

WESTERN DISTRICT BYLAWS
OKLAHOMA STATE COUNCIL
EPSILON SIGMA ALPHA INTERNATIONAL

ARTICLE I—NAME

The name and number of this nonprofit organization shall be Western District (#Z647) of the Oklahoma State Council of Epsilon Sigma Alpha International.

ARTICLE II – OBJECT

The object of this organization shall be to unite the member chapters for the promotion of the ESA objectives, which are Education, Philanthropy, and Association; and to promote good fellowship and leadership by chapter participation in the activities of ESA.

ARTICLE III – MEMBERSHIP

SECTION I – CLASSIFICATION

The membership of this District shall be composed of Active Chapters.

SECTION 2 – QUALIFICATION

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

SECTION 3 – DUES

- a. Current Annual dues are listed in the Standing Rules.
- b. Chapter Dues shall be payable on or after May 1, and are delinquent after January 1.
- c. An inactive chapter shall become an active chapter by payment of the current year's dues.
- d. If a chapter has not paid State or District dues for three (3) consecutive years, or has been removed from the State Council rolls, it shall no longer be considered an Active Chapter.

SECTION 4 – FISCAL YEAR

The fiscal year of this District shall be installation to installation annually.

ARTICLE IV – OFFICERS

SECTION 1 – ELECTED OFFICERS

The elected officers of this District shall be Coordinator, Vice-Coordinator, Junior Past Coordinator/Parliamentarian, Recording Secretary, and Treasurer. The office of Corresponding Secretary shall be an appointed office.

SECTION 2 – APPOINTED CHAIRMEN

The appointed Chairmen of this District may be Chaplain, Educational, Philanthropic/Ways and Means and Publicity.

SECTION 3 – DUTIES OF ELECTED OFFICERS

(a) Coordinator

1. Shall preside at all regular and special meetings.
2. Shall supervise at annual Leadership Seminar, arrange for all speakers and prepare seminar booklet.
3. Shall appoint the chairmen of standing committees, except nominating.
4. Shall be ex officio member of all committees except the nominating committee.
5. Shall appoint election tellers at the final meeting, if necessary.
6. Shall attend State Board and Council Meetings.
7. Shall be responsible for seeing that the Corresponding Secretary issues a meeting notice thirty (30) days in advance of each District meeting to all State Officers, all District Board Members and all District Chapter Presidents, Sooner Seniores, and Webmaster.
8. Shall keep her files updated for her successor.
9. Shall keep Vice-Coordinator informed of all activities throughout the year.
10. Shall approve minutes of meetings with Recording Secretary.
11. Shall serve as Junior Past Coordinator/Parliamentarian upon installation of a new coordinator.
12. Shall compile and distribute District Board and District Chapter President's rosters, immediately after District installation to District Board Members, Incoming State President and Directory Chair.

(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 the official hostess for all regular meetings and seminars. Shall coordinate meeting details with the Coordinator and hostess Chapter.
4. As Coordinator-Elect shall set dates and places for District meetings for her term as Coordinator. These dates and places shall be coordinated with the State President-Elect and given to her in writing after the Vice Coordinator has been installed.
5. Shall be installed Coordinator at the final meeting following her term as Vice-Coordinator.
6. Shall be responsible for making arrangements for installation of officers.
7. Shall be Chairman of the Nominating Committee

(c) Parliamentarian/Junior Past Coordinator

1. Shall advise, when requested by the Coordinator, Executive Board, any other committee, officer, or chapter, on parliamentary questions concerning the District.
2. Shall be chairman of the Bylaws Committee.
3. Shall distribute, within thirty days after the first meeting, a current copy of the bylaws to the State President, State Parliamentarian and Webmaster.
4. Shall be a member of the Budget Committee.

(d) Recording Secretary

1. Shall take roll call and record the proceedings of all meetings of the District, and provide copies to the Coordinator.
2. Shall mail or email (if email addresses are available) within thirty days copies of all District minutes to District Executive Board, and District Chapter Presidents.
3. Shall forward to Outstanding Chapter Chairman complete tabulation of attendance by chapter at all District meetings by April. 1.

(e) Treasurer

1. Shall collect all monies due the District and deposit in a federally insured bank within 30 days of receipt.
2. Shall sign a signature card with the Coordinator. Only one signature required to disburse funds.
3. Shall contact chapters not paying dues.
4. Shall make a financial report at regular District meetings.
5. Shall disburse funds as budgeted or approved by the membership.
6. Shall be Budget Chairman.
7. Shall notify current State Treasurer of the District Chapters paying their dues by January 1st, immediately after the deadline.
8. Shall be responsible for ordering the incoming Coordinator's District gavel guard, which will be presented at her installation as a gift from the District.

SECTION 4 – QUALIFICATIONS

An active chapter may nominate any member for any elected office, providing that member has been a member of ESA in good standing and a member in good standing of the State and Chapter for at least two (2) years.

SECTION 5 – NOMINATING COMMITTEE

(a) Composition

The Nominating Committee shall consist of three (3) members, appointed by the Coordinator. The Vice Coordinator shall be Chairman.

(b) Duties

1. Shall give 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 the nomination.

SECTION 6 – ELECTION AND TERM

- (a) Officers shall be elected at the final meeting. Their term of office shall be from District installation to installation.
- (b) Officers may succeed themselves.
- (c) The term of office shall be for one fiscal year, except Vice-Coordinator, which shall be as follows: One term as Vice-Coordinator, one term as Coordinator, and one term as Junior Past Coordinator/Parliamentarian.

SECTION 7 – TELLERS

(a) Composition

The Coordinator may appoint tellers, if necessary; the first named shall be the 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) Installation expenses shall be as designated by the Budget Committee.

ARTICLE V – STANDING COMMITTEE

SECTION 1 – COMPOSITION

The standing committees, at the discretion of the Coordinator, of this District shall be Nominating, Budget, By-Laws and Philanthropic/Ways and Means.

SECTION 2 – CHAIRMEN

- (a) Standing Committees, except Nominating, Budget and By-Laws, shall be appointed by the Coordinator.
- (b) All Chairmen shall be members of the District Board and shall attend meetings or be represented.

SECTION 3 – SPECIAL COMMITTEE/SPECIAL MEETINGS

The Coordinator may appoint special committees and hold special meetings.

SECTION 4 – DUTIES OF APPOINTED CHAIRMEN/AND OFFICERS

- (a) Corresponding Secretary
 1. Shall assist the Coordinator in all correspondence.
 2. Shall issue meeting notice 30 days in advance of each District meeting to all State Officers, District Board members, and all District Chapter Presidents, Sooner Senioresettes, and Webmaster.
- (b) Nominating Committee
 - Shall be appointed by the Coordinator with the Vice Coordinator as Chair.
- (c) Budget
 1. The Budget committee shall be the retiring Coordinator and Treasurer, the current Coordinator and Treasurer.
 2. The current Treasurer shall be Chairman.
 3. It shall be the duty of this committee to prepare a budget.
 4. Shall present the proposed budget at the first meeting of the year for approval by the membership.
- (d) Chaplain
 1. Shall give a devotional at all District meetings.
 2. Shall send cards to ill or bereaved members and for special events, made known to her.
 3. Shall notify the State Chaplain and District Coordinator of any ill or bereaved member and of special events made known to her.
 4. In the event of the death of a member of District, a donation, not to exceed \$25 shall be made in the member's name to a charity, if funds are available.
- (e) Educational
 - Prepare or arrange for a brief educational program to be presented at each District meeting.
- (f) Philanthropic/Ways and Means
 1. Shall locate philanthropic projects within the District to be presented at the last meeting for approval of the membership for the following year.
 2. Shall coordinate philanthropic efforts for the District. Promote needs and wants of project within the District. Record any monies collected before forwarding to District Treasurer.
 3. Shall act as liaison between District and Philanthropic Project.
 4. Shall be responsible for fundraiser for District budget at each meeting.
 5. Shall keep an accurate record of monies received by her before forwarding to District Treasurer.
- (g) Publicity
 - Shall promote the District with publicity through whatever means available

ARTICLE VI – MEETINGS

SECTION 1 – REGULAR MEETINGS

One regular spring meeting and a fall leadership conference shall be held unless otherwise ordered by the Board.

SECTION 2 – QUORUM

The members in attendance shall constitute a quorum at any regular meeting.

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.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

Roberts Rules of Order Revised and Roberts Rules of Order Newly Revised shall govern the District in all cases not provided for in these Bylaws or International Council Bylaws.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended at any final meeting, provided that notice of the proposed amendments have been mailed or emailed (if email addresses or available), to all District chapters at least thirty (30) days before the final meeting.

Western District

Standing Rules

1. The District will maintain a savings account in a federally insured bank. \$1,000 of this savings account may be loaned to chapters of this District hosting a State Convention. The interest earned on this account may be used for District operating expenses. When the \$1,000 is not on loan, it will remain in savings.
2. The District will present the incoming Coordinator with a District Coordinator Gavel Guard pin.
3. The District ESA Foundation Scholarship will be presented from spendable balances available.
4. Dues
 - (a) Annual chapter dues are \$15.00.
 - (b) Dues for newly organized chapters will be \$1.00 per month until the next District installation.