



OKLAHOMA STATE COUNCIL

Revised April 25, 2009

ARTICLE I – NAME

The name of this non-profit organization shall be Oklahoma State Council of Epsilon Sigma Alpha International.

ARTICLE II – OBJECTIVE

To promote philanthropic and service endeavors, educational and leadership development and to encourage friendship and fellowship through member and chapter association.

ARTICLE III – MEMBERSHIP AND CLASSIFICATION

Section 1. All ESA chapters in the State of Oklahoma shall be eligible for membership.

Section 2. The membership of this Council shall be composed of active chapters. Annual dues per chapter shall be due and payable to the Oklahoma State Council on or before May 1. Dues must be paid by January 1 to qualify for contests, awards and voting privileges. A chapter shall become inactive upon non-payment of dues for three (3) consecutive years. An inactive chapter shall become an active chapter by payment of the current year's dues.

Section 3. FISCAL YEAR

The fiscal year of this Council shall be from close of convention, to the close of the following convention. State Council books shall be closed no later than May 1 in the event a convention is not held.

ARTICLE IV- OFFICERS

Section 1. The elected officers of this Council shall constitute the Executive Board which shall include the following: President, First Vice-President, Second Vice-President, Parliamentarian, Recording Secretary, Treasurer, Project Director, Petticoat Journal Editor, Jr. Past President, Sr. Past President and District Coordinators. The Corresponding Secretary shall be the choice of the President Elect. She shall serve as a voting member of the Executive Board.

ARTICLE V- QUALIFICATIONS OF ELECTED OFFICERS

Section 1. An active chapter may nominate any member for an elected office, except Corresponding Secretary. She must be an active member of her chapter in good standing and have been an ESA member for at least two years. A candidate for elected office must have held the office of Chapter or City Area Council President and give her consent in writing. She must have attended at least one (1) previous State Convention. Consent of the candidate and her qualifications shall be sent to the Nominating Committee by March 1.

Section 2. The First Vice President shall have served at least three (3) terms as an elected officer or two (2) terms as an elected officer and two (2) terms as an appointed chairman prior to her nomination.

Section 3. The Second Vice President shall have served at least three (3) terms as an elected officer or two (2) terms as an elected officer and two (2) terms as an appointed chairman prior to her nomination.

Section 4. The Recording Secretary shall be able to take accurate notes and type.

Section 5. The Treasurer must be over twenty-one years of age, bondable, and shall have a general knowledge of bookkeeping principles.

Section 6. The Parliamentarian shall be thoroughly familiar with the contents of the Oklahoma State Council Bylaws and parliamentary procedure and with the parliamentary authority adopted by the International Council.

Section 7. The Project Director shall work with the membership to assure the state projects meet the standards of the Oklahoma State Council.

Section 8. The Petticoat Journal Editor shall have good organizational skills, be able to type and meet deadlines. She must know basic grammar and English.

ARTICLE VI – VACANCIES

In the event a candidate has to withdraw from running for an office, candidate should withdraw five (5) days prior to the March 1 deadline.

ARTICLE VII - ELECTION AND TERMS

Section 1. Officers shall be elected at the annual convention. Active members of the state council may submit nominations from the floor at the First General Assembly of the Convention. Prior "Notice of intent to nominate" from the floor shall be submitted to the Chairman of the Nominating Committee ten (10) days prior to the Convention. Notice of intent to nominate shall include candidate's name, statement of willingness to serve, and candidate's qualifications.

Section 2. In the event there is only one candidate for each office and no candidate is nominated from the floor the candidates may be elected by acclamation. When there is more than one (1) candidate for an office, ballots shall be cast during the First General Assembly and election shall be determined by plurality vote of delegates.

Section 3. Officers shall assume duties at close of convention and shall continue in office until next convention.

Section 4. No officer shall succeed herself.

Section 5. The Nominating Chairman shall present candidates for office and election shall be by mail in the event that a state convention is not held. The term of office shall be for one (1) fiscal year or until a successor has been selected.

Section 6. – TELLERS

The President shall appoint tellers and the first named shall be the Chairman. Tellers shall collect and tally all votes. A statement of election returns shall be given to the President immediately following final count of ballots. Results of the election results must be kept confidential until the president gives official notification. A tabulation of election results shall be posted for general information.

Section 7. - VACANCIES

The entire Executive Board shall determine vacancies occurring in elected offices.

ARTICLE VIII - DUTIES OF ELECTED OFFICERS

Officers must review the Policy & Procedures Manual (Blue Book) and become familiar with the duties that are applicable to their position.

An elected officer or appointed chairperson shall automatically be removed from office and a replacement shall be named if she becomes inactive in her chapter and/or becomes a Member-at-Large. The President shall be informed if an elected officer or chairperson becomes an inactive member, either by the member involved or an active member in possession of such knowledge.

Section 1. The President shall preside at all state meetings, the annual convention and conduct an annual Leadership Seminar. The President shall appoint tellers, chairpersons of standing committees, except Budget, Convention, Nominating and Sooner Seniorette President. The President shall be ex-officio member of all committees, except Nominating. The President shall

be an authorized signer on all Oklahoma State Council accounts. The President shall be bonded. She shall serve one (1) term as Jr. Past President and one (1) term as Sr. Past President.

Section 2. The First Vice President by virtue of her office shall be known as President Elect. The First Vice President shall assume the duties of the President in the event the President is unable to do so. She shall serve as Chairperson of the Nominating Committee, prepare copies of the ballot and deliver to the Credentials Chairperson prior to convention. She shall be advisor to the District Coordinators and Vice Coordinators. The First Vice President shall be an authorized signer of all Oklahoma State Council bank accounts and shall be bonded. She shall be installed President at the convention following her term as First Vice President.

Section 3. Second Vice President shall be Educational Director. The Second Vice President shall preside in the absence of the President and the First Vice President. She shall accept bids for convention two (2) years in advance. Convention bids shall be presented for vote during Second General Assembly at State Convention. The Second Vice President shall appoint a Convention Chairman. She shall become First Vice President at the Convention following her term as Second Vice President.

Section 4. The Parliamentarian shall be chairperson of the Bylaws Committee. She shall provide an electronic copy of the bylaws to the State Council's Web Master and Directory Chairman within ten (10) days following convention. The Parliamentarian shall deliver a complete electronic set of revised bylaws to the incoming Parliamentarian within five (5) days following convention. She shall have proposed bylaw amendments published in the April issue of the Petticoat Journal and presented to the membership for approval at convention.

Section 5. The Recording Secretary shall record the proceedings of all meetings of the Oklahoma State Council. She shall provide electronic copies of Leadership and the June State Council meeting minutes to the Petticoat Journal editor. The Recording Secretary shall send electronic copies of the minutes of all meetings, including convention minutes approved by the appointed committee to the Executive and General Board Members, Chapter Presidents and all past Oklahoma State Presidents currently residing in Oklahoma within forty-five (45) days.

Section 6. The Treasurer shall open an account in the name of Epsilon Sigma Alpha International, Oklahoma State Council; the account shall be in a federally insured bank and shall be bonded. She shall be Budget Chairman. The Treasurer shall collect dues and deposit all monies within two (2) weeks of receipt. She shall disburse funds as budgeted or approved by the membership and make a financial report at regular board meetings, convention and submit a monthly report to the State President. The Treasurer shall issue past due notices for dues before November 1. She shall supply the Credentials Chairman with a list of eligible votes. The Treasurer shall submit records for audit.

Section 7. The Project Director shall open an account in the name of Epsilon Sigma Alpha International, Oklahoma State Council Project Fund; the account shall be in a federally insured bank. She shall be bonded. The Project Director shall deposit all funds within two (2) weeks of receipt. She shall disburse funds as approved by the membership and make a report at council meetings, submit a monthly report to the State President and an annual report at convention. She shall present planned distribution of funds for projects to the members at first regular council meeting after convention. The Project Director shall present philanthropic projects for approval at March State Council meeting every three- (3) years. She shall submit records for audit.

Section 8. The Petticoat Journal Editor shall open an account in the name of Epsilon Sigma Alpha International, Oklahoma State Council, Petticoat Journal, the account shall be in a federally insured bank. She shall be bonded. The Petticoat Journal Editor shall publish five (5) issues of the official publication, Petticoat Journal, such publication to be for the months of August/September - October/November – December/January - February/March - April/May. She shall submit a monthly financial report to the State President. She shall submit records for audit.

Section 9. The Junior Past President shall be a member of the Budget Committee. The Junior Past President shall be the Disaster Fund Chairman. She shall receive and record Disaster Funds donated by chapter and/or members and forward to the International Council Disaster Fund Chairman, with a copy to the State President. The Disaster Fund Chairman shall file

claims as requested. She shall publish names and amounts of contributions in the August/September and February/ March issues of the Petticoat Journal.

Section 10. The Senior Past President shall be the Convention Workshop Coordinator with responsibility for coordinating workshops at State Convention.

ARTICLE IX - GENERAL BOARD

Section 1. COMPOSITON - The standing committees of this Council shall be: Association of the Arts, Auditor, Awards, Chaplain, Circle of Life, Contest, Convention, Credentials, DIANA, Directory, Easter Seals, ESA Foundation Counselor (2 yr.), Membership, Outstanding Chapter, Outstanding Youth, Philanthropic, Publicity, Scrapbook, and Sooner Seniorette President, International Officer(s), Past International Council President(s), and past and current E.S.A. Foundation Board Members.

The General Board must review the Policy & Procedures Manual (Blue Book) and be familiar with all duties that are applicable to their position.

Section 2. DUTIES OF CHAIRPERSONS

The standing committees shall be appointed by the President except Budget, Convention, Nominating and Sooner Seniorette President. Chairpersons may not serve more than one (1) consecutive term as chairperson of the same committee nor serve as chairperson of more than one (1) committee at the same time. Chairpersons shall attend Board meetings or submit a written report. Shall submit any contest changes to for presentation and vote at the June State Council meeting.

ARTICLE X – COMMITTEES

Section 1. – COMPOSITION – The committees shall be Budget, Nominating and any other deemed necessary at the discretion of the President.

Section 2. The Nominating Committee shall consist of six (6) members; the President Elect shall be chairperson and Jr. Past President shall be a member. The Convention Body at the First General Assembly shall elect the other four- (4) members by ballot unless only four members are nominated. In that case, the committee may be elected by acclamation. The four (4) nominees receiving the most votes shall serve on the Nominating Committee. No committee member shall serve for two (2) consecutive years. The Nominating committee shall present candidates one (1) meeting prior to annual convention. The slate, together with qualifications, shall be published in the April/May issue of the Petticoat Journal. The Nominating Committee shall present candidates at convention. Prior "Notice of intent to nominate" from the floor shall be submitted to the Chairman of the Nominating Committee ten (10) days prior to the Convention. Notice of intent to nominate shall include candidate's name, statement of willingness to serve, and candidate's qualifications. Nominations made from the floor shall be accompanied by written qualifications presented to the Nominating Chairperson at the time of nomination. Qualifications of all candidates for office shall be read if nominations are made from the floor.

Section 3. The Budget Committee shall be the President, First Vice President, Second Vice President, immediate past and current Treasurer, Jr. Past President and Auditor. The Budget Committee shall prepare and submit a budget for approval of the membership at the June State Council meeting.

ARTICLE XI - MEETINGS

Section 1. REGULAR MEETINGS

A regular meeting of the Oklahoma State Council shall be held in the months of June, November, March and April. The regular meeting held in April shall be the annual convention.

Section 2. The Leadership Seminar shall be held no later than the third (3rd) weekend in September. Business of an urgent nature may be conducted at the Leadership Seminar.

Section 3. The Leadership Seminar, the June, November, and March State Council meetings shall be held at a location with convenient accessibility for membership, to be chosen at the discretion of the First Vice President/President Elect.

Section 4. - SPECIAL MEETINGS

A special meeting may be called by the President in the event of a State or National emergency.

ARTICLE XII - VOTING

Section 1. The voting body of the convention shall consist of all members in attendance. No member shall be allowed more than one (1) vote and no proxy voting shall be allowed.

Section 2. A quorum at any regular meeting shall consist of at least 10% of the chapters in good standing under these by-laws. Voting on the state officers and State Project shall be by chapter delegate vote, one (1) vote for each ten- (10) members or part thereof.

Section 3. State chapter and individual state member dues shall be paid by January 1 and International chapter and individual member dues shall reflect paid as of April 1 printout from Headquarters in order for chapter delegates to vote at State Convention.

ARTICLE XIII - ASSOCIATE ORGANIZATIONS

Associate organizations consist of Past State Presidents (Sooner Senioresses), City Councils, Debutantes of ESA (DESA), Elan of ESA and Men of ESA (MESA).

Section 1. PAST STATE PRESIDENTS know as the Sooner Senioresses, may organize and have bylaws provided they do not conflict with the Oklahoma State Council Bylaws. Shall supply a current copy of the bylaws to the State President and Parliamentarian. The Sooner Senioress President shall be a voting member on the State General Board. Shall be responsible for keeping up-to-date the Oklahoma State Council History.

Section 2. CITY COUNCILS

City Councils may organize when an area has three (3) or more chapters to coordinate the activities of local chapters. May have bylaws provided they do not conflict with the Oklahoma State Council Bylaws. Shall supply a current copy of bylaws to the State President and Parliamentarian.

Section 3. DEBUTANTES OF ESA (DESA), ELAN OF ESA, MEN OF ESA (MESA)

Debutants of ESA (DESAS), ELAN and Men of ESA (MESA) may each organize respectively, and have bylaws provided they do not conflict with the Oklahoma State Council Bylaws. Each associate organization shall supply a current copy of bylaws to the State President and Parliamentarian.

ARTICLE XIV - DISTRICT COUNCILS

Section 1. There shall be four (4) districts known as: District II, District III, District IV and District V. Districts shall be divided by counties or cities.

District 2 Council: Alfalfa; Beaver; Blaine; Canadian (except city of Mustang); Cimarron; Custer; Dewey; Ellis; Garfield; Grant; Harper; Kingfisher; Lincoln; Logan; Major; Noble; Oklahoma (except Del City and Midwest City); Payne; Roger Mills; Texas; Woods; Woodward and the city of Cordell.

District 3 Council: Cherokee; Craig; Creek; Delaware; Kay; Mayes; Nowata; Osage; Ottawa; Pawnee; Rogers, Tulsa, Washington.

District 4 Council: Beckham; Caddo; Canadian (city of Mustang only); Carter; Cleveland; Comanche; Cotton; Garvin; Greer; Grady; Harmon; Jackson; Jefferson; Johnston; Kiowa; Love; Marshall; McClain; Murray; Pontotoc; Pottawatomie; Seminole; Stephens; Tillman; Washita (except city of Cordell); Oklahoma (only Del City, Midwest City and city of Choctaw).

District 5 Council: Adair; Atoka; Bryan; Choctaw; Coal; Haskell; Hughes; Latimer; LeFlore; McCurtain; McIntosh; Muskogee; Okfuskee; Okmulgee; Pittsburg; Pushmataha; Sequoyah; Wagoner.

- Each District shall have bylaws provided they do not conflict with the Oklahoma State Council Bylaws and shall provide a current copy of the bylaws to the State President and Parliamentarian.
- Each District shall elect and install officers.
- Each District shall have one (1) voting member on the State Executive Board, which shall be the District Coordinator.
 - Coordinator shall attend all State Council meetings.
 - The number of District meetings shall be left to the discretion of the District.
 - One (1) meeting shall be a Leadership Seminar.
 - The District Secretary shall provide minutes to state elected board members within thirty (30) days after the meeting.
 - District Awards will be given in the District.

ARTICLE XV – EXECUTIVE AND GENERAL BOARD MEETINGS

Section 1. The Executive Board shall have general supervision of affairs of the Oklahoma State Council between regular meetings.

Section 2. REGULAR MEETINGS

There shall be four (4) regular Board meetings held prior to State Council meetings.

Section 3. SPECIAL MEETINGS

Special meetings may be called by the President.

Section 4. QUORUM

A quorum shall be a majority of the Executive and General Board Members.

Section 5. Each member of the Board shall be required to keep a written record of work done pertaining to her office or committee and deliver to her successor at the close of annual convention.

Section 6. Any member may attend Board meetings, but shall have no voting privileges.

ARTICLE-XVI - CONVENTION

Section 1. CHAIRPERSON

The Second Vice President shall appoint a Convention Chairperson two years prior to her installation as President. The Chairperson shall attend General Board and Council meetings.

Section 2. DUTIES:

- Shall coordinate plans with presiding officer of said convention.
- Shall pay all convention bills and distribute profits within thirty (30) days following convention.
- Shall publish a final report in August issue of Petticoat Journal.
- Shall furnish Outstanding Chapter Chairperson a list of all members, by chapter, in attendance at convention.

Section 3. CONVENTION SITE SELECTION

Two years prior to convention, a plurality vote will be taken to select the site at the Second General Assembly at convention.

Section 4. QUORUM

A quorum shall be a majority of the voting members registered at convention.

Section 5. REGISTRATION FEE

The convention registration fee shall be approved by the Executive Board and the Oklahoma State Council at the first meeting after convention. The deadline for paying registration for state convention is thirty (30) days prior to convention with a guaranteed refund with legitimate reason, if cancellation is made ninety-six (96) hours before convention opens.

Section 6. CONVENTION FUNDS

State Council Obligations - Two dollars and fifty cents (\$2.50) per paid chapter dues shall be

remitted to the Convention Hostess' to help defray expenses. Registration Fee and hotel room for one (1) International Council Representative to convention as designated by the International Council President. All expenses in connection with the installation of officers except the installation stage. Corsages can be purchased for the banquet for the State President, International Council Representative, Installing Officer and a bouquet for the newly elected State President if they so desire.

Section 7. CONVENTION HOSTESSES OBLIGATIONS

Rent for assemblies, food facilities and all expenditures in connection with display rooms, exhibits and installation stage. Shall secure photographer and pay necessary expenses incurred.

Section 8. DISTRIBUTION OF FUNDS

The \$2.50 per paid chapter dues and the \$1,000 loan paid to the Convention Hostess from the State Council, shall be reimbursed to the Council. These funds will be retained for loan to the next Convention Hostesses' two years in advance of convention. Convention Hostesses should retain \$1,000 of profits after expenses are paid. All remaining profits shall be split 50/50 between the State Council and the Convention Hostess. The State Council's portion will be placed with the treasurer for state council expenses. All expenses incurred, including Convention Loan Fund, shall be remitted within thirty (30) days following convention.

Section 9. INTERNATIONAL CONVENTION

State President shall attend International Convention. Shall be reimbursed for transportation expenses within the contiguous United States. Reimbursable expenses are to be figured on air travel coach, where possible or the applicable IRS rate per mile plus meals in route (not to exceed amount of lowest air travel coach, if driving). She shall receive registration fee and hotel room for six (6) nights.

Section 10. INTERNATIONAL COUNCIL NOMINATIONS

A recess is called at the Leadership Seminar and nominations made. Permission in writing for nomination is submitted, setting out qualifications and International Council Office desired. The member(s) selected for candidacy shall be supported by the State Council. A member shall no longer be considered as an International Council Candidate if she is unsuccessful in receiving an International Council Office for three (3) consecutive years. A committee chairperson shall be appointed by the President to assist the International Council candidate(s).

ARTICLE XVII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the Oklahoma State Council in all cases not provided for in these bylaws or International Council Bylaws.

ARTICLE XVIII – AMENDMENTS

These bylaws may be amended every odd year at the annual convention of the Oklahoma State Council by a two-thirds vote of voting delegates present and voting, provided amendments have been approved by the Executive and General Board, and published in the April/May issue of the Petticoat Journal. Proposed amendments must be submitted to the State Parliamentarian by March 1.

These bylaws may be amended in even numbered years when deemed necessary by the Executive Board with all the same rules and voting requirements as above.

OKLAHOMA STATE COUNCIL – STANDING RULES

- 1) It shall be the obligation of the officers of the Oklahoma State Council Executive and General Board to attend each General Board and State Council meeting.
 - a) The State President must be notified if unable to attend.
 - b) An officer shall be automatically removed from office and vacancy filled if there are two (2) consecutive absences from the meetings without valid reason.

- 2) The state dues shall be thirty dollars (\$30.00) per chapter plus three dollars (\$3.00) per member. New chapters shall not be required to pay state, chapter/member dues until May 1 following the first anniversary of their charter date. New chapter members joining between May 1 and the following April 1 should submit three dollars (\$3.00) per person to the State Treasurer by April 1, in order to be considered for, additional voting privileges. Chapter dues shall be divided as follows:
 - State Council Treasury shall receive twenty-seven dollars and fifty cents (\$27.50), of the thirty dollars (\$30.00) per paid chapter; the remaining \$2.50 per paid chapter may be loaned to the Convention Hostess to help defray convention planning expenses. State Council Treasury shall also receive the three dollars (\$3.00) per member component of the state dues.
 - Dues are to be used to defray expenses incurred by State Officers and Chairpersons such as: postage, photocopying, supplies, gift for the Outgoing State President, State Awards, web site hosting fees and other items approved by the Executive and General Board.
 - Dues shall include the travel expenses of the State President and First Vice-President to one (1) meeting in each district during the year.
 - Shall include the registration fee and hotel accommodations plus travel to the President's Leadership conference, not to exceed airline coach fare round-trip.

- 3) The Petticoat Journal will be available by mail or electronic method. The Price will be determined each year. Petticoat Journal Editor will be responsible for executing a hard copy list.

- 4) No chapter shall be allowed to sell items or chances at convention unless it benefits the Convention Hostesses.

- 5) The Oklahoma State Projects shall be Oklahoma School for the Deaf in Sulphur and Oklahoma School for the Blind in Muskogee. The State Projects shall be voted on and approved every three years at the annual convention. The monies from the State Project Fund shall be divided and contributed to the schools on a per capita student basis.

- 6) Oklahoma State Council Speaker's Fund (Certificate of Deposit) of four thousand dollars (\$4,000) shall be used (interest only) with following stipulations.
 - a) Speaker for general membership at State Convention and/or
 - b) Speaker for general membership at Leadership Seminar.
 - c) Approval for speaker by vote of the Executive and General Board:
 - 1) May be voted at meeting prior to commitment
 - 2) A called Executive and General Board meeting or
 - 3) A polled telephone and/or mailed vote.

- 7) Convention Loan Fund of one thousand dollars (\$1,000) to be used by:
 - a) Chapters/Districts and/or State Council who are planning to host a convention
 - b) The entire amount to be repaid to the Convention Loan Fund within thirty (30) days after convention.
 - c) Loan payment will be issued upon written request of the Convention Chairperson to the State Council President and Treasurer.
 - d) The one thousand dollars (\$1,000) will remain in the Council Treasury if not borrowed by Convention Hostess in any given year and at no time may be used to pay State Council expenditures

- 8) Directories will be sold for one-half (1/2) price after January 1.