

BYLAWS OF THE EASTERN DISTRICT COUNCIL

OKLAHOMA STATE COUNCIL

EPSILON SIGMA ALPHA INTERNATIONAL

ARTICLE I: NAME

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

ARTICLE II: OBJECT

The object of this organization, under the guidance of the Oklahoma State 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 chapter participate in the District, Oklahoma State Council and International Council. It shall be a nonprofit 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 Eastern District shall be eligible for membership.
- Section 3. Annual dues shall be \$20 per chapter and shall be payable on or before May 1 and are delinquent after January 1.
- Section 4. An inactive chapter shall become an active chapter by payment of the current year's dues.
- Section 5. Any Chapter not paying District dues for three (3) consecutive years shall be dropped from District membership.
- Section 6. The fiscal year of this Council shall be Installation to Installation.

ARTICLE IV: OFFICERS AND THEIR ELECTION

Section 1.

- a. The Eastern District Council Executive Board shall consist of the following officers: Coordinator, Vice Coordinator, Secretary, Treasurer and Junior Past Coordinator/Parliamentarian.

- b. Officers shall be elected annually at the last Eastern District Council meeting of the year.
- c. A plurality vote shall elect officers: majority vote of members in attendance.
- d. The member must be in attendance and in good standing with the Oklahoma State Council to vote for District Officers. District dues must be paid by January 1 to vote for District Officers.
- e. Officers shall be installed on the same date that the election is held. The Coordinator 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 sixty (60) 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 Eastern District Council Executive Board.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The Coordinator shall:

- a. Call all Eastern District Council meetings and preside over same.
- b. Maintain contact with the chapters in the Eastern District Council and send out Meeting Notices two (2) weeks in advance of each District meeting, to the elected members of the State Executive Board, Eastern District Executive Board, and all chapter presidents in the Eastern District Council.
- c. Appoint and dismiss all committees. The committees shall be the Nominating Committee, Budget Committee and Project Committee.

- d. Sign checks on the Eastern District Council Treasury, if necessary.
- e. Attend State Executive Board meetings and Oklahoma State Council meetings.
- f. Be the voting member from the Eastern 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.
- h. Appoint a District Project Director.

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 meeting of the year.
- d. Make necessary arrangements for officers' installation.

Section 3. The Secretary shall:

- a. Keep minutes of all Eastern District Council meetings.
- b. Mail/email minutes to the elected members of the State Executive Board, Eastern District Council Executive Board and all chapter presidents in the Eastern District Council within thirty (30) days after each meeting.

Section 4. The Treasurer shall:

- a. Collect all monies due the Eastern District Council organization and issue receipts.
- b. Open an account in the name of Eastern District Council of ESA. Immediately deposit check issued by previous Treasurer in federally insured institute.
- c. Bill each chapter for Eastern District Council dues at the beginning of the term of office.
- d. Mail/email reminder notices to all chapters not paid one (1) month in advance of delinquent date of January 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 Eastern District Council meeting and furnish copy to all Executive Board Members.
- g. Prepare a budget for the Eastern District Council for the ensuing year and present for approval at the last Eastern District Council meeting of the year and furnish a copy to each elected officer.
- h. Shall pay all dues (IC, ESA Foundation, etc.) by October 1. Shall pay District Coordinators Convention Registration by deadline.
- i. Shall make a check to the designated District Project, from funds collected, by March 31 following the District meeting.
- j. Send a list of District dues paid by January 1 deadline to the State Treasurer.

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 Council meetings are conducted according to Robert's Rule's of Order, settling all controversial matters.
- c. Mail/email within thirty (30) days after amendments or provisions, a current copy of the bylaws to the Oklahoma State Council President and Parliamentarian; Eastern District Council Executive Board and all chapter presidents in the District.
- d. Serve as Chairman of the Nominating Committee.
- e. Solicit nominations sixty (60) days prior to election.
- f. Submit to chapters the candidates' names and qualifications thirty (30) days prior to election.

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. Shall give all monies collected for the Eastern District Project to the Treasurer to be deposited in the District bank account.
- 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 Eastern District 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 Eastern District 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 Oklahoma School for the Blind in Muskogee or the location selected by the Coordinator.

Section 2. The membership in attendance shall have authority to vote on matters presented for consideration.

Section 3. A quorum shall be the majority of members registered at any meeting.

ARTICLE VII: STATE CONVENTION

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

ARTICLE VIII: FISCAL YEAR

The fiscal year of the Eastern District Council shall be from the installation of the District officers in the current year to the installation of District officers in the following year.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern the Eastern District 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 Eastern District Council thirty (30) days prior to meeting.

Section 2. Majority vote of members in attendance at any regularly scheduled meeting may amend these bylaws.

STANDING RULES

1. The District Coordinator shall appoint a Chaplain to be responsible for the following:
 - a. Shall be responsible for the Eastern District Council meetings' devotionals.
 - b. Shall send appropriate cards to members and/or family members as occasions call for.