

BYLAWS OF THE DISTRICT THREE COUNCIL

OKLAHOMA STATE COUNCIL

EPSILON SIGMA ALPHA INTERNATIONAL

ARTICLE I: NAME

The name of this organization shall be the District Three Council of the Oklahoma State Council of Epsilon Sigma Alpha International.

ARTICLE II: OBJECT

The object of this organization under the guidance of the State Executive Council, shall be to promote closer relationship and fuller cooperation between all chapters in the District and the Oklahoma State Council; to promote good fellowship and leadership through District meetings and to encourage chapters to participate in the Oklahoma State Council. It shall be a non-profit organization.

ARTICLE III: MEMBERSHIP AND DUES

Section 1. The membership of this Council shall be composed of active chapters.

Section 2. All Epsilon Sigma Alpha Chapters in the following Oklahoma counties shall be eligible for membership: Craig, Creek, Delaware, Mayes, Osage, Ottawa, Pawnee, Rogers, Tulsa and Washington.

Section 3. Annual dues shall be \$10 per chapter and shall be payable on or before January 1, and are delinquent after February 1.

Section 4. An inactive chapter shall become an active chapter by payment of the current year's dues.

ARTICLE IV: OFFICERS AND THEIR ELECTION

Section 1.

- a. The District III Council Executive Board shall consist of the following officers: Coordinator, Vice Coordinator, Secretary, Treasurer and Junior Past Coordinator. The Project Director shall be an appointive officer.
- b. Officers shall be elected annually at the last District Three Council meeting of the year.
- c. The election of officers shall be by chapter delegate vote. Each chapter will receive one (1) vote for each ten (10) Jewel Pin members or fraction thereof.
- d. The chapter must be in attendance and in good standing with the Oklahoma State Council to vote for District Coordinator. District dues must be paid by February '1 to vote for District Officers.
- e. Officers shall be installed on the same date that the election is held. The Coordinator-Elect will be installed as a member of the State Executive Board with the Oklahoma State Council elected Officers at State Convention.

Section 2.

- a. The Nominating Committee shall solicit nominations seventy-five (75) days prior to election and submit the names and qualifications to the chapters thirty (30) days prior to election.
- b. To be eligible for the office of District Coordinator, a member must have served as a Chapter President.
- c. Any candidate nominated for office shall indicate her willingness to serve in writing, and shall send an acceptance note with qualifications to the chairman of the Nominating Committee.
- d. Nominations shall be received from the floor for any elective office, with the written consent and qualifications of the member being nominated.

Section 3.

Should a vacancy occur in any elective office, the Coordinator shall fill such vacancy with the approval of the District Three Council Executive Board.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The Coordinator shall:

- a. Call all District Three Council meetings and preside over same.
- b. Maintain contact with the chapters in the District Three Council.
- c. Appoint and dismiss all committees, one of which shall be the Nominating Committee members, consisting of two (2) members to serve with Junior Past President.
- d. Sign checks on the District Three Council Treasury and Project Fund, if necessary.
- e. Attend State Executive Board meetings and Oklahoma State Council meetings.
- f. Be the voting member from this District on the State Executive Board.
- g. No later than April 1, complete your Annual Report Form and make three (3) copies; mail one to State President, one to President-Elect, and place one in your file.

Section 2. The Vice Coordinator shall:

- a. Preside at meeting in the absence of the Coordinator.
- b. Be the District Representative in the absence of the Coordinator.
- c. Be responsible for purchasing gift for outgoing Coordinator and present same at the last District Three meeting of the year.

Section 3. The Secretary shall:

- a. Keep minutes of all District Three Council meetings.

- b. Send notice two (2) weeks in advance of each District Three Council meeting to the elected members of the State Executive Board, District Three Executive Board, and all chapter presidents in District Three Council.
- c. Mail minutes to the elected members of the State Executive Board, District Three Council Executive Board and all chapter presidents in District Three Council within twenty (20) days after each meeting.

Section 4. The Treasurer shall:

- a. Collect all monies due the District Three Council organization and issue receipts.
- b. Open an account in the name of District III Council of ESA. Immediately deposit check issued by previous Treasurer in federally insured institute.
- c. Bill each chapter for District Three Council dues at the beginning of the term of office.
- d. Mail reminder notices to all chapters not paid one (1) month in advance of delinquent date of February 1 of each year.
- e. Keep an account book containing all receipts and disbursements, in permanent form, to be passed on to successor.
- f. Make a financial report at each District Three Council meeting, and furnish copy to all Executive Board Members.
- g. Prepare a budget for the District Three Council for the ensuing year and present for approval at last District Three Council meeting of the year, and furnish copy to each elected officer.

Section 5. The Junior Past Coordinator shall:

- a. Serve as Parliamentarian. In the event she is unable to serve, the Parliamentarian shall be appointed by the District Coordinator, with the approval of the Executive Board.
- b. See that all District Three Council meetings are conducted according to Robert's Rule's of Order, settling all controversial matters.
- c. Mail within thirty (30) days after amendments or provisions, a current copy of the bylaws to the Oklahoma State Council President and Parliamentarian; District Three Council Executive Board and all chapter presidents in the District.
- d. Serve as Chairman of the Nominating Committee.
- e. Solicit nominations seventy-five (75) days prior to election.
- f. Submit to chapters the candidates' names and qualifications thirty (30) days prior to election.
- g. Make necessary arrangements for officers' installation.

Section 6. The Project Director shall:

- a. Submit suggestions- for a District Project at the first meeting of each year for approval by majority vote.

- b. Inform all chapters in the District of the project and urge each to contribute.
- c. Open an account and deposit all monies collected for the project in a federally insured institution, issuing receipts for same.
- d. Make a complete report at each meeting, with a copy to each Executive Board Member.
- e. Keep an account book containing all receipts and disbursements, in permanent form, to be passed on to successor.
- f. The District Three Project (whatever is voted upon) will be in effect for two (2) consecutive years. At the end of the second year the project may be renewed or a new one voted upon.

ARTICLE VI: MEETINGS

- Section 1. The District Three Council shall have two (2) or more meetings each fiscal year with the Leadership Seminar date set in cooperation with the State Council President and a business meeting to be held in conjunction with the tour of Parkview School.
- Section 2. The membership in attendance shall have authority to vote on matters presented for consideration.
- Section 3. A quorum shall consist of representation of one-third (1/3) of the active chapters in the District.

ARTICLE VII: STATE CONVENTION

The State Convention registration for the Coordinator-Elect shall be paid by the District Three Council.

ARTICLE VIII: FISCAL YEAR

The fiscal year of the District Three Council shall be the close of the Oklahoma State Council Convention to close of the following State Council Convention.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised shall govern the District Three Council in all cases not provided for in the bylaws or Oklahoma State Council bylaws.

ARTICLE X: AMENDMENTS

- Section 1. Proposed bylaw changes shall be submitted to each chapter in District Three Council thirty (30) days prior to meeting.
- Section 2. Majority vote of members in attendance at any regularly scheduled meeting may amend these bylaws.