COLORADO STATE COUNCIL

STANDING RULES

1. Standing Rules may be amended or rescinded by two-thirds (2/3) vote of the General Board.
2. The State philanthropic projects shall be St. Jude Dream Homes, St. Jude Radiothons, and Easterseals.
3. The State declared ESA Day Event is October 15th of each year; with the event to be held statewide on the closest Saturday.
4. The State Council shall sponsor a newsletter, The Golden Lamp. publishing six (6) issues per year in the months of August, October, December, February, April, and June. The deadline will be the first of each month and published on or before the fifteenth of each month. The cost of printed subscriptions for non-Presidents shall be set by the Golden Lamp Editor each year.
5. Members not wearing their sorority pin at State Council meetings will be fined $1.00 (One Dollar) with the proceeds going to the State Treasury.
6. Working fund will be paid as follows to:
	1. All elected and appointed officers, including both Junior and Senior Past Presidents will receive a working fund of $25.00 (Twenty-Five Dollars).
	2. Golden Lamp Editor will receive a working fund of $75.00 by July 1st.
7. Officers and Chairman will be reimbursed for additional expenses as follows:
	1. President:
		1. $150.00 (One Hundred Fifty Dollars) to include expenses for the Leadership/Workshop Seminar.
		2. $350.00 (Three Hundred Fifty Dollars) for Yearbook expenses.
		3. Stationery expenses when necessary. Stationery and envelopes shall be imprinted with Colorado State Council of ESA (or Epsilon Sigma Alpha) only, and such imprinting shall not include reference to yearly officers, themes or dates.
		4. Registration fee to the annual Rocky Mountain Regional Council Roundup.
		5. Reimbursement for one (l) assessment of State convention facilities and arrangements. This includes one (1) round-trip and one (1) night's lodging, if the distance makes it necessary, to stay overnight. The round-trip expense shall not exceed the actual cost of gas or the current standard mileage rate established by the Internal Revenue Service (www.irs.gov), whichever is less.
	2. President-Elect:
		1. Travel expense (actual cost of gas) and registration to attend the National Leadership Conference sponsored by ESA Headquarters.
		2. The incoming President may design and sell charms depicting their theme with any proceeds going to the State Treasury. The President-Elect may submit a bill to the State Treasurer not to exceed $500.00 (Five Hundred Dollars) for the purchase of the President's charms. Such an advance will be made only if there are sufficient funds in the treasury and upon receipt of appropriate documentation (i.e., an estimate of the cost or proof of payment). Any advance over $500.00 (Five Hundred Dollars) will require approval of the Executive Board. The advance will be paid upon the sale of the charms. If the sale proceeds are insufficient, the difference is the President's responsibility.
	3. Vice President:
8. Travel expense (actual cost of gas) and registration to attend the National Leadership Conference sponsored by ESA Headquarters.
	1. The Chaplain shall be reimbursed for expenses, not to exceed $100.00 (One Hundred Dollars), upon receipt of an itemized bill.
	2. The Jr. Past President shall receive no more than $100.00 (One Hundred Dollars), upon receipt of an itemized bill, for materials and the Delegates Handbooks presented at the Leadership Workshop at State Convention.
	3. State Scrapbook Chairman shall receive no more than $100.00 (One Hundred Dollars), upon receipt of an itemized bill, to cover the expenses for paper and binder for the State Scrapbook.
	4. The Awards Chairman shall be reimbursed for expenses, up to $100.00 (One Hundred Dollars), upon receipt of an itemized bill. Unusual expenses over and above that amount shall be paid with the approval of the Executive Board.
	5. Delegate to the annual International Convention shall be reimbursed for expenses, upon receipt of an itemized bill and receipts; as follows:

l. Transportation to the International city via round-trip airfare coach, booked at least 30 days prior to departure; also, shuttle to and from airport to Convention site.

* + 1. In the event the delegate to the International Convention elects to drive rather than fly, the delegate shall be reimbursed the actual cost of gas divided by the number of occupants in the vehicle and two nights lodging. The gas expense shall not exceed an amount equal to the round-trip airfare coach booked at least 30 days prior to departure plus an amount equal to the shuttle to and from the airport to the convention site.
		2. Lodging costs not to exceed one-half (1/2) Convention hotel cost and not to exceed five (5) nights.
		3. Registration fee, President's luncheon, and all other required activities associated with the State President's office.
1. Any fees or expenses for invited guests or speakers shall be paid only with prior approval of the Executive Board.
2. The Treasurer shall pay the annual fee for the internet.
3. Registration fees to the State Convention for the Colorado State President and the l.c. Representative shall be paid by the due date as set by the Convention City provided there are sufficient monies in the General Fund after all dues and officer expenses are paid.
4. The State Treasury shall pay for the following awards to be presented at State Convention.
	1. Outstanding Woman Awards: A tiara to First Place Winner (provided by Lamplighters), and First, Second and Third Place Certificates, including flowers or other mementos.
	2. Service Pin Awards: An appropriate memento, to be determined by the Awards Chairman, shall be given to each Service Pin recipient.
	3. There shall be a Generic Award Certificate on the Colorado State Council Website for use of awards. The Awards Chairman shall download the certificate and distribute to various chairmen who give awards; $50.00 (Fifty Dollars) will be allotted for paper and printing.
5. ELANs will be recognized at Colorado State Conventions with a certificate of participation for their philanthropic service and hours. ELANs will follow the standard philanthropic form.
6. The Convention hosts shall be responsible for the following:
	1. Selecting the convention date and place, setting the amount of the registration fee, and making arrangements for all events necessary for the annual State Convention.
	2. Providing accommodations for the State Council President and l.c. Representative attending State Convention.
	3. Conducting a drawing at the Friday Night Mixer for one (1) free registration to the State Convention.
	4. Preparing a report to be given at the Second General Assembly to include the total number of persons registered at the convention with the breakdown of active members, members-at-large and guests.
	5. Presenting a convention guidebook to the newly elected Convention hosts at the conclusion of the Convention.
	6. One Dollar ($1.00) from each Convention Registration will be given to the State Treasurer, no later than June 20th following the close of Convention. The State Treasurer shall distribute the Convention working fund for the following State Conventions to be divided as follows:
		1. $.50 (Fifty Cents) to be given to the Convention City working fund one year hence.
		2. $.50 (Fifty Cents) to be given to the Convention City working fund two years hence.
7. Prior approval must be obtained from the Convention Chairman for any items to be sold or raffled at State Convention and such sales shall be confined to a designated area.
8. The State Council shall assist with financial donations, to be determined each year by the Executive Board and provided there are sufficient funds available in the State Council Treasury, as follows:
	* 1. Candidates for International Council Office receive not more than $150.00 to help campaign for office. In the case of multiple candidates, the amount will be divided equally.
		2. Members serving on the International Council receive a monetary donation not to exceed $150.00 to be divided equally among those serving.
9. The Colorado State Council shall pay for an ad in the IC Convention Program not to exceed $50, if sufficient funds are available. The President shall appoint a member to submit the ad to the IC Convention Committee.

Revised January 2021

Karen Addison

2020 — 2021 Parliamentarian