

**BY-LAWS OF THE OHIO STATE COUNCIL
OF EPSILON SIGMA ALPHA INTERNATIONAL**

Article 1 – Name

Section 1 The name of this organization shall be The Ohio State Council of Epsilon Sigma Alpha International

Article II – Purpose

Section 1 To encourage a spirit of cooperation

Section 2 To exchange ideas

Section 3 To do generally any and all things that will promote the fulfillment of the purpose of Epsilon Sigma Alpha International.

Article III – Affiliation

Section 1 The Ohio State Council shall be a member of the Epsilon Sigma Alpha International Council.

Section 2 The Ohio State Council shall be a member of the Midwest Area Regional Council.

Article IV – Membership

Section 1 Membership in Ohio State Council shall consist of:

A. Chapter Affiliation

A Chapter must be in good financial standing with Ohio State Council and International Council with all members in good financial standing with ESA headquarters.

B. Individual Affiliation

An individual whose chapter does not belong to Ohio State Council or a Member-At-Large may become a member upon payment of Ohio State Council dues and presentation of a current ESA membership card.

Article V – Dues

Section 1 Ohio State Council Chapter and Membership

- A. All documents and correspondence will be issued electronically. Hard copies will be sent only to those who are without email access.
- B. Yearly Council Chapter and Membership dues and roster information are to be received by the Ohio State Council Treasurer no later than June 1st of current fiscal year. (2018) .
- C. Individual members and Members-At-Large shall pay the dues amount as voted on at the Convention upon affiliation. Those members affiliating after March 1 shall have membership privileges for the remainder of that year and until June 1st of the following year.
- D. Each member chapter affiliating with Ohio State Council shall pay the annual dues amount as voted on at Convention for the current fiscal year.
- E. New chapters affiliating after March 1st shall have membership privileges for the remainder of that year and until June 1st of the following year.
- F. Ohio State Council annual dues include a copy of the Buckeye Jonquil. Hard copies will be mailed directly to those without e-mail access.

Section 2 Collegiate Chapters

Ohio State Council annual dues shall be waived for the first year of membership; thereafter membership dues shall be assessed at the rate of one-half the current annual dues.

- A. New chapters affiliating after March 1st shall have membership privileges for the remainder of that year and until June 1st of the following year.

Article VI – Treasury Disbursements

Section 1 Fiscal Year

The Ohio State Council's fiscal year shall run from the close of one Convention to the closing of the following Convention.

Section 2 The Council Treasury monies shall be distributed in the following manner.

- A. Annual International Council dues and ESA Foundation dues. (2018)
- B. Registration, lodging and travel expenses for the official delegate to the International Convention as stipulated in the Ohio State Council approved budget. (2018)
- C. Travel expenses (based on coach air fare) and registration fee for the official delegate to the ESA Headquarters State President's Leadership Seminar, if funds are available.
- D. Campaign expenses in the amount as stipulated in the Ohio State Council approved budget for Ohio State Council nominee for the International Council. (2018)
- E. A loan as indicated in the Ohio State Council approved budget to chapters hosting a meeting of the State Council and/or State Convention. The loan for Council meetings shall be available upon request from the hosting chapter 90 days prior to the Council meetings and is to be repaid 30 days following the State meeting. The loan for the State Convention shall be payable 60 days before convention and is to be repaid 30 days after said convention. (2018)
- F. For the International Council representative to the Ohio State Council Convention:
 - 1. Registration fee.
 - 2. Hotel room during State Convention.
- G. Ohio State President's fund, not to exceed approved budget amount. (2018).
- H. Expense fund for all other Ohio State Council elected and appointed officers to cover postage, stationery, printing, etc. (2018)
- I. Ohio State Council annual leadership seminar expenses, not to exceed the budgeted amount.
- J. Bond expenses for State Treasurer when approved by the Executive Board. (2018)
- K. OSC will budget for and purchase a State President's gavel guard for the incoming State President, when required. (2018)

Section 3 All monies shall be disbursed upon presentation of an itemized statement and must be included with each officer's yearly report.

Article VII – Meetings

Section 1 Council Meetings

- A. Two (2) Council meetings shall be held yearly, the third or fourth weekend in September for the fall meeting and the second or third weekend in March for the Spring meeting, and any other deemed necessary by the President. Should it become necessary to change the above dates, a written proposal must be submitted to the Executive Board by the hostess chapter at least 60 days in advance of the meeting for consideration. These Council meetings shall not extend beyond 5:00 p.m. unless by vote of the majority in attendance at the Council meeting to extend the time and establish a new time for adjournment.

Section 2 State Leadership Seminar

- A. A State Leadership Seminar shall be held on Saturday at the Fall Council Meeting and shall be coordinated by the President.

Section 3 State Council Convention

- A. State Convention shall be held in May or within the first two (2) weeks of June and shall be hosted by a Chapter or if no Chapter bids, then the Ohio State Council shall host. The Jr. Past President shall serve as convention chair
- B. The day and city of said annual Convention shall be selected by the hostess chapter or Ohio State Council. (2018)

Section 4 Chapters bidding for the Council meetings and Conventions must submit their bid at the Spring Council Meeting for the coming year said bids to be voted on by secret ballot by the delegates at the State Convention.

Section 5 In the event of a natural or manmade disaster, the Ohio State Council Executive Board shall make the determination as to the cancellation of said meeting.

Section 6 A majority of eligible delegates shall constitute a quorum.

Article VIII – Officers and Chairmen

Section 1 The work of the Council shall be vested in seven (6) elected offices as follows, plus the Junior Past President.

President
Vice President/President Elect
Recording Secretary

Treasurer
Parliamentarian
Editor

Section 2 The Council President may appoint the following officers: (2018)

Association of the Arts	Membership Chairman
Awards Chairman	Philanthropic Chairman
Chaplain	Publicity/Public Relations
ESA for St. Jude. Sr. & Jr.	Registrar
Corresponding Secretary	Sergeant-at-Arms
Easter Seals Chairman	Social/Fun
Educational Director	Ways & Means Chairman
ESA Foundation Counselor	Webmaster
Historian	Yearbook
Local Convention Chairman	Youth Awards Chairman
MARC Representative	Social Media Chairman
and any others deemed necessary	

Section 3. The appointed officers and their duties can be found in Appendix A of this document.

- A. This Appendix A document may be updated as necessary by the Executive Board.
- B. Any changes to the Appendix A shall be presented to the membership for information purpose only.

Article IX – Council Boards

Section 1 Executive Board

- A. The Executive Board shall be comprised of the six (6) elected officers and the Junior Past President.
- B. The Executive Board shall meet within thirty (30) days after installation of officers. Meetings prior to each Council Meeting and State Convention shall be at the discretion of the President. The President will advise all Board members at least fourteen (14) days prior to any such meeting being scheduled. (2018)
- C. Make recommendations on questions of policy.
- D. Have authority to prioritize and/or delete disbursements of the treasury as set forth in Article VI of the By-Laws and budgeted items.
- E. Approve the Presidential appointment to an unexpected term of an elected officer which is not filled by automatic ascension.
- F. Approve the removal and replacement of any appointed officer judged by the Executive Board not fulfilling her duties.

- G. Review and determine final decisions of all discrepancies regarding contest submissions and/or results.

Section 2 General Board

- A. The General Board shall be comprised of the Executive Board and the Appointed Officers.
- B. The Appointed Board shall meet within thirty (30) days after installation of officers. Meetings prior to each Council Meeting and State Convention shall be at the discretion of the President. The President will advise all Board members at least fourteen (14) days prior to any such meeting being scheduled.(2019) .
- C. The appointed officers of the General Board shall be non-voting members and shall fulfill their duties as set forth in Appendix A to this document. (2018)
- D. Chapter delegates may observe the General Board meetings.

Section 3 The Past President's Auxiliary shall have representation on the General Board in an honorary and advisory capacity only.

Section 4 All officers unable to attend State meetings and/or Convention must notify the President prior to such meeting/Convention.

Article X – Duties of Elected Officers

Section 1 Each retiring officer must transfer to her successor all materials at the conclusion of the annual Convention with the exception of the following.

- A. The convention report shall be published in the fall issue of the Buckeye Jonquil.
- B. The Treasurer's records and audited books.
- C. The Secretary's minutes from the current Convention.

Section 2 All elected officers shall maintain records for the current year plus two previous years. However, the Recording Secretary and Historian reports should be retained in perpetuity. The Treasurer should retain 6-7 years of historical documents.

Section 3 Treasurer/Audit Committee

- A. A yearly audit shall be made of the records of the Treasurer prior to the first Executive Board meeting by a committee composed of the Junior Past President, current President, Vice President/President Elect., past Treasurer, current Treasurer,

and a non-board member who shall be selected by the Past President's Auxiliary from the general membership.

- B. The Treasurer's statement on the day of the audit should reflect all actual financial transactions in accordance with the books of the Treasurer.

Section 4 President

- A. Preside at all Ohio State Council meetings, Board meetings and the Ohio State Convention.
- B. Name all appointed officers as needed.
- C. Have the general supervision of the Council's business under the direction of the Executive Board.
- D. Be an ex-officio member of all committees, except nominating, but shall not be required to attend meetings thereof.
- E. Represent the Ohio State Council through visits to the chapters.
- F. Perform such other duties as necessary.
- G. Conduct Leadership Seminar at Fall meeting (or delegate if President did not attend International's workshop in Colorado). (2018)

Section 5 Vice President/President Elect (2018)

- A. Serve as liaison to hostess chapter for council meetings and convention.
 - 1. Coordinate with the president and hostess chapter a time schedule for the day or weekend, including registration, workshops, mixer, meetings, board meeting etc.
 - 2. Check with the president on preference for room arrangement (podium, audio/visual, and room arrangement).
 - 3. Write articles for the Buckeye Jonquil to promote each meeting and convention.
- B. Serve as Official Hostess, Coordinator and Mistress of Ceremonies for the Ohio State Council convention.
 - 1. Correspond with Hostess Chapter and Convention Chairman as necessary.
 - 2. Establish schedule of events with the President and Convention Chairman.
 - 3. Work with the hostess chapter on pre-convention and convention brochures. Final approval is with the president and 2nd vice president.
 - 4. Prepare and conduct Opening Ceremonies.

5. Secure list of VIP's attending convention from hostess chapter and give to the president.
 6. Coordinate all correspondence you have with the IC Representative to the State Convention with the president and 1st vice president. Send the IC Rep a copy of the convention schedule as early as possible.
 7. Coordinate the Honorary Buckeye skit at the convention mixer.
 8. As official hostess you should greet all guests at Meetings and Convention.
- C. Serve as Workshop Director for the Ohio State Council.
1. Select timely workshop topics, consulting with President, keep within assigned time frame.
 2. Select and correspond with speakers for workshops.
 3. Jr. Past President conducts Chapter Presidents Workshop at Council Meetings if requested
 4. Coordinate room arrangements with the hostess chapter (seating, mike, etc.) Check with speakers for necessary props.
- D. Serve as official delegate to ESA Headquarters State President's Leadership Seminar. All information received at Seminar about upcoming IC rush program shall be turned over to the incoming Membership Chairman no later than the first board meeting of the newly elected and appointed officers – normally the Planning Meeting.
- E. Request bids from chapters for hosting state meetings and convention. This includes preparation of the bid to be published on the Ohio website. Submit bids that were received for council meetings and convention to Editor immediately following the Winter Council meeting. Prepare ballots for voting and distribute them to chapter presidents at the Ohio State Council Convention, to determine the hostess chapters for the upcoming years' meetings and convention.
- F. Assume the duties of the president in her absence.
- G. Copy the president on all important correspondence.
- H. Assist with auditing Treasurer's books. Audit will be scheduled prior to the first General Board Meeting.
- I. Serve as a member of the Contest Judging Committee (if convened).
- J. Serve as chairman of the nominating committee.
Prepare the Intent to Run forms for nominations for elected officers for the next year. Submit to the webmaster for posting to the Ohio website and distribute to chapter presidents at Fall meeting.
- a. Verify qualifications of nominees to the requirements in by-laws.
 - b. Present slate of nominees at the Winter meeting.

- c. Submit qualifications to the editor for publication in the Buckeye Jonquil immediately following the Winter Council Meeting.
 - d. Prepare ballots for election.
 - e. Plan a Candidates Fair or Candidates Skit to be presented at the Convention Mixer
- K. Maintain records for the current year plus two previous years as provided for in the Bylaws. Records are to be turned over to your successor immediately following convention. These items may be transferred electronically or via hard copy.
- L. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.
- M. Become knowledgeable about the council and your office by reading the OSC and IC Bylaws and Standing Rules.
- N. The following current records are to be turned over to the incoming President at the end of convention.*

*These items may be transferred electronically or via hard copy.

1. OSC President's Yearbook
2. Duties of office
3. All council correspondence
4. Buckeye Jonquils
5. Board meetings, council meetings, and convention - minutes and agendas
6. Script for Convention Opening Ceremony
7. Script for convention Mixer, both General Assemblies and Banquet.
8. Any other information deemed pertinent

Section 7 Treasurer

- A. Receive and deposit all monies.
- B. Before paying bills, check the budget to see that they do not exceed the allotted amount. All bills over budget must be approved by the Executive Board. Approved amounts can be paid at the time of submission with a second payment at time of approval if desired.
- C. Collect annual individual and chapter dues and keeps records of such.
 1. Submit a list of paid members to the President and registrar immediately prior to each Council Meeting and Convention. If there is no appointed Registrar, then submit the list to the Secretary.(2018)

2. Submit a list of chapters and/or members in arrears to the Executive Board at the June Board meeting.
- D. Order all necessary merchandise from ESA Headquarters.
 - E. Prepare separate Treasurer's Report for each Ohio State Council Meeting and Convention and year-end report for June Board Meeting. The Report is to include Balance Forwarded from the previous meeting report, all individual income received (total income is obtained from adding the Balance Forwarded and Income recified). Report all individual disbursements made for the reported period with a Total for all disbursements. Subtracting total disbursements form Total income will be the current Balance on Hand/check book balance. A copy of each report is given to the President and Secretary. Report will be read to the General Assembly.
 - F. Submit to the Editor the current approved budget and comparison budget from previous year to be included in the Buckeye Jonquil printed prior to the Fall council meeting. (2018)
 - G. Prepare at the conclusion of her term for publication in the fall issue of the Buckeye Jonquil, a full and complete annual financial report of all the Council activities as follows:
 1. Income from all sources
 2. All disbursements
 3. Budget comparison report

Prepare budget for next fiscal year to be submitted to the Executive Board at the Spring Council Meeting for their review.

- H. Present a proposed budget at the Convention for the coming year for approval by the membership(2018)
- I. Each year the incoming Treasurer shall notify both the bonding firm, **if required**, and the bank of the name and address changes (2018).
- J. Prepare and furnish to the Corresponding Secretary a state roster showing the names, office, if applicable, addresses and phone numbers of members according to their chapters.

Section 8 Recording Secretary

- A. Keep in permanent form an accurate record of the meetings of the Council and its Boards.
- B. Send a copy of the minutes of the Council meetings and Convention to the current State President for additions and/or corrections within two (2) weeks after said meetings for approval to release. The Convention minutes are approved by the Outgoing President not the Incoming President.
- C. Send a copy of the minutes of the Council meetings and Convention to the, General and Executive Board members, all Council Chapters, and Members-At-Large
- D. Send a copy of the General Board meeting minutes to all General Board members.
- E. Send a copy of the Executive Board meeting minutes to the Executive Board members only.
- F. Send a copy of the minutes to OSC Webmaster for posting onto the OSC Website..
- G. Assume the role of Registrar when no Registrar is present at a state meeting.

Section 9 Parliamentarian

- A. Keep in permanent form an accurate record of all governing rules of the organization and any amendments thereto, including the By-Laws, Standing Rules and Convention Rules.
- B. Advise the President of any questions regarding parliamentary rules which may not be covered in the By-Laws of the Council.
- C. Review for publication in the Convention brochures, the rules for the Convention. These rules shall be read and accepted at the First General Assembly at the Convention.
- D. Receive and edit proposed amendments for consideration at the Winter Executive and General Board Meetings and submission to the general membership at the Winter Council Meeting. Printed copies of the proposed amendments shall be printed in the Buckeye Jonquil.
- E. Maintain parliamentary order at all meetings in accordance with Robert's Rules of Order.
- F. Be responsible for sending electronic copies of the changes to the By-Laws for distribution to each chapter and board member at the Fall Council Meeting. Provide newly chartered chapters and any chapter joining the State Council with a copy of the

By-Laws and Standing Rules. Current By-Laws will be posted on the Web in its entirety.

- G. Advise chapters that they may submit their chapter By-Laws for review to ensure proper format and inclusions according to the By-Laws of ESA International, Ohio State Council and Robert's Rules of Order.
- H. Assume the duties of the Sergeant at Arms when no one has been appointed. (2018)
- I. Become familiar with the basic rules of Parliamentary Procedure (Roberts Rules of Order) to assist the council regarding correct format for making motions, amending motions, rescinding a motion withdrawing a motion and voting procedures per the current Ohio State Council By-Laws..

Section 10 Editor

- A. Receive and edit news for the Buckeye Jonquil and publish three issues to be e-mailed to all members of Ohio State Council 30 days prior to each Council Meeting and 30 days prior to Convention. Hard copies to be mailed to those without access to e-mail. Deadline dates for the Buckeye Jonquil articles must be designated in sufficient time to permit mailings of the Buckeye Jonquil.
- B. Submit at least one article to the Buckeye Jonquil regarding State activities.
- C. Post documents to the web site.
- D. Obtain roster of paid members from the Treasurer before publication of the Fall Issue. Get updates from the Treasurer before each issue. Send electronic copies of the Buckeye Jonquil to the webmaster and all paid members with an email contact. Electronic copies should also be sent to the IC News Bulletin chair, the IC Representative to Ohio, the Midwest Area Regional Council president, and any others requested by the President.
- E. Submit an annual report to the membership.

Section 11 Junior Past President

- A. Be responsible for conducting a Chapter President's Workshop at each Council Meeting and the Convention, when requested by President. (2018)
- B. Serve as a member of the Nomination Committee.

- C. Serve as State Chairman of the ESA Disaster Fund in accordance with the ESA International Guidelines.
- D. Serve as Ohio State Convention Chairperson

Article XI – Nominations, Qualifications & Election of State Officers

Section 1 Nominations

- A. Nominations of officers, with the exception of the office of the President, shall be made at the Spring Council Meeting. Nominations may be made from the floor at the OSC Convention.
- B. Nominations for the office of President shall be accepted in the event the current Vice President/President Elect cannot assume the office of President.

Section 2 Qualifications

- A. In addition to individual requirements, each nominee must:
 - 1. Be a member in good financial standing with Ohio State Council.
 - 2. Have been a member of ESA for two years.
 - 3. Have been a member of Ohio State Council for one year prior to nomination.
 - 4. Have attended an Ohio State Convention and two Ohio State Council Meetings within two years prior to nomination.
- B. For the office of Parliamentarian, a nominee must have held the office of Parliamentarian or President in an ESA chapter or Council.
- C. For the office of Recording Secretary, a nominee must have held the office of Recording Secretary or President in an ESA chapter or Council.
- D. For the office of Treasurer, a nominee must have held the office of Treasurer in an Ohio State Council chapter.
- E. For the office of Vice President/President Elect, a nominee must have held the office of President in an Ohio State Council chapter, and have served on the Ohio State Council Executive or General Board during the two years prior to her nomination.
- ~~F.~~ In the event the Vice President/President Elect cannot accept the office of President, the following qualifications for the office of President.

1. Must have served as President of an Ohio State Council chapter.
2. Must be currently serving on the Ohio State Executive Board.

Section 3 Officers shall be elected yearly by secret ballot by the delegates at the OSC Convention. Installation shall be held at the State Convention. **(2018)**

- A. Term of Office: Newly elected officers shall assume their office at the close of the Convention at which they were elected and shall serve until the close of the succeeding Convention.
- B. Any officer, with the exception of President and Vice President, may run for a consecutive term for that office.

Article XII Special Committees

Section 1 Special committees shall be decided by the Executive Board to serve until the special purpose for which they are appointed has been fulfilled or until discharged by the President.

Article XIII – Nominations for International Officer

Section 1 Nomination and vote shall be made at the Fall Council Meeting. Support of a nominee shall be decided by secret ballot. A plurality vote is required for the State to support any nominee.

Section 2 Nominee shall fulfill the requirements as set forth in the ESA International Council By-Laws.

Section 3 The Ohio State Council President is responsible for obtaining the ESA International Council nominating form and the information from the nominee in sufficient time to have said form completed and submitted by the International Council deadline date. In the event the information is not received from the nominee, the President shall assume the candidate cannot accept the nomination.

Article XIV - Nominations for MARC Officer

Section 1 The Ohio State Council President is responsible for obtaining the MARC nominating form and the information from the nominee in sufficient time to have said form completed and submitted by the MARC deadline date. In the event the information is not received from the nominee, the President shall assume the candidate cannot accept the nomination. (2018)

Article XV – Voting

Section 1 The voting body of the Council shall consist of delegates appointed by the participating chapters as follows:

Each chapter shall be allowed delegate votes as follows:
(1-10) members equals one (1) vote
(11-20) members equals two (2) votes
(Over 21) members equals three (3) votes, etc.

Section 2 Each delegate is entitled to an alternate.

Section 3 Prior to each State meeting and Convention, voting delegates must register with the Registrar to be eligible to vote. No proxy voting will be allowed.

Section 4 A chapter must be in good financial standing in order for delegates to have voting power.

Section 5 The combination of Members-At-Large and individual members shall be allowed one delegate vote for every five (5) in attendance.

Section 6 All voting with the exception of the amendments to the By-Laws, shall be by plurality vote. Plurality vote means the large or largest number of votes cast.

Section 7 Proposals may be presented by any member and must be seconded by a member from another chapter.

Section 8 Between meetings, the Ohio State Council may take action on any question within its jurisdiction by voting thereon by letter, e-mail or otherwise in writing. Notification of the question and the deadline date for voting shall be prepared by the Parliamentarian and distributed to all chapter presidents forty-five (45) days prior to the deadline date for the vote to be received. Votes shall be returned to the Parliamentarian with the result of said voting to be reported at the next ensuing meeting of the Ohio State Council and entered into the minutes thereof.

Article XVII – Amendments

Section 1 By-Laws

- A. Chapters proposing amendments must submit same in writing to the State Parliamentarian and the President prior to February 1st.
- B. The Executive Board may propose amendments at or prior to the Spring Executive Board Meeting.
- C. All amendments will be presented at the Spring Council Meeting.

D. Voting on proposed amendments will occur at the State Convention.

E. Amendments will be adopted by 2/3 vote of eligible delegates.

Section 2 Standing Rules

A. Amendments may be proposed and adopted at any Council meeting or Convention.

B. Amendments will be adopted by plurality vote of eligible delegates.

Section 3 Special Rules of Order

A. Amendments will be adopted by a plurality vote of eligible delegates.