**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 (CSC) of Epsilon Sigma Alpha.

**ARTICLE II – OBJECT**

**Section 1:** To encourage members throughout the state to nominate qualified members for all state offices.

**Section 2**: To encourage ESA members 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 an opportunity to study qualifications of the candidates before voting.

**Section 4:** To visit chapters whenever asked and help with chapter concerns.

**Section 5:** 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 who have paid both their ESA membership and Lamplighter dues to be considered in good standing.

**Section 2:** Past Presidents of another state may become a member by invitation. If they desire a Colorado Lamplighter charm, it may be purchased at their expense.

**Section 3:** After three years, if a member has not paid annual dues, or attended meetings, they shall be considered inactive and removed from the active roster.

**ARTICLE 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 Lamplighters’ meeting in even-numbered years.

**Section 3:** Officers shall attend all Colorado State Council meetings.

**Section 4:** The Junior and Senior Past State Presidents of the CSC are not eligible to hold a Lamplighter office, as they are members of the CSC Executive Board.

**ARTICLE V - DUTIES OF OFFICERS**

**Section 1:** The President shall:

1. Preside at all Lamplighters’ meetings.
2. Report activities of the Lamplighters’ meeting at CSC meetings and at the CSC convention.
3. Accept requests from CSC elected and appointed officers for Lamplighters to assist, perform, or participate in ceremonies, workshops or other activities.
4. Serve as the voting delegate at the CSC meetings. In the event of inability to attend the CSC meetings, the Vice President shall act as the designated representative.
5. Prepare and present the Flag Ceremony at the CSC convention:
6. Make flag assignments at the Spring CSC meeting.
7. Flags to be posted include: ESA, ESA Foundation, All Faiths, IC Representative’s state flag, Colorado, and the American flag.
8. Provide maintenance and storage of the flags, flag poles, stands, and gloves.
9. Responsible for the welcoming ceremony for the retiring CSC President into the Lamplighters and present the Lamplighter charm at the Second General Assembly of the CSC convention. Maintain and reorder Lamplighter charms as necessary.
10. Serve as Chairman of the CSC Minutes Review Committee.
11. Provide tiara to CSC Awards Chairman.

**Section 2:** Duties of the Vice President shall be:

1. Act as an assistant to the President.
2. Act as the presiding officer in the absence of the President and assume all presidential duties.
3. Act as the Lamplighters’ Parliamentarian.
4. Solicit advisor assignments for CSC officers each year:

1. Allow the incoming CSC President to select their advisors.

2. Provide a list of advisors to the incoming CSC President following the CSC Spring Board meeting.

1. Remember members with appropriate cards for joys and concerns.

**Section 3:** Duties of the Secretary shall be:

1. Record the minutes of each meeting.
2. Send meeting minutes to active members within fifteen (15) days following each meeting.
3. Present the Lamplighters’ handbook to the new Lamplighter member at CSC Convention.
4. Prepare a “member” page for each new Lamplighter

1. Distribute at the Fall Board meeting; email to active members not in attendance.

2. Forward to the Colorado Webmaster.

1. Update the following information in the Lamplighters’ handbook; which includes the following to be shared with the Colorado Webmaster and the Lamplighters’ Historian:
2. Communication Tree
3. Current Lamplighter Officers

3. Past Presidents of Colorado Lamplighters

4. List of all Lamplighters with their Chapter/City, Theme, Year, Installation City, and Convention Theme

5. Active Lamplighters to include address and birthday

6. ”Member” page for each Lamplighter regarding their year as CSC President

7. Past Colorado State Council Officers

8. Lamplighters’ Bylaws & Standing Rules

1. Provide the following to the CSC Corresponding Secretary:
2. Current Lamplighter Officers
3. Active Lamplighters to include addresses and birthday

**Section 4:** Duties of the Treasurer shall be:

1. Custodian of the Lamplighters’ funds
2. Prepare a Treasurer’s report for each meeting
3. The Colorado Lamplighters became a Life Active Member of ESA Foundation in 2019; annual dues are no longer required.
4. File with ESA Headquarters the Tax Facts report by September 15.

**ARTICLE VI – FEES**

Annual dues of the Lamplighters shall be $10.00 (ten dollars) per member, payable by the Lamplighters’ meeting at the CSC fall Board.

**ARTICLE VII - MEETINGS**

**Section 1:** Meetings shall be held on the same date as the CSC Fall, Spring, and Convention.

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

**ARTICLE VIII – FUNDRAISING**

Each year at the CSC Convention the Lamplighters shall conduct a 50/50 drawing with fifty percent (50%) of the proceeds going to the winner. The remainder of the proceeds will be distributed as follows:

1. If a Colorado member is serving on the IC Executive Board or seeking an IC Executive Board office, they will receive forty percent (40%) of the proceeds. The remaining ten percent (10%) will go in the Lamplighters’ treasury.
2. If no Colorado member is serving on the IC Executive Board or seeking an IC Executive Board office, forty percent (40%) of the proceeds go to the Lamplighters’ Candidate’s fund. The remaining ten percent (10%) will go to the to the Colorado Lamplighters’ Endowments.

**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 appointed by the President.

**ARTICLE X – QUORUM**

A quorum shall be the active members present at a state meeting, two of whom shall be Lamplighter officers or their representatives.

**ARTICLE XI - PROPERTY AND ASSETS**

**Section 1:** American, Colorado, All Faiths, ESA, and ESA Foundation flags along with the flag poles, stands, and gloves.

**Section 2:** TIARA for Woman of the Year.

**Section 3:** Lamplighter Charms.

**ARTICLE XII - PARLIAMENTARY AUTHORITY**

The most current edition of **Robert’s Rules of Order Newly Revised** shall govern in all cases to which they are applicable and are not inconsistent with the By-Laws of the Colorado Lamplighters of ESA.

**ARTICLE XIII – AMENDMENTS**

**Section 1:** These By-laws may be amended at any regular or special meeting with two-thirds (2/3) affirmative vote of the members present and in good standing.

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

**ARTICLE XIV – DISSOLUTION**

In the event of the dissolution of the Colorado Lamplighters of ESA, 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.

Revised 2022

Approved May 21, 2022

**STANDING RULES**

COLORADO LAMPLIGHTERS OF ESA

COLORADO STATE COUNCIL

EPSILON SIGMA ALHPA

1. The Treasurer shall:

1. Make a twenty-five dollar ($25.00) memorial gift upon the death of a member’s immediate family to the Colorado Lamplighters’ Endowment. Immediate family shall be defined as spouse, children, mother, or father of member.
2. Send an appropriate card of acknowledgment to the member, their family and chapter.
3. Pay cost of the Lamplighter charm for newly installed CSC Past President.

C. Pay cost of a tiara each year for the CSC Outstanding Woman of the Year.

D. Collect the CSC yearbook fee determined by the CSC incoming President from those desiring a printed yearbook at the Lamplighters’ meeting at State Convention.

1. Forward the fees and the number of books required to the CSC President following State Convention.
2. Pay International Council dues annually by the due date.
3. Pay CSC dues annually by the due date.
4. Lamplighter members shall be reimbursed for expenses upon receipt of itemized expenses for performing assigned duties.
5. Changes or additions to these Standing Rules may be made at any regular meeting by two-thirds (2/3) affirmative vote of the members present and in good standing.

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