

Epsilon Sigma Alpha International
California State Council
BYLAWS

ARTICLE I – NAME

The name of this non-profit organization shall be the *California State Council, Epsilon Sigma Alpha International*, hereafter referred to as CSC.

ARTICLE II – OBJECT

To promote philanthropic endeavors, encourage friendship and fellowship, promote the interests and assist in the growth of Epsilon Sigma Alpha within the State of California and to administer the purpose of the International Sorority of Epsilon Sigma Alpha hereafter referred to as ESA.

ARTICLE III – MEMBERSHIP

- Section 1. A. Chapters of ESA International located within the State of California, upon chartering, shall automatically be eligible for membership in the California State Council (CSC).
- B. Should a Chapter member in good standing who moves from her area and wishes to remain in her ESA Traditional Chapter; she may with the approval of her Chapter, elect to become a Proxy Member pursuant to CSC guidelines.
- Section 2. Membership dues shall be \$15.00 per year per member for each member Chapter of CSC due and payable by September 1st. Any Chapter paying after November 30th will be fined a \$5.00 Chapter delinquency fee.
- Section 3. Chapters or individuals becoming members for the first time shall pay dues on a pro-rata basis for the remaining months of that annual period.
- Section 4. Chapters who allow their CSC dues to lapse may be reinstated as members in good standing by paying the current year's dues.
- Section 5. Those who serve as CSC President shall receive Honorary Life Membership in CSC upon completion of their term as Junior Past President. The Jr. Past President shall be installed into the CSC Past President's Auxiliary, known as the Keys, during the Annual CSC Convention. The installation ceremony shall not exceed five minutes.
- Section 6. Only Chapters in good standing with CSC shall have voting rights, be eligible to enter contests or submit materials for awards given in conjunction with the CSC Convention, propose amendments to CSC Bylaws, nominate a member for CSC office and have members appointed to the General Board.
- Section 7. Regional Councils shall be organized according to the geographical accessibility of the Chapters.

ARTICLE IV – MEETINGS

- Section 1. The convention of the organization shall be held annually at a time and place chosen by the hostess council under the direction of the CSC Executive Board.
- Section 2. The city of said annual meeting shall be selected three years in advance by a plurality vote of the delegates convened at a general assembly of the annual meeting.
- Section 3. In the event of a natural disaster (fire, earthquake, etc.), financial insolvency, or labor disputes at the Convention facilities prior to the CSC Convention, a meeting will be held with the CSC President, 2nd Vice President, and the Local Convention Chairman. Decisions concerning the CSC Convention reached at this meeting shall be sent immediately to all members of the CSC General Board and to the general membership.
- Section 4. Special meetings of the CSC Executive Board may be held at the call of the President or a majority of the Executive Board members.
- Section 5. An annual CSC Leadership shall be held prior o October 1st

ARTICLE V – OFFICERS, EXECUTIVE AND GENERAL BOARD

- Section 1. The elected officers shall be the President, 1st Vice President/President Elect, 2nd Vice President, Recording Secretary and Treasurer. The Corresponding Secretary may be an appointment by the President. The elected officers along with the Corresponding Secretary and Jr. Past President/Parliamentarian shall be known as the CSC Executive Board.
- Section 2. The CSC Executive Board shall have the power to transact the business of the organization between annual meetings.
- Section 3. The CSC Executive Board, together with the Regional Council Presidents, CSC Chairmen and Committee members and the President of CSC Past Presidents' Auxiliary (Keys), shall constitute the CSC General Board. Recommendations taken during a General Board meeting shall be advisory in nature.
- Section 4. Any member of the General or Executive Board unable to fulfill her duties for whatever reason, must submit all books and papers pertaining to her office within 30 days following notification of her resignation to the President.

ARTICLE VI – QUALIFICATIONS OF OFFICERS

- Section 1. A. Eligibility shall be based upon leadership by having held the office of Regional Council or Chapter President. In addition, as a qualification for office, any candidate for the office of 1st Vice President/President Elect shall be required to have held two previous offices on the CSC Executive Board.
- B. All candidates must express in writing their willingness to serve, if elected, by signing the nominating form. Their chapter must sign the form to indicate sponsorship.
- C. All candidates must be active members in good standing with ESA Headquarters and members of Chapters in good standing with CSC.
- Section 2. To be eligible for the office of Recording Secretary, candidates must be capable of accurately recording and transcribing notes.
- Section 3. To be eligible for the office of Treasurer, candidates should have knowledge of basic bookkeeping, be over 21 years of age and bondable.

ARTICLE VII – ELECTIONS

- Section 1. A. Officers shall be elected by secret ballot at the Annual State Convention of CSC. They shall assume office at the close of Convention at which they were elected and shall continue to serve for one year or until their successors are announced. If there is but one candidate for each elective office, the Recording Secretary shall cast a unanimous ballot.
- B. Any one delegate, upon authorization from the Chapter, may cast the entire vote in elections to which her Chapter is entitled.
- C. Eligible Chapters within CSC, not having a voting delegate in attendance, may request an absentee ballot from the Credentials Chairman. All absentee ballots must be returned to her postmarked no later than two (2) weeks prior to the opening of Convention.
- Section 2. No officer may hold the same office for a longer term than the period between Annual CSC Conventions except in the case of an officer appointed to fill a vacancy on the Board, and then such officer may be nominated to the same office on the Council for the following year.
- Section 3. At the Annual CSC Convention, nominations for the offices may be made from the floor in addition to those proposed by the Nominating Committee at the first business session. Prior notice must be submitted to the President 30 days before Convention. Such nominees must meet the requirements of eligibility as stated in *Article VI – Qualifications of Officers*.

- Section 4. The President shall appoint an Election Committee, one being the head teller, from three members present to count the votes. The report of the Election results shall become part of the permanent records. Tallied ballots shall be delivered to the President.
- Section 5. Election results shall be determined by a plurality vote of the delegates and absentee ballots received by the deadline date.
- Section 6. In the event no candidate is forthcoming for a given office, the President shall appoint a member to assume those duties and responsibilities with the approval of the Executive Board.
- Section 7. In the case of inability to call a convention of CSC (Article IV, Section 3), the CSC Executive Board may devise means to call a meeting of a representative group to convene to transact business and conduct elections during the emergency. The CSC Executive Board may authorize a ballot to be taken by mail, such ballots to be directed to an individual Chapter who shall act as the Election Committee.

ARTICLE VIII – VACANCIES

Vacancies on the CSC Executive Board may be filled for the unexpired term by appointment of the President, subject to approval of the Executive Board, except in the vacancy of the Presidency; the 1st Vice President/President Elect shall automatically become President.

ARTICLE IX – FINANCES

- Section 1. Executive and General Board expenses, with approval of the Executive Board, should be paid by the treasury upon submittal of receipts and CSC Vouchers.
- A. CSC Executive Board travel expenses not to exceed round-trip air coach fare or 30 cents per mile, whichever is less, will be allowed the Executive Board when engaged in the work of CSC.
 - B. Convention registration fee, travel expenses not to exceed limits so stated and one-half room cost at prevailing double occupancy rates for four nights shall be paid members of the CSC Executive Board for the Annual CSC Convention from the Treasury.
 - C. Registration fee and room cost to the State Convention shall be paid from the Treasury for the International Council (IC) Representative when assigned as CSC representative to convention.
 - D. The CSC 1st Vice President/President Elect, or her alternate, shall be the representative to the State President's Leadership Conference sponsored by ESA Headquarters of ESA International. Travel and registration fee shall be paid from the Treasury.
 - E. With the approval of the Executive Board, the 1st vice President/President Elect may request deposits for arranging and/or planning events for the coming year.
 - F. The CSC President, or her alternate, shall be the delegate to the annual IC Convention. The CSC Treasury will pay transportation cost, round-trip coach fare or 30 cents per mile, which ever is less, registration fee, one-half room cost at prevailing double occupancy rates for five nights, and other reasonable expenses incurred for activities that officially require her presence or while performing in an official capacity for CSC.
 - G. Vouchers submitted in excess of a particular budget line item are due by May 1st and payment of the amount will be determined by the Executive Board.
- Section 2.
- A. After a Council has won a bid to hostess a CSC Convention, the CSC Treasury shall advance the Council \$200.00 two years prior to said Convention and \$400.00 one year prior upon written request to the President by the Local Convention Chairman. This advance is to be refunded to the CSC Treasury no later than 90 days following the close of the Convention.
 - B. All monies derived from the CSC Convention, after all expenses are paid, shall become the property of CSC. Placement or disposal of such monies shall be at the discretion of the CSC Executive Board. In case of a deficit, the loss will be absorbed by CSC.

ARTICLE X – FISCAL YEAR

The fiscal year of CSC shall begin on the first day of July and end on the 30th day of the following June.

ARTICLE XI – REPRESENTATION

- Section 1. Representation at the CSC convention shall consist of qualified delegates. Each delegate shall be entitled to an alternate.
- Section 2. Chapters are entitled to one voting delegate for every ten members, or fraction thereof, in good standing with ESA Headquarters and with CSC (i.e. dues paid for the current fiscal year). Dues must be paid at least 30 days prior to the CSC Convention.
- Section 3. The voting power of this organization shall consist of qualified delegates present at the Convention in person or by an alternate.

ARTICLE XII – QUORUM

Qualified delegates representing a majority of Chapters in good standing with CSC are required to constitute a quorum for the transaction of any business of the Council at the Annual CSC Convention. A majority of CSC Executive Board voting members must be present at an Executive Board meeting for the transaction of their business.

ARTICLE XIII – AMENDMENTS

- Section 1. A. These Bylaws may be amended at any meeting of the organization by two-thirds (2/3) vote of the registered delegates present and voting and will become effective immediately.
- B. A mail ballot may be taken to amend these Bylaws if deemed necessary by the CSC Executive Board. Returned ballots representing a majority of Chapters in good standing with CSC are required to constitute a quorum for the mail vote, and it takes two-thirds (2/3) vote of the ballots to amend and will become effective immediately.
- C. No mail ballot will be issued on amendments concerning money.
- D. Housekeeping and editorial changes should be done upon recommendation of the Jr. Past President/Parliamentarian with the approval of the Executive Board.
- Section 2. Approval of the CSC Executive Board must be secured before an amendment is presented to the membership.
- Section 3. Proposed amendments must be forwarded to Chapters in good standing at least 45 days prior to the meeting at which they are to be voted upon, or if the vote is by mail, 45 days prior to the deadline date.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the Parliamentary Authority of this organization on all points not covered by these Bylaws.

ARTICLE XV – DISSOLUTION CLAUSE

In the event of dissolution of CSC, any remaining assets after payment of or provision for all debts and liabilities shall be distributed by the Executive Board to the State Philanthropic Project. In the years there is no State Project, the funds shall be distributed to the ESA Foundation with funds shared equally between existing CSC Scholarships. No assets shall inure to the benefit of any individual member.

Total Revision – May 17, 2008

Amended – May 16, 2009

Amended – May 15, 2010