

**COLORADO STATE COUNCIL
EPSILON SIGMA ALPHA
STANDING RULES**

1. Standing Rules may be amended or rescinded by a majority of members present.
2. The State philanthropic projects shall be St. Jude Dream Homes, St. Jude Radiothons, and Easter Seals.
3. The State of Colorado declared October 15th as ESA Day; the event is held statewide on the closest Saturday.
4. The State Council shall sponsor a newsletter, *The Golden Lamp*. Six (6) issues will be published annually in the months of August, October, December, February, April, and June. The deadline will be the first of those months and published on or before the 10th (tenth). The cost of printed subscriptions for members shall be set by the Golden Lamp Editor annually.
5. Members not wearing their ESA pins at State Council meetings will be fined \$2.00 (Two Dollars) with the proceeds going to the State Treasury.
6. All elected and appointed officers may be reimbursed for expenses upon receipt of an itemized bill to be approved by the Executive Board.
7. Officers and Chairman will be reimbursed for additional expenses as follows:
 - A. President:
 1. \$100.00 (One Hundred Dollars), upon receipt of an itemized bill.
 2. Yearbook expense not to exceed \$125.00 (One Hundred Twenty-Five Dollars).
 3. Registration fee to the annual Rocky Mountain Regional Council Roundup.
 4. Reimbursement for one (1) 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 divided by the number of occupants in the vehicle. The lodging shall be divided by the number of people sharing the room.
 - B. President-Elect/Membership Coordinator:
 1. Travel expense (actual cost of gas), registration fee, and lodging costs not to exceed one-half (1/2) hotel cost for three (3) nights to attend the National Leadership Conference sponsored by ESA Headquarters.
 2. Shall receive no more than \$50.00 (Fifty Dollars), upon receipt of an itemized bill, for materials and the Delegate's Handbooks presented at the Leadership Workshop at State Convention.
 - C. Chaplain: Shall be reimbursed for expenses, not to exceed \$50.00 (Fifty Dollars), upon receipt of an itemized bill.

- D. Delegate to the annual International Convention: Shall be reimbursed for expenses, upon receipt of an itemized bill and receipts; as follows:
 - 1. Transportation to the convention city via round-trip airfare coach, booked at least 30 days prior to departure; also, shuttle to and from the airport to the Convention site.
 - 2. 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 (2) nights travel lodging divided by the number of people sharing the room. The gas expense shall not exceed an amount equal to the round-trip airfare coach booked at least 30 (thirty) days prior to departure plus an amount equal to the shuttle from the airport to the convention site and return.
 - 3. Lodging costs not to exceed one-half (1/2) Convention hotel cost and not to exceed five (5) nights.
 - 4. Registration fee, President's luncheon, and all other required activities associated with the State President's office.
- 8. Coordinate with the Leadership and Educational Fund Trustees to provide funds for speakers.
- 9. The Treasurer/Disaster Fund Chairman shall pay the annual fees for the internet and the Zoom accounts.
- 10. The following dues shall be paid by the Treasurer/Disaster Fund Chairman:
 - A. The State Council dues shall be due and payable to the IC Treasurer by August 1 each year.
 - B. The State Council dues shall be paid to the Rocky Mountain Regional Council by September 1 each year.
 - C. Colorado State Council became a Life Active Member of Foundation in 2013; annual dues are no longer required.
- 11. Registration fees to the State Convention for the Colorado State President and the IC Representative shall be paid by the due date as set by the Convention City provided there are sufficient monies after all dues and officer expenses are paid.
- 12. The State Treasury shall pay for the following awards to be presented at State Convention.
 - A. Outstanding Member Awards:
 - 1. Woman: Present winner with a tiara, provided by Lamplighters, and a bouquet of flowers.
 - 2. Man: Present winner with an appropriate memento such as an engraved tie tack or money clip, provided by the Lamplighters, and a boutonniere.
 - B. Service Awards: An appropriate memento, to be determined by the Awards Chairman, shall be given to each Service Award recipient.

- C. There shall be a Generic Award Certificate on the Colorado State Council Website for awards. The Awards Chairman shall download and print the certificate; \$50.00 (Fifty Dollars) will be allotted for paper and printing.
 - D. Pioneer Member: Present winner with a bouquet of flowers.
13. 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.
14. The Convention hosts shall be responsible for the following:
- A. Selecting the convention date and place, setting the amount of the registration fee, and making arrangements for all events for the annual State Convention.
 - B. Providing accommodations for the State Council President and IC Representative attending State Convention.
 - C. Conducting a drawing at the Friday Night Mixer for one (1) free registration to the State Convention.
 - D. Preparing a report to be given at the Second General Assembly to include the total number of registrations at convention with the breakdown of members, members-at-large and guests.
15. Prior approval must be obtained from the Convention Chairman for any items to be sold or any drawings at State Convention and such activity shall be confined to a designated area.
16. The State Council shall provide a monetary donation, if funds are available, as follows:
- A. Members serving on the International Council Executive or Appointed Board, not including a committee appointment, receive a monetary donation not to exceed \$150.00 (One Hundred Fifty Dollars), to be divided equally among those serving.
 - B. Candidates for International Council Executive Board receive a monetary donation not to exceed \$150.00 (One Hundred Fifty Dollars), to be divided equally.
17. The Colorado State Council shall pay for an ad in the I.C. Convention Program not to exceed \$50 (Fifty Dollars), if sufficient funds are available. The President shall appoint a member to submit the ad to the IC Convention Committee.
18. The Treasurer/Disaster Fund Chairman shall reimburse the contact person who files the Periodic Report annually with the Colorado Secretary of State.
19. Bank fees shall be paid when deemed necessary.

Amended November 2024
Debbie Spear
2024 - 2025 Parliamentarian