**CONSTITUTION AND BY-LAWS**

**COLORADO STATE COUNCIL**

**EPSILON SIGMA ALPHA**

**Article I. Name**

The name of this organization shall be Epsilon Sigma Alpha International Colorado State Council (CSC), a.k.a. ESA. The Colorado State Council shall be non-shareholding, noncommercial, nonprofit, nonparticipating and non-bargaining.

**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 Organization of Epsilon Sigma Alpha.

**Article III. Membership**

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

1. Their individual membership dues are paid and are current with ESA Headquarters, payable by their anniversary date.
2. Their chapter dues have been paid and are current with the Colorado State Council. Chapter dues includes the number of active members.

**Section 2.** To be a voting member of ESA International Council, Chapter dues must be paid to the International Council Treasurer.

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

**Section 4.** Honorary membership in Colorado State Council shall be given to all new chapters for the term of their charter year. Their annual dues will commence with the next State Council year. This honorary membership will carry obligations and privileges of membership in the State Council. New chapters are responsible for their International Council dues.

**Article IV. Officers**

**Section 1.**

The elective officers shall consist or 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 appointed offices shall be: Chaplain, Educational/Workshop Director, Golden Lamp Editor, Philanthropic Chairman, Easterseals Coordinator, ESA for St Jude Coordinator, Hope for Heroes Chair, 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.

**Section 4.**

All appointed officers shall be in good standing with their 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 their 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 their name has been placed in the second position.

**Section 3.**

No member shall be nominated from the floor unless they meet all qualification requirements, is present at the State Convention, and is sponsored by their 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.

**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.

**Section 6.**

No elected officer shall succeed themselves to the same elected office.

**Section 7.**

Elections of officers of the State Council shall be held at the Annual State Convention.

**Section 8.**

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 9.**

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.

**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 the ESA Rituals, ESA Ideals, and the Colorado State Council By-Laws.

**Section 2.**

Each State Council officer shall be required to maintain records covering their office. The records shall be transferred to their successor at the annual State Convention. Files over five (5) years of age shall be destroyed. The two exceptions are:

1. The records of the Treasurer which shall be kept for seven (7) years.
2. The minutes of Council meetings prepared by the Recording Secretary shall be kept indefinitely, as they are historical records.

 **Section 3.**

All elected and appointed 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 and President's files shall be presented to the new State Council President at State Convention. They are responsible for these items until the following State Convention.

**Section 5.**

The duties of the President-Elect shall be:

1. Act as an assistant to the President. In the absence of the President, the President-Elect shall act as the presiding officer.
2. Serve on the Membership Team.
3. Serve as 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, the President-Elect shall report the official results of the Elections of Officers.
4. Serve as chairman of the Guideline Committee and maintain a record of all updates to the Guidelines.

**Section 6.**

The Vice President shall be assigned:

1. The duties as Membership Coordinator which 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.

**Section 7.**

The duties of the Recording Secretary shall be:

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

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:

1. To assist the State President with all correspondence and other communications and other duties listed in the officer guidelines.
2. To assist the State President in compiling the State Yearbook. The Yearbook will be distributed at the Fall General Board Meeting as follows:
3. All Elected and Appointed Officers, Council Presidents, and Chapter Representative, shall receive a complimentary copy.
4. Current active Lamplighters shall receive a copy paid for by the Lamplighter Treasurer.
5. Individual members may purchase a copy at a price set by the current State President.

**Section 9.**

The Treasurer’s duties shall be:

1. To present a proposed budget at the Fall Board Meeting.
2. To account for funds to the State Council by following accounting procedures outlined in the Treasurer’s Guidebook.
3. The State Council dues shall be due and payable to the IC Treasurer by August 1 each year.
4. The State Council dues shall be paid to the Rocky Mountain Regional Council by September 1 each year.
5. Colorado State Council became a Life Active Member of Foundation in 2013; annual dues are no longer required.
6. 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 within thirty (30) days after the close of the convention for publication in the Golden Lamp.
7. Prepare the ESA Tax facts form after the audit to include all entries that us the State Employer Identification Number, i.e., Dream Homes and the Leadership and Educational Fund. Submit report to ESA Headquarters by September 15.
8. 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.
9. To send all files and books of the Treasurer’s office to the new treasurer by August 1.
10. To contact chapters and councils, who have not paid State Council dues by December1. 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. The Parliamentarian shall also serve on the Guideline Committee.

**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:

1. Awards Chairman, which shall include:
2. To select judges to be used for Colorado's Outstanding Woman, Pioneer Woman, Outstanding Chapters,Outstanding Pledge and Distinguished Athenian. The Senior Past President 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. Awards Chairman shall be responsible for the following at the State Convention:
4. Friday Mixer Awards presentations shall be: Easterseals, Membership, Golden Lamp, ESA Foundation and Education (excluding Distinguished Athenian Award).
5. Award Luncheon presentations: Philanthropic, ELAN, ESA for St Jude, Disaster Fund.
6. Saturday evening presentations: Outstanding Chapters, Outstanding Pledge, Pioneer Woman, Distinguished Athenian Award, 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.

**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 IC Chaplain of death of any Colorado ESA sister.

**Section 15.**

The Philanthropic Chairman shall chair the Philanthropic Team that will include the Easterseals Coordinator and ESA for St Jude Coordinator. They 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 16.**

The Web Master shall update and maintain the Colorado State web site and be the focal point for such. They 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 17.**

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

**Section 18.**

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

**Section 19.**

The ESA for St. Jude Coordinator shall be a member of the Philanthropic Team. They shall work to promote St. Jude Children’s Research Hospital.

**Section 20.**

The Easterseals Coordinator shall be a member of the Philanthropic Team. They shall work with the Colorado Easterseals Organization for information on State fundraisers and their need of volunteers.

**Section 21.**

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 requesting a printed copy.
4. Any members who have 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.

**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. Fiscal Year**

The Colorado State Council year shall commence on May 1st and end on April 30th of each year.

**ARTICLE X. 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; 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 XI. 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 their 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; the 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 Easterseals 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. The retiring Treasurer should be present to answer questions during the audit.

**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. Minutes should also be sent to the Lamplighter Advisor for the Recording Secretary. 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 be appointed every even year to review the Officer Guidelines effective 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.

**ARTICLE XII. 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 they deem it necessary, to carry on such work beneficial to the State and International organizations.

**Section 5.**

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

**ARTICLE XIII. 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 who shall be designated by their Chapter/District Council. Voting delegates shall cast the election ballot for officers and vote in behalf of their 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:**

1. 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.
2. When there are 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.
3. The quorum for convention shall be a majority of delegates present.
4. The results of the tally of votes shall be available to members who may seek the count.

**Section 6. Other Voting:**

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 XIV. 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 they cannot attend, in which case another State Council representative shall be appointed.

**ARTICLE XV. 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 XVI. 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 shall be submitted by the State Parliamentarian to the Web Team for posting on the ESA Colorado Website by February 1 every other year.

**ARTICLE XVII. Dissolution**

**Section 1.**

In the event the Colorado State Council should dissolve, after all outstanding debts are paid, all remaining assets will be paid to the three 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 XVIII. 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 XIX. 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 2022

Susie Morris

2021-2022 Parliamentarian