



## ILLINOIS STATE COUNCIL BY-LAWS

### ARTICLE I – NAME

The name of this non-profit organization shall be Illinois State Council of Epsilon Sigma Alpha International.

### ARTICLE II - OBJECTIVE

To promote philanthropic and service endeavors, educational and leadership development, friendship and fellowship, to assist in the growth of ESA throughout the world and fulfill the purpose of ESA International.

### ARTICLE III – MEMBERSHIP AND DUES

Section 1. All chapters are members of the Illinois State Council of Epsilon Sigma Alpha International (ESA), hereafter referred to as ISC. Only chapters in good standing shall be eligible to vote or participate in awards given in conjunction with ISC meetings, propose amendments to these bylaws, submit bids for convention, have a member serve on the Advisory Board or nominate a candidate for ISC or International Office.

Section 2. The annual dues of the Illinois State Council shall be:

A. \$25 per chapter and \$15.00 per member payable at the beginning of the fiscal year (i.e. the fiscal year shall be from July 1 through June 30 of the following year).

B. Chapters' delinquent after October 1st shall be automatically dropped from membership in the Illinois State Council. Chapter dues and a reinstatement fee of \$0.50 per member must be paid on or before February 1st to be reinstated and in good standing.

C. If the dues and reinstatement fees are not paid by February 1st, neither the chapter nor its members will be eligible to vote at ISC meetings nor will they be eligible to receive any awards at the annual convention.

D. New chapter members' dues shall be prorated according to affiliation date as follows: before October 1st \$15.00, before February 1st \$12.50, before April 1st \$7.50, after April 1st \$5.00.

### ARTICLE IV – OFFICERS AND STANDING COMMITTEES

Section 1. The elected officers shall be a President, President-Elect, Recording Secretary, Treasurer, and Workshop Coordinator. The President shall appoint a Corresponding Secretary and Parliamentarian who shall serve as voting members of the Executive Board.

Section 2. The appointed officers shall be, Awards Director, Chaplain, ESA for St. Jude Chair, Collegiate Chair, Convention Co-Chairs, Easterseals Chair, Educational Director, ESA Foundation Counselor, ESA'ly Yours Co-Editors, Historian, Hope for Heroes Chair, MARC Representatives (2), Philanthropic/State Project Chair, Publicity/ Social Chair, and Web Master.

Section 3. The appointed standing committee chairs consist of Auditing, Budget and Finance. The nominating committee chair is the President-Elect by virtue of her/his office.

### ARTICLE V – QUALIFICATIONS OF ELECTED OFFICERS

Section 1. All candidates for an elected ISC office must be an active member, and in good standing by having paid the applicable dues with ESA Headquarters, ISC, and their local chapter. They must have attended at least one state convention, and must indicate in writing their willingness to accept the office, if elected, and must have the sponsorship of their own chapter.

Section 2. President-Elect must have served one year as a chapter president, one year as an appointed officer on the ISC board, and one year as an elected officer on the ISC board.

Section 3. Candidates for Recording Secretary, Treasurer, and Workshop Coordinator must have served a minimum of one year as a chapter officer and a minimum of one year as an appointed officer on the ISC board.

Section 4. The Recording Secretary must be able to type and take accurate notes.

Section 5. The Treasurer must be 21 years of age, bondable, and have a working knowledge of bookkeeping procedures.

Section 6. The Past President is the Disaster Fund chairperson.

## **ARTICLE VI – ELECTIONS**

Section 1. Officers shall be elected to serve for one year or until their successors are elected. Their term shall begin at the close of the annual convention.

Section 2. Officers shall be elected by ballot vote at the annual convention. Balloting will be conducted during the First General Assembly.

Section 3. Officers to be elected must attend the annual convention unless excused by the ISC Executive Board. The ISC President shall announce such excused absences at the first general assembly of the annual convention

Section 4. Elections shall be determined by a plurality vote of chapter delegates casting their own votes. In the event of a tie for the largest number of votes, there shall be a re-ballot for that office between the candidates receiving tie votes.

Section 5. The President shall appoint a chief teller and at least three assistant tellers from the convention delegation who are not voting delegates and whose fellow chapter members are not running for office. A statement of the election returns will be given to the President before the close of the first general assembly. The president shall announce the results of the election and shall destroy all ballots.

## **ARTICLE VII - NOMINATIONS**

Section 1. Nominations for the ISC Executive Board shall consist of a slate of one to five names for each elected office and shall be presented by the Nominating Chair. Nominations for each office shall not exceed five.

Section 2. The slate of candidates for ISC Executive Board shall be published in the ESA'ly Yours for members to review at least thirty days prior to the annual convention.

Section 3. Nominations may be made from the floor for all offices except for President at the annual convention by any delegate provided the nominee has given her/his consent to serve, if elected; candidates so nominated must conform to the qualifications in Article V and shall have three minutes to have their qualifications presented.

Section 4. Candidates for the office shall be introduced at the First General Assembly at the annual convention.

## **ARTICLE VIII - VOTING**

Section 1. A quorum of the Illinois State Council Executive Board shall consist of five members and the vote of any five members will constitute effective action. The ISC Executive Board may transact business by email, mail, and the written vote of any board member may be cast by email/mail. Votes cast by five members of the ISC executive board shall be binding in every respect.

Section 2. Voting power at the annual convention shall consist of qualified chapter delegates and elected officers present at the meeting. Each chapter in good standing shall be entitled to two votes. The President of a chapter, by her/his office, automatically becomes the delegate to carry the two votes of the chapter. All chapter members must be in good standing with ESA Headquarters, and the ISC to entitle a chapter to vote. An additional delegate may be appointed to carry one of the two votes of the chapter, this being the choice of each chapter. If the President of a chapter is unable to attend, or is an elected or appointed officer of the ISC, an alternate shall represent the chapter.

Section 3. The ISC Past Presidents (aka the Usterwuzzers), in good standing with International Council and ISC, and in attendance at the annual convention, shall be entitled to two delegates carrying one vote each.

Section 4. Voting power at the ISC Advisory Board Meetings shall consist of qualified chapter delegates, elected and appointed officers, Past State Presidents in good standing and Committee Chairs present at the meetings. Nothing shall prohibit members of the appointed board from serving as committee chair; however, they will be allowed to carry only one (1) vote.

## **ARTICLE IX – VACANCIES**

In the event the office of President should become vacant, President-Elect shall complete that unexpired term. If the unexpired term is less than six months, the President-Elect shall be entitled to the presidential term to which she/he was originally elected. All vacancies for the unexpired term will be filled by the President's appointment.

## **ARTICLE X – DUTIES OF ELECTED OFFICERS**

Section 1. All elected and appointed officers' chairs shall submit a complete written and/or electronic report of her/his activities of the preceding year at the annual convention, and turn over to her/his successor the records of her/his respective office.

Section 2. Elected Officers' Duties:

A. President shall be the presiding officer at all business meetings, and have the general supervision over the business activities of the organization. Shall select the appointed officers of the ISC. Shall serve as Convention Liaison.

B. President-Elect shall assist the President, and perform the duties of the President in her/his absence. Shall be the Membership Director, guiding the Membership committee to promote Membership programs throughout the state. Shall act as a liaison between chapters and International Council Membership Chair. Shall be the Nominating Chair, promoting members to run for elective office.

C. Recording Secretary shall keep in permanent form an accurate record of all meetings of the ISC. Shall be the custodian of the Treasurer's bond. Shall forward a copy of the minutes of board meetings and the annual convention, first and second general assemblies to the ESA'ly Yours Co-editors immediately following each meeting.

D. Treasurer shall have custody of all funds of the ISC. Shall keep a complete account of its financial affairs giving an itemized financial report at each board meeting as well as at the annual convention. Shall handle the disbursements based on the approved budget and at the direction of the President and the ISC Executive Board. Shall be bonded for a minimum of \$1,000 that is paid from funds of the ISC Treasury. Shall serve as a member of the Budget and Finance Committee to assist in the preparation of the proposed budget. Shall notify chapters who have not paid their state dues or reinstatement fees by January 1 that their dues are due by February 1. Shall submit the annual Tax Fact report to ESA Headquarters by September 15th. The retiring treasurer shall close the account at the bank, leaving only a balance for outstanding checks and the books and all records shall be turned over to the Audit chair no later than two weeks after the annual convention.

E. Workshop Coordinator shall have as her/his primary function, preparation and coordination of workshops to be conducted at state meetings and the annual convention.

## **ARTICLE XI – DUTIES OF APPOINTED OFFICERS**

Section 1. All appointed officers shall submit a complete written report of her/his activities of the preceding year at the annual convention, and turn over to her/his successor the records of her/his respective office.

Section 2. Appointed Officers' Duties:

A. Corresponding Secretary shall, under the direction of the President, handle official correspondence of the Illinois State Council. Shall issue all necessary notices and calls for meetings.

B. Parliamentarian must be thoroughly familiar with the contents of the ISC Bylaws, parliamentary procedure and with the parliamentary authority adopted by the ISC. She/he shall serve as the President's advisor and consultant on procedural matters. She/he shall give her/his advice to the presiding officer on all procedural inquiries. Shall prepare amendments and additions to the Bylaws and Standing Rules submitted by chapters and by members of the ISC for approval by the ISC executive board and submission to the membership.

C. Awards Director shall assist the President, as directed, in judging and presenting awards at the annual convention. Shall promote and encourage chapter involvement in the ISC Distinguished Achievement Award/Outstanding Youth Award programs. Select judges outside of ESA and submit chapter entries for judging. Notify Convention Chairs of the Distinguished Achievement/Outstanding Youth Award recipients. Purchase suitable award (plaque/trophy/framed certificate/\$50.00 check for Outstanding Youth) for presentation at annual convention. Luncheon expense for the recipients will be assumed by the ISC transportation to convention arranged and paid for by nominating chapter; and awards to be purchased and paid for out of the ISC treasury in the amount designated in the approved budget.

D. Chaplain shall send expressions of sympathy, prayers, letters, and cards to all members of the ISC in need. Shall be responsible for invocations, benedictions, and other prayers for the ISC board meetings and at the annual convention.

E. ESA for St. Jude Chair shall be responsible for coordinating the activities of the ESA for St. Jude Program, and be the liaison between the International Council, ESA Headquarters ESA for St. Jude Director and the ISC. Shall promote fund raising activities for St. Jude Children's Research Hospital.

F. Collegiate Chair encourages the development of collegiate chapters in the state of Illinois; serve as Chair of the Collegiate Task Force, and be liaison to the collegiate chapters to facilitate growth and unity as well as promote community and collegiate combined events. Shall act as a liaison between collegiate chapters and ESA Headquarters.

G. Convention Co-Chairs shall meet with the incumbent ISC President to formulate plans for the state convention. They are responsible for directing committees on all social activities, registration procedures, favors, decorations, Association of the Arts, and other programs, subject to the approval of the President. The convention registration form shall be included in the spring issue of ESA'y Yours. Shall be responsible for all flags and standards that are the property of the ISC and ensure that they are transported to the convention for use in the flag ceremony.

H. Easterseals Chair shall be responsible for coordinating and promoting activities for Easter Seals. They shall be the liaison between the International Council and the ISC.

I. Educational Director shall be responsible for assisting in the development and advancement of educational activities with the chapter of the ISC. Shall act as a coordinator of the educational programs between the chapters and the International Council Educational Director.

J. ESA Foundation Counselor shall be an active member in good standing with the ESA Foundation (i.e. dues are paid and current); serve as liaison between the ISC and the ESA Foundation. Coordinate the State Foundation program; handle Foundation credentials for voting at the International Convention.

K. ESA'y Yours Co-Editors shall publish four times a year containing information furnished by individuals, chapters, ISC Executive and Appointed board members, International Council officers, and Headquarters. The minutes of all ISC board meetings and the annual convention shall be published in the immediate ESA'y Yours following said meetings. Shall be responsible for publishing the convention flyer and registration form. The President shall establish the article submission deadline and publication dates.

L. Historian shall obtain photos from each chapter to compile a scrapbook to be given the President.

M. Hope for Heroes Chair shall be responsible for coordinating and promoting activities for the Hope for Heroes program. They shall be the liaison between the International Council and ISC.

N. Midwest Area Regional Council (MARC) Representatives, two ISC members in good standing, shall promote the MARC conference, activities and be the liaison between MARC and ISC. The term for the MARC Representatives is the same as the MARC year.

O. Philanthropic/State Project Chair shall develop ideas for the promotion of the state projects while lending assistance to the chapters, when needed. Shall act as liaison between the International Philanthropic Chair and the chapter Philanthropic chair.

P. Publicity/Social Chair shall be responsible for assisting in the development of publicity & social activities with the chapters of the ISC and issue promotional material to encourage publicity of ESA International in the state of Illinois.

Q. Web Master shall maintain the ISC Website with pertinent information provided by the elective /appointed boards, chapters, and membership. Shall also promote awareness of ISC programs on social media platforms.

## **ARTICLE XII - COMMITTEES**

Section 1. All committee chairs shall submit a complete written report of her/his activities of the preceding year at the annual convention, and turn over to her/his successor the records of her/his respective office.

Section 2. Auditing Committee shall be composed of a chair and two ISC members, in good standing, all of whom are appointed by the ISC President; to expedite its work, the members of this committee shall be from the same chapter or

locality, but shall not be from the same chapter as the Treasurer. Under the direction of the chair, the audit committee shall make a yearly audit of the Treasurer's books and records; said audit shall be made within one week after receiving the records from the Treasurer. Upon completion of the audit, deliver to the incoming Treasurer, all books and records relating to the office. Shall submit a written report to the President, Recording Secretary, and Treasurer, and present a report at the next ISC y board meeting.

Section 3. Nominating Committee shall be composed of a chair and two ISC members, in good standing, from different chapters, who are appointed by the ISC President. They shall encourage members to run for an elected office. The Nominating Chair shall be responsible for the presentation of a slate of one to five names for each office on the ISC executive board. The chair shall send a letter to each chapter requesting qualifications and eligibility of members nominated for office. The chair shall prepare the ballots and distribute them prior to voting during the First General Assembly based on the records of the ISC treasurer as of April 15.

Section 4. Budget and Finance Committee, shall consist of the immediate past treasurer, current treasurer, and three other members not from the same chapter. They shall prepare the budget for the ISC to be presented at the second general assembly at the annual convention. Shall recommend and carry out projects to make money for the ISC Treasury.

Section 5. Membership Committee shall be composed of a chair and three ISC members, in good standing from different chapters, who are appointed by the ISC President. The chair shall be the President-Elect by virtue of her/his office. The committee shall promote membership programs and ideas to generate new members throughout the state.

Section 6. Collegiate Task Force shall be composed of a chair and representatives from each collegiate chapter, in good standing. The task force shall work as liaisons between their respective chapters and state council, promoting active participation in state activities and programs.

#### **ARTICLE XIII – MEETINGS AND CONVENTION**

Section 1. The annual convention of the ISC shall be held in June and shall be known as the Illinois State Convention. The host city shall be selected in advance based on the bids submitted by chapters wishing to host convention, in the case more than one chapter bids then the majority vote will determine the location.

Section 2. Two meetings of the ISC Advisory Board shall be held in September and March, any exceptions from these months must be approved by a majority vote of the Executive Board. The host city shall be selected in advance based on the bids submitted by chapters wishing to host the advisory meetings, in the case more than one chapter bids then the majority vote will determine the location.

Section 3. The President or any three members of the Executive Board may call special meetings at any time during the year.

Section 4. Pre-Convention meeting may be held at the discretion of the President.

Section 5. The Post-Convention meeting may be held at the discretion of the President and consist of the new and retiring members of the Executive board, the Appointed officers and Committee Chairs. This meeting will be held following the installation of officers at a time designated by the President.

#### **ARTICLE XIV - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority of the Illinois State Council in all instances not specifically covered by these Bylaws and Standing Rules.

#### **ARTICLE XV - AMENDMENTS**

These Bylaws may be amended at the annual convention by a two-thirds vote of the qualified delegates present; notice of proposed amendments having been given to each chapter, following approval for the ISC Executive Board sixty days prior to the Annual convention.

Approved June 9, 2018

Revised June 8, 2019