

ESA  
DISTRICT IV COUNCIL BYLAWS  
ARTICLE I—NAME

The name and number of this nonprofit organization shall be District IV Council of the Oklahoma State Council of Epsilon Sigma Alpha International.

ARTICLE II - OBJECT

The object of this organization shall be to unite the member chapters for the promotion of the ESA objectives, which are Education, Philanthropy, and Association; and to promote good fellowship and leadership by chapter participation in the activities of ESA.

ARTICLE III - MEMBERSHIP

SECTION 1 - CLASSIFICATION

The membership of this council shall be composed of Active Chapters.

SECTION 2 - QUALIFICATION

All ESA Chapters within District IV shall be eligible for membership.

SECTION 3 - DUES

- a. Annual dues shall be \$10.00.
- b. Chapter Dues shall be payable on or after May 1, and are delinquent after January 1.
- c. Dues for newly organized chapters shall be \$.50 per month for the remaining months of the fiscal year.
- d. An inactive chapter shall become an active chapter by payment of the current year's dues.
- e. If a chapter has not paid State or District dues for three (3) consecutive years, or has been removed from the State Council rolls, it shall no longer be considered an Active Chapter.

SECTION 4 - FISCAL YEAR

The fiscal year of this Council shall be installation to installation annually.

ARTICLE IV - OFFICERS

SECTION 1 - ELECTED OFFICERS

The elected officers of this Council shall be Coordinator, Vice-Coordinator, Parliamentarian, Recording Secretary, Treasurer, and Junior Past Coordinator. The office of Corresponding Secretary shall be an appointed office. 1 year of this Council shall be installation to installation annually.

SECTION 2 - APPOINTED CHAIRMEN

The appointed Chairmen of this Council may be Chaplain, Educational, Philanthropic, Scrapbook, Ways and Means, and Publicity

SECTION 3 - DUTIES OF ELECTED OFFICERS

(a) Coordinator

1. Shall preside at all regular and board meetings.
2. Shall supervise at annual Leadership Seminar, arrange for all speakers and prepare seminar booklet.
3. Shall appoint the chairmen of standing committees, except nominating.

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4. Shall be ex officio member of all committees except the nominating committee.
5. Shall appoint election tellers at the final meeting.
6. Shall attend State Board and Council Meetings.
7. Shall be responsible for seeing that Corresponding Secretary issues meeting notice thirty (30) days in advance of each District IV meeting to all State Officers, all District IV Board Members and all District IV Chapter Presidents.
8. Shall encourage participation and involvement from all District IV Chapters.
9. Shall encourage District IV board members to fulfill the duties of their offices and keep her files updated for her successor.
10. Shall keep Vice-Coordinator informed of all activities throughout the year.
11. Shall appoint a three-member committee to read minutes and make a report at District Council Meetings.
12. Shall serve as Junior Past Coordinator upon installation of a new coordinator.
13. Shall compile and distribute District Board and District Chapter Presidents' rosters, within thirty (30) days after State Convention, to District Board Members, District Chapter Presidents, State Elected Officers and Directory Chair.

(b) Vice-Coordinator

1. Shall be Coordinator-Elect.
2. Shall, in the event of the inability of the Coordinator to perform her duties, assume the duties of the Coordinator.
3. Shall be the official hostess for all regular meetings and seminars. As hostess, shall be responsible for guest book, name tags, door prizes and refreshments.
4. As Coordinator-Elect shall set dates and places for District meetings for her term as Coordinator. These dates and places shall be coordinated with the State President-Elect and given to her in writing after the Vice Coordinator has been installed.
5. Shall be installed Coordinator at the final meeting following her term as Vice-Coordinator.
6. Shall be responsible for making arrangements for installation of officers.

(c) Parliamentarian

1. Shall advise, when requested by the Coordinator, Executive Board, any other committee, officer, or chapter, on parliamentary questions concerning the District IV Council.
2. Shall be chairman of the Bylaws Committee.
3. Shall distribute, within thirty days after the first meeting, a current copy of the bylaws to all District Chapter Presidents, District Executive Board Members, State President, and State Vice Presidents, State Parliamentarian and ESA Headquarters.

(d) Recording Secretary

1. Shall take roll call and record the proceedings of all meetings of District IV Council and Executive Board, and provide copies to all members of the committee to read minutes within ten (10) days.
2. Shall mail or email (if email addresses are available) within thirty days copies of all District IV Council minutes to District Executive Board, District IV Chapter Presidents, State President and State Vice Presidents.
3. Shall forward to Outstanding Chapter Chairman complete tabulation of attendance by chapter at all District meetings by April 1.

(e) Treasurer

1. Shall collect all monies due the District IV Council and deposit in a federally insured bank within 30 days of receipt.
2. Shall sign a signature card with the Coordinator. Only one signature required to disburse funds.
3. Shall issue statement for Chapter dues after September District Council meeting.
4. Shall make a financial report at regular Council meetings and the final meeting.
5. Shall submit Treasurer's records to the State Auditor.
6. Shall disburse funds as budgeted or approved by the membership.
7. Shall be Budget Chairman.
8. Shall notify current State Treasurer of the District IV Chapters paying their dues by January 1st. This should be mailed no later than January 3rd.
9. Shall be responsible for ordering the incoming Coordinator's District gavel guard, which will be presented at her installation as a gift from the District.

(f) Junior Past Coordinator

1. Shall be Chairman of the Nominating Committee
2. Shall be a member of the Budget Committee

SECTION 4 - DUTIES OF APPOINTED OFFICERS

(a) Corresponding Secretary

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1. Shall assist the Coordinator in all correspondence.
2. Shall issue meeting notice 30 days in advance of each District IV meeting to all State Officers, District IV Board members, and all District IV Chapter Presidents.

#### SECTION 5 - QUALIFICATIONS

An active chapter may nominate any member for any elected office, providing that member has given her consent in writing along with her qualifications. Consent and qualifications are to be mailed to the Chairman of the Nominating Committee at least 30 days before the final meeting. A nominee shall be a member of a District IV Chapter in good standing. A nominee for Vice-Coordinator must have served a Chapter or City/Area Council as President and been a member of ESA in good standing for at least two (2) years.

#### SECTION 6 - NOMINATING COMMITTEE

(a) Composition

1. The Nominating Committee shall consist of five (5) members. The Junior Past Coordinator shall be Chairman. The other four (4) members shall be elected.
2. The four (4) members shall be elected by the voting party at the second regular meeting. Voting shall be by ballot. The four nominees receiving the most votes and the Chairman shall constitute the Nominating Committee.

(b) Duties

1. Shall give report at the final meeting and further nominations may be made from the floor.
2. Nominations made from the floor must be accompanied by written qualifications and presented to the Nominating Chairman at the time of the nomination.
3. If nominations are made from the floor, qualifications of all candidates for that office shall be read.

#### SECTION 7 - ELECTION AND TERM

- (a) Officers shall be elected by ballot at the final meeting. Their term of office shall be from installation to installation.
- (b) No officer shall succeed herself.
- (c) In case of inability to hold a final meeting, the election shall be by mail.
- (d) The term of office shall be for one fiscal year, except Vice-Coordinator, which shall be as follows: One term as Vice-Coordinator, one term as Coordinator, and one term as Junior Past Coordinator.
- (e) No proxy votes will be accepted.

#### SECTIONS-TELLERS

(a) Composition

1. The Coordinator shall appoint four (4) tellers; the first named shall be the Chairman.

(b) Duties

1. Appointed tellers shall collect and tally ballots.
2. A statement of the election returns shall be handed to the Coordinator immediately following final count of ballots.

#### SECTION 9 - VACANCIES

- (a) Vacancies occurring in the elected offices shall be filled by the Executive Board.
- (b) Vacancies occurring in the appointed chairmen shall be filled by the Coordinator.

#### SECTION 10 - INSTALLATION

- (a) Coordinator-elect shall designate the installing officer.
- b Installation expenses shall be as designated by the Budget Committee.

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# ARTICLE V - STANDING COMMITTEE

## SECTION I - COMPOSITION

The standing committees, at the discretion of the chairmen, of this Council shall be Nominating, Budget, Chaplain, Educational, Philanthropic, Scrapbook Ways and Means, and Publicity.

## SECTION 2 - CHAIRMEN

- (a) Standing Committees, except Nominating and Budget, shall be appointed by the Coordinator.
- (b) Chairmen may not serve as Chairman of more than one Committee at the same time.
- (c) All Chairmen shall be members of the Executive Board and shall attend Board Meetings or be represented.

## SECTION 3 - SPECIAL COMMITTEE

Standing and/or special committees, as deemed necessary, may be created by the Executive Board.

## SECTION 4 - DUTIES OF APPOINTED CHAIRMEN

- (a) Nominating Committee
  - 1. Composition and duties shall be as provided for in Article IV, Section 6.
- (b) Budget
  - 1. The Budget committee shall be the retiring Coordinator and Treasurer, the current Coordinator, Treasurer, and Ways and Means Chairman.
  - 2. The current Treasurer shall be Chairman.
  - 3. It shall be the duty of this committee to compile a budget based on the previous disbursements of the past two years and on the estimated receipts of the current year.
  - 4. Shall present the proposed budget at the first regular meeting for approval by the membership.
- (c) Chaplain
  - 1. Shall give a devotional at all Council meetings.
  - 2. Shall send cards to ill or bereaved members and for special events, made known to her.
  - 3. Shall notify the State Chaplain and District IV Coordinator of any ill or bereaved member and of special events made known to her.
  - 4. In the event of the death of a member of District IV, a donation, not to exceed \$25 shall be made in the member's name to a charity, if funds are available.
- (d) Educational
  - 1. Prepare or arrange for a brief educational program to be presented at each District IV meeting.
  - 2. Shall file a copy of the educational program and/or report with the State Educational Director.
- (e) Philanthropic
  - 1. Shall locate philanthropic projects within District IV to be presented at the last meeting for approval of the membership for the following year.
  - 2. Shall coordinate philanthropic efforts r the District. Promote needs and wants of project within the District. Record any monies collected before forwarding to District IV Treasurer.
  - 3. Shall act as liaison between District IV and Project.
- (f) Scrapbook
  - 1. Shall compile the District IV scrapbook, requesting chapters to supply enough materials for at least one page.
- (g) Ways and Means
  - 1. Shall be responsible for project to raise funds for District IV Council Budget at each meeting.
  - 2. Shall keep an accurate record of monies received by her before forwarding to District IV Treasurer.
  - 3. Shall be a member of the Budget Committee.

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## ARTICLE VI - MEETINGS

### SECTION 1 -REGULAR MEETINGS

Two regular meetings and a leadership conference shall be held unless otherwise ordered by the Board.

### SECTION 2 - QUORUM

The members in attendance shall constitute a quorum at any regular meeting.

### SECTION 3 - SPECIAL MEETINGS

In the event of an emergency, a special meeting may be called by the Coordinator.

## ARTICLE VII - VOTING

### SECTION 1

The voting body of the regular meetings shall consist of all members in good standing, in attendance.

### SECTION 2

No member shall be allowed more than one vote and no proxy voting shall be allowed.

### SECTION 3

Voting on District IV Council Officers shall be by Chapter Delegate Vote. One for each ten (10) members or part thereof.

## ARTICLE VIII - EXECUTIVE BOARD

### SECTION 1 - COMPOSITION

The following shall constitute the Executive Board: Coordinator, Vice-Coordinator, Parliamentarian, Recording Secretary, Corresponding Secretary, Treasurer, Junior Past Coordinator, Chaplain, Education Chairman, Philanthropic Chairman, Scrapbook Chairman, Ways and Means Chairman, and Publicity Chairman.

### SECTION 2

The Executive Board shall have general supervision of the affairs of the District IV Council between regular meetings.

### SECTION 3

The Executive Board will meet at the request of the Coordinator.

### SECTION 4 - SPECIAL MEETINGS

A special meeting may be called by the Coordinator

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**SECTION 5 - QUORUM**

Quorum shall be a majority of the Board Members.

**SECTION 6**

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

**ARTICLE IX - PARLIAMENTARY AUTHORITY**

Roberts Rules of Order Revised and Roberts Rules of Order Newly Revised shall govern the District IV Council in all cases not provided for in these Bylaws or International Council Bylaws.

**ARTICLE X - AMENDMENTS**

These Bylaws may be amended at any meeting, provided that notice of the proposed amendments have been mailed or emailed (if email addresses are available), to all District IV Council chapters at least thirty (30) days before the final meeting.

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## District IV

### Standing Rules

1. District IV will maintain a balance of \$ 1100.00 in a savings account in a federally insured bank. \$ 1000.00 will be for the use of a member of District IV who is or will be presiding officer or hosting a state convention. The interest which is earned on the \$1100.00 can be used by the district for operating expenses. When this \$1000.00 is not on loan it will remain in savings.
2. Two members of the same chapter will not be appointed to the same committee.
3. The District will present the incoming Coordinator with a District Coordinator Gavel Guard pin. There will be no outgoing gift (due to limited funds).
4. Oklahoma Council District IV Scholarship shall be awarded only when the principal has earned enough interest to award the scholarship, or if the District donates the remainder necessary to award the scholarship. There will be no principal reduction.
5. The Coordinator will notify chapters when they have been dropped from the rolls of the District. (See Article III, Section 3 (e).
6. District Chapters may sell items at District meetings, with the prior knowledge and consent of the Coordinator.

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