**CONSTITUTION AND BYLAWS**

**COLORADO STATE COUNCIL**

**EPSILON SIGMA ALPHA**

**Article I - Name**

The Name of this non-profit organization shall be Epsilon Sigma Alpha (ESA) International Colorado State Council (CSC).

**Article II - Objective**

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

**Section 2.** To encourage friendship and fellowship through member and chapter association.

**Section 3.** To promote interest in ESA and to assist in its growth throughout Colorado.

**Section 4.** To perform all things necessary to fulfill the purpose of ESA International.

**Article III - Membership**

**Section 1**. Members are considered in good standing when:

1. Their individual membership dues are paid and current with ESA Headquarters.
2. Their chapter dues are paid and current with the CSC.

**Section 2.** To be a voting member of ESA International Council (IC), Chapter dues must be paid and current with the IC Treasurer.

**Section 3.** Members who participate as individual members are considered Members-at-Large (MAL). They shall have all the privileges of membership except that of holding office and voting.

**Section 4.** Honorary membership in CSC shall be given to all new chapters for the term of their charter year.

**Article IV - Officers**

**Section 1. Eligibility Requirements**

1. All officers shall be in good standing with their chapter.
2. Their chapter shall be in good standing with the CSC.

**Section 2.** The elected officers shall consist of President, President-Elect, Secretary, Treasurer, and Parliamentarian.

**Section 3.** The Executive Board shall consist of all elected officers and the Past President.

**Section 4.** The appointed officers shall be: Chaplain, Educational Director, Golden Lamp Editor, Philanthropic Chairman, Easterseals Coordinator, ESA for St Jude Coordinator, Hope for Heroes Chair, ESA Foundation Counselor, Communication Coordinator, and Web Master.

**Section 5.** All elected and appointed officers shall serve on the General Board of the CSC and perform such duties as prescribed in the CSC Constitution and Bylaws and Officer Guidelines.

**Section 6.** All elected and appointed officers of the CSC 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.

**Article V - Nomination of Officers**

**Section 1.** Candidates for the offices of the Executive Board must submit the CSC Nomination Form to the President-Elect by February 15. 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 sponsored by their chapter, which must be in good standing with the State Council. The President-Elect shall have served at least two (2) years on the Colorado State Executive Board.

**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 advise the nominee that their name has been placed in the second position.

**Section 3.** A member shall be nominated from the floor if they:

1. Meet all qualification requirements.
2. Are present at the State Convention.
3. Are sponsored by their chapter.
4. Have notified the President-Elect two (2) weeks in advance of State Convention.

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

**Section 5.** No elected officer shall succeed themselves to the same elected office.

**Section 6.** The Nominating Committee will complete the ballot and prepare a written report for presentation at the CSC March Spring Board Meeting.

**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 to complete the term of office, subject to the approval of the Executive Board.

**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 - Records**

**Section 1.** Each officer shall maintain records covering their office as noted below:

1. The records of the Treasurer shall be kept for seven (7) years.
2. The minutes of Council meetings prepared by the Secretary shall be kept indefinitely, as they are historical records.
3. Files over five (5) years of age shall be destroyed.
4. Refer to the CSC Records Retention Guidelines.

**Section 2.** Records shall be transferred to the office successor at the annual State Convention, unless otherwise stated.

**Article VIII - Duties of Elected Officers**

**Section 1. President**

The duties of the President shall be:

1. Serve as the presiding officer of the organization.
2. Serve as an ex-officio member of all committees except the Nominating Committee.
3. Select the appointed chairmen, standing committees and any other committees deemed necessary.

**Section 2. President-Elect**

The duties of the President-Elect shall be:

1. Assist the President.
2. Serve as the presiding officer, in the absence of the President.
3. Serve as the Membership Coordinator and chair the Membership Team.
4. Serve as chairman of the Nominating Committee. Report the official results of the election of officers at State Convention.
5. Serve on the Guideline Committee.
6. Present the Leadership Workshop at State Convention utilizing materials received at the National Leadership Conference sponsored by ESA Headquarters.

**Section 3. Secretary**

The duties of the Secretary shall be:

1. Keep in permanent form, accurate records of all meetings related to the State Council, to include a logbook of all official actions taken at State Council meetings.
2. Send a copy of the minutes to the Minutes Review Committee within fifteen (15) days after the State Council meetings and State Convention. After approval, send the approved copy to Web Master for posting to the CSC web site
3. Transfer the Secretary’s files (minutes and logbook) to the newly elected Secretary by July 15.
4. Assist the State President with all correspondence.

**Section 4. Treasurer**

The duties of the Treasurer shall be:

1. Present a proposed budget at the Fall Board Meeting.
2. Handle the monies of the State Council:
	* 1. Collect chapter and council dues.
		2. Keep a record of all receipts and disbursements.
3. The final Treasurer’s report shall be sent to both the retiring and newly elected President within thirty (30) days after the close of convention for publication in the Golden Lamp.
4. Prepare the ESA Tax Facts Form; submit the report to ESA Headquarters by September 15.
5. Present State Council Treasurer’s books to the Audit Committee within forty-five (45) days after the close of the State Convention.
6. Transfer all files and books to the newly elected Treasurer by August 1.
7. Contact chapters and councils, who have not paid State Council dues by November 1.
8. Perform duties of Disaster Fund Chair.

**Section 5. Parliamentarian**

The duties of the Parliamentarian shall be:

1. Prepare an updated CSC Constitution and Bylaws, incorporating all changes made in the past year. Send copies to the newly elected State President, President-Elect, newly elected Parliamentarian, and Web Team by June 15th or thirty (30) days after the close of the Colorado State Convention.
2. Serve as chair of the Bylaw Committee.
3. Serve as chair of the Guideline Committee.

**Section 6. Past President**

The duties of the Past President shall be:

1. Serve as Awards Chairman at State Convention.
2. Encourage and promote bids for the State Convention site.
3. Serve on the Guideline Committee.

**Article IX. - Duties of Appointed Offices:**

**Section 1. Chaplain**

The Chaplain shall:

1. Give an invocation to open all CSC meetings and food functions, and a benediction to close all CSC meetings.
2. Inform the IC Chaplain on the welfare of any Colorado ESA member.

**Section 2. Educational Director**

The Educational Director shall:

1. Consult with the President to plan workshops for State Board meetings.
2. Collect educational reports from chapters.
3. Forward top chapter reports to the IC Educational Director.

**Section 3. Golden Lamp Editor**

The duties of the Golden Lamp Editor shall be:

1. Publish the Golden Lamp to meet all deadlines.
2. Distribute the Golden Lamp via email notification.
3. Submit the Golden Lamp to the Web Team to post on the CSC web site.
4. Submit printed copies of the Golden Lamp for the IC Bulletin Award according to the IC guidelines.

**Section 4. Philanthropic Chairman**

The Philanthropic Chairman shall:

1. Chair the Philanthropic Team.
2. Receive the Year-End Philanthropic Report from chapters.
3. Prepare the IC Philanthropic Report for the state.

**Section 5. Easterseals Coordinator**

The Easterseals Coordinator shall:

1. Work with the Colorado Easterseals Organization.
2. Serve as a member of the Philanthropic Team.

**Section 6. ESA for St. Jude Coordinator**

The ESA for St. Jude Coordinator shall:

1. Promote St. Jude Children’s Research Hospital.
2. Serve as a member of the Philanthropic Team.

**Section 7. Hope for Heroes Chair**

The Hope for Heroes Chair shall:

1. Recommend programs to honor our military men and women.
2. Serve as a member of the Philanthropic Team.

**Section 8. ESA Foundation Counselor**

The ESA Foundation Counselor shall:

1. Be an active member of ESA Foundation.
2. Keep members informed, promote membership, encourage participation in the ESA Foundation Scholarship Program, and the Youth Awards.

**Section 9. Communication Coordinator**

The Communication Coordinator shall:

1. Assist the State President in compiling the State Yearbook distributed at the Fall Board Meeting.
2. Promote the use of social media.
3. Advise the chapters of upcoming activities or events.
4. Continuously update and monitor all social media accounts on a regular basis.
5. Coordinate with the Web Master to ensure information is correct and current on the CSC web site.

**Section 10. Web Master**

The Web Master shall:

1. Update and maintain the CSC web site and be the focal point for such.
2. Chair the Web Team with two (2) web assistants. The web site is a source of information, encouragement, and recognition for existing and future members.

**Article X. - General Board**

The CSC General Board shall be composed of the Executive Board, all appointed officers, Council and Chapter Presidents (or designated delegate), and Lamplighter officers. All members of the Lamplighters shall be honorary members, acting in an advisory capacity.

**Article XI. - Fiscal Year**

The CSC year shall commence on June 1st and end on May 31st of each year.

**Article XII. - Finance**

**Section 1. Dues**

1. Chapter dues are $35.00 (Thirty-Five Dollars) per chapter plus $12.00 (Twelve Dollars) per active member.
2. Council dues are $30.00 (Thirty Dollars) per council.
3. Dues are due and payable by December 1 each year to the State Treasurer. If not postmarked on or before that date, chapters and/or councils will not be in good standing in the State Council.

**Section 2. Honorary Membership**

1. Honorary membership in the CSC shall be given to all new chapters for the term of their charter year.
2. The chapter’s annual dues will commence with the next State Council year.
3. This honorary membership will carry all obligations and privileges of membership in the State Council.
4. New chapters are responsible for their IC dues.

**Section 3. Leadership and Educational Fund**

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

**Article XIII. – Committees/Teams**

**Section 1. Special Committees**

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

**Section 2. Good Standing**

All appointed committee chairman and committee members shall be in good standing with their chapter and their chapter shall be in good standing with the CSC.

**Section 3. Nominating Committee**

A Nominating Committee shall be appointed by the President, with the President-Elect as Chairman. The committee shall strive for a balanced ballot with at least two (2) candidates for each office, except for President. The committee shall serve until the State Ballot is complete.

**Section4. Membership Team**

The Membership Team shall promote the membership program. The President-Elect shall serve as chairman.

**Section 5. Philanthropic Team**

The Philanthropic Team shall coordinate the philanthropic works of the State Council. The Philanthropic Chairman shall serve as chairman. Other members shall be the Easterseals Coordinator, ESA for St. Jude Coordinator, and Hope for Heroes Chair.

**Section 6. Web Team**

The Web Team shall update and maintain the CSC web site. The Web Master shall serve as the chairman and 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 7. Audit Committee**

The 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. The retiring Treasurer should be present to answer questions during the audit.

**Section 8. Minutes Review Committee**

The Minutes Review Committee shall consist of the Lamplighter President as Chairman, President, President-Elect, and the Secretary’s Lamplighter Advisor. The meeting minutes for the Fall and Spring CSC Meetings and State Convention shall be sent fifteen (15) days following said meeting to the Committee members for review.

**Section 9. Guideline Committee**

The Guideline Committee shall include the Parliamentarian as Chairman, President-Elect, Past President, and the Lamplighter Advisor serving on the Bylaw Committee. The committee shall review the guidelines against the Bylaws and Standing Rules and incorporate new policies from IC or Headquarters.

**Section 10. Bylaw Committee**

The Bylaw Committee shall consist of the Parliamentarian as Chairman, their Lamplighter Advisor, and additional members appointed by the President.

**Article XIV. - Meetings**

**Section 1. State Convention**

The annual State Convention shall be in the spring of the year, prior to the IC Convention; the date to be determined by the host city.

1. 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.

**Section 2. Meetings**

1. The State Council, in addition to State Convention, shall have two (2) meetings each year; one (1) to be held in the fall and one (1) to be held in the spring.
2. The President may call regular or special meetings of the officers, when deemed necessary, to carry on such work beneficial to the State and International organizations.

**Article XV. – Voting**

**Section 1. Voting Delegate**

1. Each chapter and council shall have one (1) voting delegate who shall be designated by their chapter or council. Voting delegates shall vote in behalf of their chapter or council for election of officers.
2. MALs are ineligible to vote, as they are not members of a chapter or council.

**Section 2. Proxy Voting**

There will be no proxy voting.

**Section 3. Election of Officers**

1. Each Chapter who has paid State Council dues shall have one (1) vote for every five (5) paid chapter members, or majority fraction thereof; votes to be determined by State Treasurer’s records.
2. Each Council who has paid State Council dues shall have one (1) vote.
3. Election of officers shall be by ballot vote.
	* 1. If there is no opposition, the election shall be decided by acclamation or by unanimous consent.
		2. If balloting is required, the President-Elect will 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.
		3. When there are more than two (2) candidates for an office, the candidate receiving the highest number of votes, cast by the voting delegates, shall be declared elected for that office.
4. The results of the tally of votes shall be available to members who may seek the count.

**Section 4. Quorum**

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

**Article XVI. - International Convention Delegate**

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

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

**Article XVII. - International Council**

**Section 1.** The Colorado State Council will endorse/recommend any member who aspires to an IC elected office or appointed office.

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

**Article XVIII. - Amendments**

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

**Section 2.** Proposed amendments shall be submitted in writing to the Parliamentarian by December 15.

**Section 3.** The proposed amendments shall be submitted by the Parliamentarian to the Web Team for posting on the CSC web site by February 1.

**Article XIX. - Dissolution**

**Section 1.** In the event the CSC should dissolve, after all outstanding debts are paid, all remaining assets will be paid to the three (3) Colorado Lamplighters’ Endowments: the Colorado Lamplighters’ Endowment, the Kay McLaughlin Memorial Endowment, and the Colorado Lamplighters/Beta Omicron Endowment.

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

**Article XX. - 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 ESA Headquarters will be recognized by the State Council.

**Article XXI. - Parliamentary Authority**

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

Revised May 2024

Mary Humphrey

2023-2024 Parliamentarian