

**EPSILON SIGMA ALPHA INTERNATIONAL COUNCIL
MINNESOTA STATE COUNCIL
BY-LAWS**

Article I - Name

The name of this non-profit organization shall be **Epsilon Sigma Alpha International Council, Minnesota State Council**, and may be referred to as “The Minnesota State Council of ESA International” (ESA).

Article II - Purpose

Under the guidance of the state Executive Board, the **Epsilon Sigma Alpha International Council, Minnesota State Council** shall have as its purpose the following:

To provide and maintain a powerful network that brings good people together to pursue programs and projects that makes a positive difference – locally, nationally, and internationally. This network has a three-fold purpose: Education, Service, and Association.

Article III - Membership

Section 1. The membership shall consist of all ESA members who have met their state and international financial obligations and are in good standing.

Section 2. Any member-at-large (MAL) may become a member by paying Minnesota state dues.

Article IV - State Boards

Section 1. The **Executive Board** shall consist of the elected State officers and the Junior Past President.

Section 2. The **Advisory Board** shall consist of:

- A. The appointed state officers.
- B. The President or representative of each chapter.
- C. The ESsAy Editor.
- D. Any International officer, whether elected or appointed, from the State of Minnesota.

Section 3. Meetings:

- A. There shall be a minimum of four membership meetings each year, with the first meeting being held before September 15.
- B. The State President on the advice of the Executive Board may call other meetings.
- C. A quorum shall consist of one half of the Executive and Advisory Boards.
- D. The Executive and Advisory Boards should attend state meetings.
- E. Robert’s Rules of Order shall govern all membership meetings.

Article V - Elections

Section 1. The following shall be elected at the annual state convention:

- A. First Vice President (President-Elect).
- B. Second Vice President.
- C. Recording Secretary.
- D. Corresponding Secretary.

Section 2. Treasurer and Parliamentarian:

- A. The Treasurer shall be elected at the annual state convention, held in odd-numbered years, to serve a two year term.
- B. The Parliamentarian shall be elected at the annual State Convention, held in even-numbered years, to serve a two year term.

Section 3. To qualify as a candidate for state office, a member must:

- A. Be an active jewel pin member in good standing with the chapter, state council and international headquarters.
- B. Have held an elected office in a chapter for at least one year and demonstrated leadership qualities.

Section 4. To be a candidate for the office of First or Second Vice President, a member must have served as:

- A. Chapter President and as a member of the state Executive Board, or
- B. Chapter President with two years of service on the state Advisory Board.

Section 5. Elections shall be by secret ballot of the delegates at the annual state convention. The election shall be determined by a plurality vote. In the case of a tie, the voting delegates must recast their ballots for the tied candidates only. The President shall break the tie after the third ballot has been cast. Individuals so elected shall assume their duties at the close of the convention.

Section 6. No elected officer shall serve more than two consecutive terms in the same office.

Section 7. If a state officer is not fulfilling the duties and responsibilities of the office, the officer may be asked to resign by action of the Executive Board, who shall then appoint a replacement.

Section 8. A vacancy in the office of the President shall be filled automatically by the First Vice President (President-Elect). Should the First Vice President vacate the office, the Second Vice President shall assume the office of the First Vice President. Other vacancies in the state Executive Board shall be filled by presidential appointment with Executive Board approval.

Section 9. Nominating:

- A. The Nominating Committee shall consist of one member from each of three different chapters, as well as the Second Vice President, with the first Vice President acting as Chair and the Junior Past President acting as Co-Chair. The First Vice President shall appoint the members to serve on the committee.
- B. There shall not be more than five names appearing on the ballot for each elected office.
- C. At the annual state convention, nominations of the officers may be made from the floor, in addition to the slate presented by the Nominating Committee. Candidates so nominated must conform to the provisions stated in Article V, Section 3., and submit written acceptance.

Article VI – Voting

Section 1. Eligibility and Delegates:

- A. The chair of the Nominating Committee shall be advised by the State Treasurer no later than December 1 of any chapters who have not paid state dues by November 1.
- B. Chapters who have not paid states dues by November 1 shall not be eligible to vote at the state convention.
- C. The state dues of members joining after September 1 must be paid 30 days after joining and no later than 30 days prior to the state convention date to be counted in determining the number of delegates.

D. Chapter membership will determine the number of delegates for each chapter:

- 1 –10 eligible members 1 delegate
- 11 –20 eligible members 2 delegates
- 21 –30 eligible members 3 delegates

Section 2. An official ballot listing the candidates' names and respective chapters shall be handed out at the state convention by the First Vice President to each voting delegate whose chapter is in good standing with the state.

Section 3. The Junior Past President, if in attendance at the state convention and in good standing, shall be allowed one vote.

Section 4. The President shall appoint three tellers to count the ballots at state convention. These tellers shall consist of someone other than the candidates for the offices.

Section 5. The time of voting will be announced at the First General Assembly at state convention.

Section 6. The results of the election shall be announced at the Second General Assembly at state convention.

Section 7. No proxy voting shall be permitted. In the event an appointed delegate cannot attend the Convention/Membership meeting, the President of the chapter shall appoint another delegate and advise said delegate how to vote for the chapter. In the event no representatives from a chapter are present at the Convention/Membership meeting, that chapter forfeits its vote.

Section 8. Amendment to the state By-Laws shall be voted upon by eligible chapter delegates only.

Section 9. Selection of the state philanthropic recipient(s) shall be voted upon by the eligible chapter delegates at the state convention only.

Article VII – Finance

Section 1. State Dues:

- A. All members shall be assessed dues as voted upon by the general membership. (See Standing Rules for amount.)
- B. State dues for members are due September 1.
- C. State dues for members joining after September 1 are due within 30 days. (See Standing Rules for amount.)
- D. The representative chapters shall be responsible for collecting dues and forwarding them to the State Treasurer with a list of their membership.
- E. New ESA members affiliating with a newly formed chapter will be considered members in good standing with the Minnesota State Council with all the privileges therein for that fiscal organization year after signing of their charter, without the payment of state dues.

Section 2. Review of Books:

- A. The financial records of the State Treasurer shall be presented for review to a qualified committee of two, appointed by the president, no later than the first General Membership Meeting after July 31, and shall be returned to the State Treasurer within 30 days. The Treasurer's records shall include a financial report from each state elected or appointed officer handling funds. See Standing Rules job descriptions for officers requiring reports.
- B. A review report will be given to the past and current chair of the functions reviewed and a copy kept with the state recording secretarial files.
- C. The fiscal year shall be from August 1 through July 31.

Section 3. Philanthropic Funds:

- A. All net profits realized as a result of state money-raising campaigns for philanthropic purposes shall be donated to our philanthropic projects for the year. Net profits are to be defined as all monies received, less administrative expenses. This money is to be donated the same year realized.
- B. All monies submitted by chapters for state philanthropic projects must be submitted to the State Treasurer in check form.

Section 4. State Convention Expenses:

- A. Any profits in excess of \$75.00 realized from a state convention shall revert to the state treasury.
- B. Any deficit incurred shall be paid by the state treasury, if approved by the Executive Board. In such event, the host chapter shall present an itemized statement of expenses and reasons why the convention could not be covered by the registration fee.

Section 5. International Convention and International Leadership Conference Expenses:

- A. Expenses for the First Vice President, President-Elect and Second Vice President to the Leadership Conference shall be limited to the registration fee, economy class airfare, shuttle fee if applicable, or travel expenses not to exceed economy class airfare.
- B. Expenses for the newly elected Vice President/President-Elect to IC Convention shall be one-half of registration fee.
- C. Expenses for the President to the International Convention shall be limited to the registration fee, economy class airfare, shuttle service if applicable, or travel expenses not to exceed economy class airfare, triple occupancy hotel room and meals not to exceed \$75.00 for convention dates only.
- D. A complete statement of expenses, together with receipts and any unused advance monies must be submitted to the Treasurer by the first Membership meeting following the Leadership Conference, and by July 31 following the International Convention.

Article VIII – State Convention

Section 1. The State President shall preside at all meetings at the Annual state convention. In the State President's absence, the most recent available Past State President shall preside.

Section 2. Jewel pin ceremonies may be held at the state convention if requested thirty days prior to the convention.

Section 3. Any chapter(s) may present a bid for the next state convention by mail or from the convention floor. Bids shall be voted on by the membership at convention.

Section 4. A repayable down payment, not to exceed \$500.00, shall be advanced to the convention Chapter upon request. Such funds shall be repaid within 30 days after convention.

Section 5. The annual state convention shall be in April or May, according to the convenience of the host chapter(s).

Section 6. Host Chapter(s) Duties:

- A. The chapter chair and/or co-chair shall be appointed by the host chapter(s). If a committee needs assistance, the chair may ask for volunteers from other chapters.
- B. The convention chair, with the State President, shall outline the convention program in detail.

- C. An invitation shall be sent to the IC Representative to be our guest, and may be sent to the IC President, IC Board and other State Presidents, if desired.
- D. Submit a payment request form, including copies of the registration forms, to the State Treasurer for payment of the State President and IC Representative's convention registrations.
- E. Encourage advance registration. Keep accurate records and submit a written financial statement to the State Treasurer within 30 days after convention for inclusion in the review of the State Treasurer's books.
- F. The convention chair must prepare a permanent file of all convention planning to be passed on to a successor.
- G. Convention host shall try to obtain a complimentary sleeping room (double occupancy) for the State President and IC Representative, and make the reservation for same. In the event a complimentary room cannot be obtained, the reservation should be made and paid for out of the convention budget.

Article IX – International Candidate

- Section 1.** Candidate must have held both Chapter and State President office and have outstanding qualities of leadership.
- Section 2.** Any candidate for IC nomination shall be presented for nomination at the first state membership meeting after state convention.
- Section 3.** In the event more than one nomination is made, a final vote by secret ballot at the next membership meeting shall determine the state-sponsored candidate. To qualify as an IC officer nominee, two-thirds vote of the State Executive and Advisory boards present is necessary.

Article X – Amendments

- Section 1.** The By-Laws may be amended at any annual state convention of the Council by two-thirds vote of eligible delegates only.
- Section 2.** Any amendments shall not be in conflict with the International Council By-Laws.