**Proposed CHANGES**

**CONSTITUTION AND BY-LAWS**

**COLORADO STATE COUNCIL**

**EPSILON SIGMA ALPHA**

**Article I, Name**

Presently Reads:

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.

Proposed to Read:

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 nonshareholding, noncommercial, nonprofit, nonparticipating and nonbargaining.

Reason for change: Housekeeping

**Article III Members**

Presently Reads:

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

Proposed to Read:

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

Reason for change: Clarification

**Article IV, Officers, Section 3**

Presently Reads:

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.

Proposed to Read:

The appointive offices shall be: Chaplain, Educational/Workshop Director, Golden Lamp Editor, Philanthropic Chairman, Easter Seals Coordinator, ESA for St Jude Coordinator, Scrapbook Chairman, ESA Foundation Counselor, and 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 ARTICLE VII of these By-Laws.

Reason for change: Delete “a two (2) year appointment” for ESA for St. Jude Coordinator. The St. Jude workshop in Memphis has been eliminated; therefore, eliminating the need for a two-year term. Delete “and are appropriate to said office” and replace with “ARTICLE VII of these By-Laws” to be more specific to duties.

**ARTICLE V, Nominations and Election of Officers**

**Section 3.**

Presently Reads:

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.

Proposed to Read:

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 two weeks in advance of State Convention. All members nominated from the floor will be recognized at the Friday Night Mixer along with all other candidates.

Reason for change: Set a reasonable time for nominee(s) to notify President-Elect.

**Section 5.**

Presently Reads:

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

Proposed to Read:

The President and Corresponding Secretary may be from the same town.

Reason for change: Delete “regardless … town“; it is not needed.

**Section 7.**

Presently Reads:

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.

Proposed to Read:

Delete Section 7.

Reason for change: No longer applicable, as there are no two-year appointments.

Renumber Section 8, Section 9 & Section 10.

**ARTICLE VII, Duties of Officers (Elected and Appointed)**

**Section 1.**

Presently Reads:

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

Proposed to Read:

All officers shall abide by such duties as are prescribed in the ESA Rituals, ESA Ideals and Colorado State Council By-Laws.

Reason for change: Clarification.

**Section 4.**

Presently Reads:

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.

Proposed to Read:

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

Reason for change: The Lamplighter book is presented to the President at Fall Board following her installation into the Lamplighters at State Convention.

**Section 5.**

Presently Reads:

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.

Proposed to Read:

The duties of the President-Elect shall be:

1. Act as an assistant to the President. In the absence of the President, she shall act as the presiding officer.
2. She shall serve on the Membership Team.
3. 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 State Convention Second General Assembly, she shall report the official results of the Elections of Officers.
4. She shall serve as chairman of the Guideline Committee and keep a record of all updates to the Guidelines.

Reason for change: Alignment with Article X, Section 10.

**Section 6.**

Presently Reads:

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.

Proposed to Read:

The Vice President shall be assigned:

1. The duties as Membership Coordinator are:
2. To chair the Membership Team, which will include the President-Elect.
3. To assume chairmanship duties of all IC and Headquarters originated membership drives.
4. To encourage and promote bids for the State Convention site.
5. A member of the Guideline Committee.

Reason for change: Alignment with Article X, Section 10.

**Section 7.**

Presently Reads:

The duties of the Recording Secretary shall be:

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.

Proposed to Read:

The duties of the Recording Secretary shall be:

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. Upon approval of Minutes Review Committee, send approved copy to Web Master for posting to web.

Reason for change: Complete process of minute review.

**Section 8.**

Presently Reads:

The duties of the Corresponding Secretary shall be:

1. 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.

Proposed to Read:

1. Responsible for encouraging and promoting ESA.
2. 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.
3. The “Star Reporter” Award will be presented to chapters reporting outstanding media coverage.

Reason for change: Clarification

**Section 10.**

Presently Reads:

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.

Proposed to Read:

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. She shall also serve on the Guideline Committee.

Reason for change: Alignment with Article X, Section 10.

**Section 12.**

Presently Reads:

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 Chapters, 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.

Proposed to Read:

The Senior Past President shall be assigned the duties of:

1. Awards Chairman, which shall include:
2. 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.
3. She shall be responsible for the following at the State Convention:
4. Friday Mixer Awards presentations shall be: Easter Seals, Membership, Golden Lamp, Star Reporter Publicity Award, ESA Foundation and Education (excluding Distinguished Athenian Award).
5. Award Luncheon presentations: Philanthropic, ELAN, ESA for St Jude, Disaster Fund, Outstanding Pledge, Pioneer Woman and the Distinguished Athenian Award.
6. Saturday evening presentations: Outstanding Chapters, 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.
7. Sunday morning presentation: Travel Award.
8. Verifying with the Web Team that all appropriate forms are posted on the ESA Colorado website.

B. A member of the Guideline Committee.

Reason for change: Add “a member of the Guideline Committee” to keep in alignment with Article X, Section 10. Also, add Star Reporter award as its presentation has not been previously included in the By-Laws.

**Section 19.**

Presently Reads:

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.

Proposed to Read:

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 at IC Convention. 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.

Reason for change: Add “at IC Convention” for clarification.

**Section 20.**

Presently Reads:

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.

Proposed to Read:

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.

Reason for change: Delete “The ESA for … ALSAC” as this is no longer applicable.

**Section 22.**

Presently Reads:

The Golden Lamp Editor’s duties shall be:

1. The Golden Lamp will be distributed via email notification and available on the Colorado web site. A printed copy shall be sent to:
2. Active chapter/council presidents who have paid their state dues and submitted a subscription form each year and requesting a printed copy.

Proposed to Read:

1. Active chapter/council presidents who have paid their state dues and submitted a subscription form each year requesting a printed copy.

Reason for change: Delete “and” - housekeeping

**ARTICLE X, Committees**

Section 10.

Presently Reads:

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.

Proposed to Read:

A Guideline Committee shall be appointed every other year to review the Officer Guidelines effective fall 2018. Committee members shall serve a one (1) year term commencing at State Convention. At a minimum, the committee shall include the President-Elect (as Chairman), Vice President, Parliamentarian, Senior Past President and the Lamplighter serving on the By-Law Committee. The committee shall review the guidelines against the Bylaws and Standing Rules, incorporate new policies from International Council or Headquarters. The revised Guidelines will be provided to the presiding President-Elect, the current officer, and to the Web Team to post on the ESA Colorado website.

Reason for change: Revise review of the guidelines to every other year, following the year the Bylaws are updated; this will ensure the Guidelines are current. Also, clarify the term of the committee.

**ARTICLE XI, Meetings**

Section 5.

Presently Reads:

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

Proposed to Read:

The Order of Business of the State CouncilMeeting shall be as prescribed in Standing Rule 21 of the International Council Standing Rules.

Reason for change: Housekeeping correction of Standing Rule number and deletion of Bylaws reference.

**Article XII, Voting**

Section 5.A.

Presently Reads:

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.

Proposed to Read:

Election of officers shall be by ballot vote. If there is no opposition, the election shall be decided by acclamation or by unanimous consent. It shall be the duty of the President-Elect to ascertain by means of roll call at the time of voting that the voting delegates are in attendance and that the correct number of votes are cast.

Reason for change: Under Robert’s Rules of Order, if there is no opposition, there is No need for a formal vote. The matter is decided by “acclamation” or by “unanimous consent”.

**Article XV, Amendments**

**Section 3.**

Presently Reads:

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

Proposed to Read:

The proposed amendments shall be submitted by the State Parliamentarian to the Web Team for posting on the ESA Colorado Website by February 1 every other year.

Reason for change: May 2016, the membership voted to vote on changes every other year rather than annually, delete “for the current year.”