member.

Section 2. Each year, each Area/City Council shall send to the State Treasurer dues as follows: $20.00 (Twenty Dollars) per Council.

Section 3. The above dues are due and payable December 1 each year; and if not postmarked on or before that date, chapters and/or councils will not be in good standing in the State Council and will not be allowed to participate in the State Convention activities, (i.e., voting, contests, awards, etc.).

Section 4. Honorary membership in the State Council shall be given to all new chapters for the term of their charter year. The chapter’s annual dues will commence with the next sorority year. The Colorado State Council year shall commence on May 1st and end on April 30th of each year. This honorary membership will carry all obligations and privileges of membership in the State Council. New chapters are responsible for their International Council dues.

Section 5. The State Council President shall appoint two (2) Trustees, for 3-year (3) terms, to administer The Leadership and Educational Fund of the Colorado State Council of ESA. This fund shall be invested in interest bearing accounts to fund speakers or other educational tools for the State Council. Monetary distribution shall be made with the approval of the Council Executive Board. A status report of the fund shall be given by the Trustees annually at State Convention.

Section 6. Each officer shall be covered by a working fund. Anything beyond the budgeted amount requires approval and must be submitted within the ESA fiscal year. Any expenses incurred over and above the working fund of the Elected and Appointed Officers, upon presentation of an itemized statement, shall be paid, with the approval of the Executive Board.

**ARTICLE X COMMITTEES**

Section 1. The President and the Educational/Workshop Coordinator shall appoint chairmen as needed for the Fall Leadership/Workshop Seminar, Spring Council Meeting and State Convention. If appropriate, the committee may engage outside presenters.

Section 2. Special officers and committees shall be appointed 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.

Section 3. A Nominating Committee shall be appointed by the President (of not more than five (5) with the President-Elect as Chairman). The committee shall strive for a balanced ballot and make every effort to obtain at least two (2) candidates for each office, with the exception of President, President-Elect and Corresponding Secretary. The committee shall serve until the State Ballot is complete. The President-Elect shall direct all activities.

Section 4. All appointed committee chairman and committee members shall be in good standing with her chapter and the chapter shall be in good standing with the Colorado State Council.

Section 5. There shall be a Membership Team to promote a membership campaign. The Vice President shall serve as chairman; other member shall be the President-Elect. The Team will develop a membership campaign to increase growth by recruiting new members, retaining members, activating MAL’s and forming new chapters.

Section 6. There shall be a Philanthropic Team to coordinate the philanthropic works of the Colorado State Council. The Philanthropic Chairman shall serve as chairman of the team. Other members shall be the Easter Seals Coordinator and ESA for St. Jude Coordinator.

Section 7. There shall be a Web Team to update and maintain the Colorado State web site. The Web Master shall serve as the chairman and shall coordinate all information and forms posted to the site with two (2) web assistants. The team shall work closely with all officers and chairmen to provide accurate and timely information.

Section 8. An Audit Committee shall consist of no less than three (3) members with the Retiring Treasurer’s Lamplighter Advisor serving as Chairman, the incoming Treasurer and the incoming Treasurer’s Lamplighter Advisor. Duties shall include auditing the State Treasurer’s books to include the Golden Lamp’s general account book’s.

Section 9. The Minutes Review Committee shall receive a copy of the minutes of the Fall and Spring Council Meetings and State Convention fifteen (15) days following said meeting. The Committee shall consist of the Lamplighter President as Chairman, President, and President-Elect. Duties shall include reviewing the minutes and noting any needed corrections which will be provided to the chairman for consideration and submitted to the Recording Secretary.

Section 10. A Guideline Committee shall review the Officer Guidelines every three (3) years, effective fall 2011. Committee members shall serve a three (3) year term; at a minimum the committee includes the President-Elect (as Chairman), Vice President, Parliamentarian, Senior Past President and the Lamplighter serving on the By-Law Committee. The committee shall rewrite the guidelines with the date of revision, provide copies to the presiding President-Elect to update her Officer's notebook, provide the revision to the current officer, and provide the update to the Web Team for posting on the Website.

**ARTICLE XI MEETINGS**

Section 1. The annual State Convention shall be in the spring of the year, prior to the International Convention, the date to be determined each year.

Section 2. The State Council, in addition to State Convention, shall have two (2) General Board Meetings each year; one (1) to be held in the fall in conjunction with the State Leadership Seminar, and one (1) to be held in the spring.

Section 3. During each annual convention the location of the convention two (2) years hence, shall be determined by the presentation of bids which are voted on by the members in attendance. Balloting shall be at the First General Assembly.

Section 4. The President of the State Council may call regular or special meetings of the officers, when she deems it necessary, to carry on such work beneficial to the State and International organizations.

Section 5. The Order of Business of the State Council Meeting shall be as prescribed in Standing Rule 1 of the International Council Bylaws.

**ARTICLE XII VOTING**

Section 1. For election of officers, each chapter shall have one (1) vote for every five (5) paid chapter members, or majority fraction thereof, for whom the state dues have been paid; votes to be determined by State Treasurer's records.

Section 2. For election of officers only, each District Council who has paid State Council dues shall have one (1) vote.

Section 3. Each Chapter/District Council shall have one (1) voting delegate and she shall be designated by her Chapter/District Council. Voting delegates shall cast the election ballot for officers and vote in behalf of her Chapter/District Council on all items of business requiring a vote.

Section 4. There will be no proxy voting at State Convention.

Section 5. Election of officers:

A. Election of officers shall be by ballot vote. It shall be the duty of the President-Elect to ascertain by means of roll call at the time of voting that the proper delegates are in attendance and that the correct number of votes are cast.

B. When there is more than two candidates for an office, the candidate receiving the highest number of votes, cast be the voting delegate, shall be declared elected for that office.

C. The quorum for convention shall be a majority of delegates present.

D. The results of the tally of votes shall be available to members who may seek the count.

Section 6. Other voting:

1. The quorum for voting on other items of business, other than elections and Standing Rule changes, shall be a majority of members present. The vote may be by voice vote, show of hands or standing to be counted.

**ARTICLE XIII INTERNATIONAL DELEGATE**

Section 1. The State Council shall send one (1) delegate to the annual International Convention with some fees paid from the State Treasury.

Section 2. The said delegate shall be the newly elected State Council President, unless she cannot attend, in which case another State Council officer shall be appointed.

**ARTICLE XIV INTERNATIONAL COUNCIL**

Section 1. The Colorado State Council will endorse/recommend any member who aspires to an International Council (IC) office and/or appointed office.

Section 2. The President shall prepare a letter of endorsement as needed for any candidate and submit it to the International Nominating Committee in accordance with the IC requirements.

**ARTICLE XV AMENDMENTS**

Section 1. Bylaws shall be amended only at State Convention.

Section 2. Proposed amendments shall be submitted in writing to the State Parliamentarian by December 15 every other year. (Effective beginning date May 2016).

Section 3. The proposed amendments for the current year shall be submitted by the State Parliamentarian to the Web Team for posting on the ESA Colorado web site by February 1.

**ARTICLE XVI DISSOLUTION**

Section 1. In the event the Colorado State Council should dissolve, after outstanding debts are paid, all remaining assets will revert back to the Epsilon Sigma Alpha International Council.

Section 2. Relinquish the State Charter to Epsilon Sigma Alpha Headquarters.

**ARTICLE XVII SUBSIDIARY ORGANIZATION**

Section 1. The organization known as "The Lamplighters", which consists of the Past Presidents of the State Council, shall be recognized as an official part of the State Council.

Section 2. Other Subsidiary organizations authorized by the International Council and/or International will be recognized by State Council.

**ARTICLE XVIII PARLIAMENTARY AUTHORITY**

***Robert’s Rules of Order, Newly Revised*** shall apply on all questions of procedure and parliamentary law not specified by these bylaws or International Bylaws.

Amended May 2016

Anita Miller

2015 – 2016 Parliamentarian