BY-LAWS

COLORADO LAMPLIGHTERS OF ESA

COLORADO STATE COUNCIL

EPSILON SIGMA ALHPA

ARTICLE I NAME

The name of this organization shall be “Colorado Lamplighters of ESA” as authorized by the Colorado State Council of Epsilon Sigma Alpha.

ARTICLE II OBJECT

 Section 1.

To encourage members throughout the state to nominate qualified sisters for all state offices.

Section 2.

To encourage ESA women to run for state office and encourage their chapter

 to nominate and encourage them.

Section 3.

 To encourage early nominating and discourage last minute nominations from the floor so that names appear on the ballot and chapters have a opportunity to study qualifications of candidates before voting..

 Section 4.

 To serve as a grievance committee to the CSC, Councils and Chapters.

 Section 5.

 To visit chapters whenever asked and help with chapter concerns.

 Section 6.

To serve in an advisory capacity to the Colorado State Council of Epsilon Sigma Alpha.

ARTICILE III MEMBERSHIP

 Section 1: Membership shall consist of Past Colorado State Council Presidents in good standing

Section 2: Colorado members in good standing, who are Past Presidents of another state may

become a members by invitation. Invitation may be verbal. If they wish a Colorado Lamplighter charm, it can be purchased at their expense.

 Section3: After three years, if a member has not paid annual dues, or attended meetings, she

 shall be considered inactive and removed from the Lamplighters active roster.

ARTICLES IV OFFICERS

Section1: Officers of this organization shall be President, Vice President, Secretary and Treasurer.

Section 2: The term of office shall be two-years. The election shall be held at the Spring

CSC Lamplighter meeting in the even-numbered year..

 Section 3: Officers shall attend all Colorado State Council meetings and will be Lamplighters

 voting delegate on the General Board of the CSC. In the event of inability to attend the CSC meetings a designated representative shall be appointed to cast the officer’s vote.

 Section 4:

The Junior and Senior Past State Presidents of the Colorado State Council shall not be eligible to be elected to a Lamplighter office, as they are members of the CSC executive board.

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ARTICLE V DUTIES OF OFFICERS

 Section 1: The President’s duties shall be:

1. Preside at all Lamplighters meeting
2. Each year provide the members a current telephone tree list and/or an e-mail list of active members.
3. Determine the Advisor assignment for CSC officers each year; shall allow the incoming CSC President to select her advisor; a list of advisors shall be provided to the incoming CSC President following the Spring CSC meeting.
4. Report activities of Lamplighters meeting at CSC meetings and at the CSC convention.
5. Accept requests from CSC Elected and Appointed officers for Lamplighters to assist, perform, or participate in ceremonies, workshops or other activities.
6. Lead the Flag Presentation at the CSC convention;
7. Make flag assignments at the Spring CSC meeting.
8. Flag to be posted include; American, Colorado, All Faith, ESA, ESA Foundation, and the IC Representative’s state flag.
9. At the Second General Assembly of the CSC convention conduct the initiation ceremony of retiring CSC President into Lamplighters and present the Lamplighters charm.
10. Remember members with appropriate cards for joys and concern

Section 2: Duties of the Vice President shall be:

A. Shall act as an assistant to the President.

B. In the absence of the President, she shall act as the presiding officer and assume all

 presidential duties.

 Section 3: Duties of the Secretary shall be:

A. Record the minutes of each meeting.

B. Have copies of minutes to members in good standing within fifteen (15) days following each meeting.

C. Prepare a “member” page of each new Lamplighter for the handbooks to be

 presented to each member at the Fall meeting.

 D. Prepare a Lamplighters handbook for new members to presented at

 the Fall CSC meeting. Information in the handbook shall be:

 1. List of Past President of CSC.

 2. List of all Lamplighters (CSC Past Presidents)

3. List of Active Lamplighters with addresses, birthday and anniversary

 dates.

4. Information page of each Lamplighter with information of her year as

 CSC President.

 a. Information shall be shared with the webmaster and the

 Lamplighter’s Historian.

5. Bylaws & Standing Rules.

 Section 4: Duties of the Treasurer shall be:

1. Custodian of Lamplighters funds
2. Have a completed Treasurer’s report at each meeting.
3. Pay cost of charm for newly installed CSC Past President.
4. Pay cost of a tiara each year for the CSC Outstanding Women of the Year.

 E. Send memorial gift due to the death of an immediate family member of a

Lamplighter Members.

 F. Pay International Council due each year by the due date.

 G. Pay ESA Foundation dues each year by the due date.

 H. File with ESA headquarters the Tax Facts report by the due date.

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ARTICLE VI FEES

 Section 1: Annual dues of the Lamplighters shall be $10.00 (ten dollars) per member, payable at the fall meeting.

Section 2: A fee determinate each year to cover the cost and postage (if mailed), shall be paid to

 Lamplighter’s Treasurer for a print copy of the annual CSC President’s yearbook.

 The treasurer will forward the fees to the CSC President with the number

 of books needed following the Lamplighter meeting held at the convention.

ARTICLE VII MEETINGS

 Section 1: Meeting of the organization shall be held on the same date as the Fall, Spring, and

 Convention, meetings of the Colorado State Council.

 Section 2: Special meetings may be called by the President as deemed necessary.

ARTICLE VIII FUNDRAISING

 Section 1: Each year at the CSC Convention the Lamplighters shall conduct a 50/50 drawing.

Section 2: Funds raised shall be divided: Fifty percent (50%) to the winner, ninety percent (90%)

of the remaining funds to a Colorado member seeking an IC office or a Colorado member serving on the IC Board, the remaining ten percent (10%) will go in the

 Lamplighter’s treasury.

Section 3: If there is not a Colorado member seeking an IC office or serving on the IC Board the remaining funds, after paying the winner, shall be dispensed ten percent (10%)to the

 Lamplighter’s Foundation Scholarship and the balance to the Lamplighter’s treasury.

ARTICLE IX HISTORY

 Section 1: Lamplighters shall record a history of CSC Presidents.

Section 2: Each CSC President History shall have two pages featuring information and pictures

 received from the Lamplighters secretary.

Section 3: Historian may be a volunteer or an appointment by the President.

ARTICLE X QUORUM

A quorum shall be the active members present at a stated meeting, two of whom shall be officers.

ARTICLE XI PARLIAMENTARY AUTHORITY

The most current edition of **Robert’s Rule of Order Newly Revised** shall govern in all

 cases to which they are applicable and are not inconsistent with the bylaws of the Colorado Lamplighters of ESA.

ARTICLE XII AMENDMENTS

Section 1: These Bylaws may be amended at any regular meeting with two-third (2/3) affirmative vote of the members present and voting.

Section 2: Proposed amendments shall be submitted to the members in good standing forty-five (45) days prior to the meeting they shall be adopted.

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ARTICLE XIII DISSOLUTION

 In the event of the dissolution of the Colorado Lamplighters of ESA, after outstanding debts are paid, all remaining assets will be paid to the Colorado Past President Endowment (or Lamplighters) Scholarship Fund or other Colorado Endowment Scholarships Funds within the ESA Foundation.

Revised 2014

President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parlamentarian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parlamentarian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Pat Bernhardt Nancy Cameron Gertie Chapin

STANDING RULES

1. The Treasurer shall make a twenty-five dollar ($25.00) memorial gift upon the death of a member’s immediate family to the Colorado Past Presidents (or Lamplighters) Endowment Scholarship Fund. She shall send an appropriate card of acknowledgment to the member, her family and chapter. Immediate family shall be defined as spouse, children, mother, or father of member.

2. Lamplighter members shall be reimbursed for expense upon receipt of itemized expenses for performing assigned duties.

3 Changes or additions to these Standing Rules may be made at any regular meeting by two-third (2/3) affirmative vote of the membership present.

Revised 2014

LIST OF PROPRIETIES & CARETAKER

 FLAGS, POLES, STANDS

 American

 Colorado

 All Faiths

 ESA

 ESA Foundation

 Gloves

 Joyce Fuller

TIARA for Woman of the Year

 Joyce Fuller

LAMPLIGHTER CHARMS

 Lamplighter President

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