

DISTRICT II COUNCIL BY-LAWS
(Rev. March 31, 2006)

EPSILON SIGMA ALPHA INTERNATIONAL

ARTICLE I – NAME

The name and number of this organization shall be DISTRICT II Council of the Oklahoma State Council, Epsilon Sigma Alpha International.

ARTICLE II – PURPOSE

To unite the chapters of Epsilon Sigma Alpha International in District II for their mutual benefit. The Council shall be a non-profit organization.

ARTICLE III – OBJECTIVES

To promote the educational, philanthropic and social objectives of Epsilon Sigma Alpha International. To promote good fellowship and leadership by means of chapter participation in the activities of Epsilon Sigma Alpha International District, State and International Councils.

ARTICLE IV – MEMBERSHIP

SECTION 1:

- (a) The membership of this council shall be composed of members in good standing of active chapters within District II. An active chapter shall be interpreted as one that has paid its annual dues by January 1 of the current fiscal year.

- (b) Any chapter that has not had representation or paid district dues for a period of two years shall be dropped from district rolls.

SECTION 2: DUES

- (a) Annual dues shall be \$10.00 per chapter, payable to the District Treasurer immediately following the annual meeting in March, and shall be delinquent after January 1 of the current fiscal year.
- (b) Dues for newly organized chapters shall be \$0.80 per month for the remaining months of the fiscal year.
- (c) An inactive chapter shall become active by paying the current year's annual dues.

SECTION 3:

The fiscal year of this council shall begin immediately following the annual meeting in March, when the election and installation is held; ending immediately following the next annual meeting.

ARTICLE V - OFFICERS AND COMMITTEES

SECTION 1:

The Elected Officers of this Council shall be a Coordinator, Vice-Coordinator, Treasurer and Secretary.

SECTION 2:

The Executive Board, composed of all Elected Officers, and Jr. Past Coordinator-Parliamentarian, shall have general supervision of the affairs of the District II Council between regular district meetings.

SECTION 3:

Special Executive Board meetings may be called by the Coordinator. A majority of the members of the Board shall constitute a quorum at any meeting of the Board.

SECTION 4:

Each member of the Executive Board shall keep a written record of work done pertaining to her office or committee and shall deliver it to her successor at the annual meeting in March, or no later than that state convention in April.

SECTION 5:

The Coordinator shall appoint the following Chairmen: Chaplain/Sunshine, Ways and Means, Project, and Scrapbook.

SECTION 6:

The coordinator shall appoint the following committees: Budget, By-Laws and Nominating.

ARTICLE VI – NOMINATION AND ELECTION

SECTION 1: Qualifications of Candidates for Office

- (a) A candidate for the office of District II Council shall have been a member in goodstanding of Epsilon Sigma Alpha International for at least one year prior to nomination.
- (b) Candidates for office must belong to a chapter in District II.
- (c) Candidates for the office of Coordinator and Vice-Coordinator shall have served as Chapter President or City Council President.
- (d) District Officers can serve as an elected officer of the same office more than once on the Executive Board.

SECTION 2:

Qualifications and consent of nominees shall be sent to the Chairman of the Nominating Committee no later than 30 days before the Annual Meeting. Further nominations may be made from the floor during the election if the nominee has given her consent.

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SECTION 3:

Officers shall be elected for a term of one year and installed at the annual meeting in March and shall assume their duties immediately following. The Coordinator-elect shall designate the installing officer.

SECTION 4: VOTING

Voting for District II Council Officers shall be by Chapter Delegate vote; one vote for each ten chapter members or fraction thereof. If more than one Candidate has been nominated for any office, the vote must be by ballot. A plurality vote shall elect.

SECTION 5: VACANCIES

- (a) A vacancy in elected office (except that of Coordinator, in which case the Vice-Coordinator shall ascent to the office) shall be filled for the unexpired term by an appointment of the Executive Board.
- (b) A vacancy in appointed chairmanship shall be filled for the unexpired term by the Coordinator's appointment.

ARTICLE VII – DUTIES OF OFFICERS

SECTION 1: THE COORDINATOR SHALL.....

- (a) Preside at all Board, Regular and Special Meetings.
- (b) Make arrangements for the Annual District Leadership Seminar, contacting by letter the State Officers (well in advance) if you want them to give a presentation at your seminar.
- (c) Appoint all Committees and those Chairman not designated in these by-laws.
- (d) Be an ex-officio member of all Committees, except the Nominating Committee.
- (e) Attend State Council Meeting and State Executive Board meetings.
- (f) She can choose to be Parliamentarian, but does not have to automatically advance to the office of Parliamentarian.

SECTION 2: THE VICE-COORDINATOR SHALL.....

- (a) Assume the duties of the Coordinator in the event of her inability.
- (b) Vice Coordinator may choose to move to the office of Coordinator, but does not automatically advance to the office of Coordinator.

SECTION 3: THE SECRETARY SHALL.....

- (a) Record the proceedings of all meetings of the District II Council and Executive Board.
- (b) Distribute within 30 days after each Council meeting copies of the minutes of the meeting to the District Executive Board members, Chapter Presidents in District II and State Elected Officers.
- (c) Send attendance record, including city, chapter name, chapter number and number of members present from each chapter to the State Outstanding Chapter Chairman after each meeting or no later that April 1, deadline.
- (d) Assist the Coordinator in all correspondence.

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- (e) Assist the Coordinator with the meeting notices 30 days prior to each District II meeting to the District Executive Board members, District II Chapter Presidents and State Elected Officers.

SECTION 4: THE TREASURER SHALL.....

- (a) Collect all monies due the District II Council and deposit in a federally insured bank within 30 days of receipt.
- (b) She shall sign a signature card with the Coordinator. Only one signature required to disburse funds.
- (c) Make a financial Report at regular District meetings.
- (d) Disburse funds by order of the Coordinator and/or the Executive Board and/or by vote of the District Members.
- (e) Submit her records for audit at the end of her year, of office or at any time upon request of the Coordinator.
- (f) Be Chairman of the Budget Committee and present the Proposed Budget at the first District II meeting, following her installation.
- (g) Be responsible for ordering the Incoming Coordinators District Gavel Guard,
(a) which will be presented at the annual meeting in March, as a gift from the District.
- (h) Prepare a list of chapters who have paid district dues by December 31, and send to State Treasurer for publication in the January 5, Petticoat Journal.

SECTION 5: JUNIOR PAST COORDINATOR/THE PARLIAMENTARIAN SHALL.....

- (a) Advise the Coordinator in all matters pertaining to parliamentary procedure.
- (b) Upon request, advise the Executive Board, any committee officer, or chapter, on parliamentary questions concerning the District II Council.
- (c) Distribute within 30 days after the June State Council meeting, a current copy of the District II By-Laws to the District II Executive Board members, District II Chapter Presidents, State Council President and State Parliamentarian and three copies to the Senior Membership Chairman.
- (d) Be chairman of the Nominating Committee.

ARTICLE VIII – MEETINGS

SECTION 1:

Two regular meetings shall be held by District II. One meeting may be held in conjunction with the District II Project. The Leadership in the fiscal year, unless otherwise ordered by the Executive Board or the seminar may be held jointly with another ESA District if approved by a two-thirds (2/3) vote of the eligible voting delegates. The last regular meeting of the fiscal year shall be designated as the Annual Meeting.

SECTION 2:

The Coordinator may call a special meeting in the event of an emergency.

SECTION 3: QUORUM

- (a) A quorum shall be the majority of members registered at any meeting.

ARTICLE IX – VOTING

SECTION 1:

The voting body shall consist of all District II Council 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:

No chapter with delinquent dues will be allowed voting privileges.

ARTICLE X - PARLIAMENTARY PROCEDURE

The District II Council shall be governed by ROBERTS RULES OF ORDER NEWLY REVISED in all cases not provided for in the District II By-Laws or in State or International By-Laws.

ARTICLE XI – AMENDMENTS

These By-Laws may be amended at any meeting, provided that notice of the proposed amendments have been distributed to all Chapters in District II at least 30 days before the meeting.

STANDING RULES

1. District II project(s) shall be approved annually at the March business meeting.
2. At the discretion of the Coordinator and at her expense, may send notices to the State Council Executive/General Board.