

DISTRICT V BY-LAWS
OKLAHOMA STATE COUNCIL OF ESA INTERNATIONAL
(As revised February 2002)

ARTICLE I – NAME

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

ARTICLE II – OBJECT

The object of this organization shall be to unite the ESA Chapters in District V for the purpose of mutual benefit for the promotion of the ESA objectives, which are Educational, Philanthropy, and Social. To promote good fellowship and leadership by chapter participation in the activities of ESA District, State and International Councils. Shall be a non-profit organization.

ARTICLE III – MEMBERSHIP

SECTION 1: CLASSIFICATION

The membership of this council shall be composed of active chapters.

SECTION 2: QUALIFICATIONS

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

SECTION 3: DUES

- a. Annual dues shall be \$10.00.
- b. Dues shall be payable on or before 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 active chapter shall become and active chapter by payment of the current year's dues.
- e. Any chapter not paying District V dues for three (3) consecutive years shall be dropped from District membership.

SECTION 4: FISCAL YEAR

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

ARTICLE IV – OFFICERS

SECTION 1: ELECTED OFFICERS

- a. The elected officers of this Council shall be Coordinator, Vice Coordinator, Secretary, and Treasurer.
- b. The Junior Past Coordinator shall serve as Parliamentarian.

SECTION 2: APPOINTED CHAIRMEN

The appointed chairmen of this Council shall be Project Director, and other chairmen as needed shall be appointed by the District Coordinator with the approval of the Executive Board.

SECTION 3: DUTIES OF OFFICERS

a. COORDINATOR

1. Shall preside at all regular and board meetings.
2. Shall supervise an annual Leadership Seminar.
3. Shall appoint the chairmen of standing committees, except Nominating.
4. Shall be *ex-officio* member of all committee, except Nominating.
5. Shall appoint Election Tellers.
6. Shall attend State Board and Council Meetings.
7. Shall set date for District Leadership Seminar.
8. Shall be responsible for securing chapter to host Council meetings.
9. Shall issue notice, 30 days preceding meeting, to the elected State Officers, District V Board Members, and all Chapter Presidents in District V.

- 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 installed Coordinator at the final meeting following her election as Vice Coordinator.
 - 4. Shall be responsible for purchasing gift for outgoing Coordinator and present the same at the last District meeting of the year.
 - 5. Site arrangements for the District Leadership Seminar will be made by the Vice Coordinator.
- c. SECRETARY
 - 1. Shall record the proceedings of all meetings of District V Council and Executive Board meetings.
 - 2. Shall mail within 30 days, copies of Council minutes to ESA Headquarters, District V Board Members, Chapter Presidents, and the State Elected Officers.
 - 3. Shall send, attached to minutes, attendance records of each meeting.
 - 4. Shall assist the Coordinator with all correspondence.
 - 5. Shall compile and distribute Board and Chapter Presidents roster, within 30 days after annual meeting to Board Members.
- d. TREASURER
 - 1. Shall collect and deposit, within 30 days, all monies due the District V Council.
 - 2. Shall issue statements for dues before May 1.
 - 3. Shall make a financial report at regular Council meetings and the final meeting.
 - 4. Shall submit Treasurer's records to the State auditor for pre-audit in March, and final audit in April.
 - 5. Shall disburse funds by order of the Coordinator and/or the Executive Board.
 - 6. Shall be Budget Chairman.
- e. PARLIAMENTARIAN/JUNIOR PAST COORDINATOR
 - 1. Shall advise, when requested by the Coordinator, Executive Board, or any other committee, officer or chapter on parliamentary questions concerning the District V Council.
 - 2. Shall be Chairman of the By-Laws Committee.
 - 3. Shall mail within 30 days after the final meeting a current copy of the By-Laws to all District Chapter Presidents, District Executive Board Members, and the State President, State First Vice President, State Second Vice President, State Parliamentarian, and District Coordinator Advisor.
 - 4. Shall be chairman of the Nominating Committee.
 - 5. Shall contact State Treasurer and District Treasurer to obtain information on which chapters have paid their dues by day of election.

SECTION 4: 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 45 days before the final meeting. A nominee shall reside within District V boundaries. A nominee for Vice Coordinator must have served as Chapter President and have been a member in good standing for at least 2 years. Nominations for other elected offices must have served a chapter in an elected office.

SECTION 5: NOMINATING COMMITTEE

- a. Composition
 - 1. The Nominating Committee shall consist of five members. The Junior Past Coordinator shall be Chairman. The other four members shall be elected.
 - 2. The four members shall be elected by the voting body 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 a 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 nominations.

3. If nominations are made from the floor, qualifications of all candidates for that office shall be read.

4. Shall submit to chapters the candidate's notes and qualifications 30 days prior to elections.

SECTION 6: ELECTION AND TERM

- a. Officers shall be elected by ballot at the final meeting. Their term of office shall be from election to election.
- b. A plurality vote shall elect: Majority vote of members in attendance shall elect.
- c. No officer shall succeed herself.
- d. In case of inability to hold a meeting, the election shall be by mail.
- e. The term of office shall be for one fiscal year, except the Vice Coordinator, which shall be as follows: One term as Vice Coordinator, one term as Coordinator and one term as Parliamentarian (Junior Past Coordinator).

SECTION 7: TELLERS

- a. Composition
 1. The Coordinator shall appoint four tellers, the first named shall be 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 8: 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 9: INSTALLATION

- a. Coordinator-elect shall designate the installing officer.
- b. The District Officers shall be installed on the same date that the election is held (at the last District meeting of the year).

ARTICLE V -- STANDING COMMITTEES

SECTION 1: COMPOSITION

- a. The standing committees of this Council shall be Nominating, Budget, and Project Director.

SECTION 2: CHAIRMEN

- a. The standing committees, except Nominating and Budget, shall be appointed by the Coordinator.
- b. Chairmen may not serve more than one term in succession as Chairman of the same committee. No Chairman shall be chairman of more than one committee at the same time.
- c. All Chairmen shall be a member of the Executive Board and shall attend Board meetings or be represented.

SECTION 3: SPECIAL COMMITTEES

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

SECTION 4: NOMINATING COMMITTEE

Composition and duties shall be provided for in Article IV, Section 5.

SECTION 5: BUDGET

- a. Composition
 1. The Budget Committee shall be the retiring Coordinator and Treasurer, and the current Coordinator and Treasurer.
 2. The current Treasurer shall be Chairman.
- b. Duties
 1. 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.
 2. Shall present the proposed budget at the first regular meeting for approval.

SECTION 6: PROJECT DIRECTOR

- a. Shall make suggestions for a planned Philanthropic Project to members at the first regular Council meeting. The Project Director, with the approval of the Executive Board will determine the fundraising activity.
- b. Shall receive and submit project funds to Treasurer for deposit in a timely fashion.
- c. Shall make a full report at regular Council meetings.

ARTICLE VI – MEETINGS**SECTION 1: REGULAR MEETINGS**

- a. One regular meeting and one leadership seminar shall be held unless otherwise ordered by the Board.

SECTION 2: QUORUM

A quorum shall be the majority of members registered at any meeting.

SECTION 3: SPECIAL MEETINGS

In the event of 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: The Chapter must be in attendance and have paid current year's State and District dues to vote for District Officers.

ARTICLE VIII – EXECUTIVE BOARD**SECTION 1: COMPOSITION**

The following shall constitute the Executive Board: Coordinator, Vice Coordinator, Parliamentarian/Junior Past Coordinator, Secretary, Treasurer, and Project Director.

SECTION 2: DUTIES

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

SECTION 3: REGULAR MEETINGS

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

SECTION 4: SPECIAL MEETINGS

A special meeting may be called by the Coordinator.

SECTION 5: QUORUM

A quorum shall be a majority of Board members.

SECTION 6: RECORDS

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 date of the final meeting.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Roberts Rules of Order Revised and Roberts Rules of Order Newly Revised shall govern the District V Council in all cases not provided for in these By-laws or State or International By-laws.

ARTICLE X – AMENDMENTS

These By-laws may be amended at the final meeting provided that a notice of the proposed amendments have been mailed to all District V Council Chapters at least thirty (30) days before the annual meeting.

ARTICLE XI – STATE CONVENTION

The State Convention fee for the Coordinator-elect shall be paid by the District.

STANDING RULE

The District V Coordinator shall appoint a Chaplain to be responsible for the following:

- a. Shall be responsible for the District V Council meetings' devotionals.
- b. Shall send appropriate cards to members and/or family members as occasions call for.