

**NORTH CAROLINA STATE COUNCIL  
OF  
EPSILON SIGMA ALPHA INTERNATIONAL  
BYLAWS**

**ARTICLE I: NAME**

The name of this organization shall be the North Carolina State Council of Epsilon Sigma Alpha International, herein referred to as the "Council."

**ARTICLE II: PURPOSE**

To inspire leadership and service by bringing good people together in North Carolina to pursue programs and projects that make a positive difference locally, nationally and internationally.

**ARTICLE III: MEMBERSHIP**

Consists of members in good financial standing with the Council, International Council, and ESA Headquarters; DESA participants; North Carolina Men of ESA; and those persons upon whom honorary membership has been conferred by the Council.

**ARTICLE IV: EXECUTIVE AND GENERAL BOARDS**

Section 1. Executive Board

- A. Is the managing body of the Council deciding policy and procedures of the Council and preparing for presentation to the Council such matters it deems advisable.
- B. Consists of the President, First Vice-President/President Elect, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Junior Past President.
- C. An Executive Board member, with the exception of the President, who resigns or fails to fulfill assigned duties shall be replaced by appointment of the President with the approval of the Executive Board.
- D. Four (4) members of the Executive Board will constitute a quorum. The President votes only in the case of a tie.

Section 2. General Board

- A. Serves the Council according to the guidelines set forth in these Bylaws.
- B. Consists of Executive Board members, committee chairs and co-chairs, standing and special committee members, the North Carolina State Council Scholarship Board Chair, and Chapter Presidents.
- C. The Carolinians (past state presidents) are encouraged to attend the General Board meeting acting in an advisory capacity.
- D. A General Board member who resigns or fails to fulfill assigned duties shall be replaced by appointment of the President.
- E. The members of the General Board in good financial standing and in attendance at board meetings shall constitute a quorum.

**ARTICLE V: ELECTED AND APPOINTED OFFICERS AND COMMITTEES**

- Section 1. Succession to the office of President is automatic from that of First Vice-President. Should the First Vice-President be unable to fulfill this responsibility, a President shall be elected. Succession to the office of Junior Past President is automatic from that of President.
- Section 2. The elected officers shall be First Vice-President/ President Elect, Second Vice-President, Recording Secretary, and Treasurer.
- Section 3. The appointed officers and chairpersons shall be the Corresponding Secretary, Parliamentarian, Education Chair, Finance Chair, Philanthropic Chair, Chaplain, Senior and Junior Circle of Life Coordinators, Workshop Coordinator, ESA Foundation Counselor/ SERC Counselor, and any special appointments deemed appropriate by the President.. The President will consult with the First Vice-President before appointing the Junior Circle of Life Coordinator.
- Section 4. Appointed by virtue of office held:
- A. The President of the Carolinians elected by the Carolinians.
  - B. The Scholarship Board Chair elected by the Scholarship Board.

**ARTICLE VI: DUTIES AND RESPONSIBILITIES OF ELECTED AND APPOINTED OFFICERS AND COMMITTEES**

- Section 1. Elected and appointed officers must be in good financial standing with the Council, IC, ESA Headquarters and chapter, if applicable, and shall perform the respective duties as set forth in approved guidelines.
- Section 2. Elected and appointed officers shall report to the council as requested and copy the President on all correspondence pertaining to the office.
- Section 3. Elected and appointed officers shall maintain active files which must be transferred to the successor at the Annual Convention or no later than the first General Board meeting.
- Section 4. President
- A. Shall be the presiding officer of the organization and call and have general supervision over the business and activities of the Council and shall be responsible for planning and conducting of all meetings.
  - B. Shall appoint officer and committee chairpersons and members as stated in Article V, Section 3. The President shall be an ex-officio member of all committees.
  - C. Shall be responsible for coordinating an annual Leadership Seminar and shall, with the Convention Chair(s), be charged with the planning of the Annual Convention.
  - D. Shall be the Council official delegate to the International Convention and the SERC Conference. If the President is unable to attend, the next in line shall be the First Vice-President, followed by the other officers in succession, until an official delegate is designated; and
  - E. Shall prepare and distribute yearbooks to the General Board at the first General Board Meeting following the Annual Convention. Yearbooks will be distributed to Carolinians upon request and will be available at cost to anyone. Yearbooks shall include:
    - 1. List of state officers, chairs and chapter presidents
    - 2. Scholarship Board officers and members
    - 3. Membership roster

4. List of IC officers, chairs and committees
5. List of SERC officers and committees

- F. Shall prepare the proposed budget for vote at the Annual Convention with the First Vice-President/President Elect and Treasurer,
- Section 5. First Vice-President/President Elect, shall preside in the absence of the President; serve as Membership Director; attend the incoming State President's Leadership Seminar sponsored by ESA Headquarters; and with the President and Treasurer, prepare the proposed budget for vote at the Annual Convention. The First Vice-President shall actively seek nominations for elected positions on the Executive Board, prepare and distribute nomination forms in the yearbook, receive completed forms from candidates, review qualifications of candidates and prepare and distribute nomination report to the General Board, MAL's and candidates forty-five (45) days prior to the Annual Convention.
- Section 6. Second Vice-President shall preside in the absence of the President and First Vice-President; request and receive all bids for Council meetings, Leadership Seminar and Annual Convention; and serve as the Collegiate Coordinator. As Collegiate Coordinator, the Second Vice-President shall encourage the formation of new chapters on academic campuses adhering to approved guidelines. Shall provide approved guidelines, including detailed duties of General Board positions, to each member of the General Board during the first meeting of the Board.
- Section 7. Recording Secretary shall keep attendance at each meeting; record minutes of all meetings of the Council, Executive and General Boards. Minutes of the Annual Convention shall be distributed to General Board members and chapter presidents within forty-five (45) days after close of the Annual Convention. The Recording Secretary shall distribute copies of the Council and General Board minutes to General Board members, chapter presidents, MAL's, and ESA Headquarters. Copies of the Executive Board minutes shall be distributed to the Executive Board within thirty (30) days following the meeting. Roll call verification shall be sent immediately following the meetings of the Council to the Awards Chair. In the absence of the President and Vice-Presidents, the Recording Secretary shall convene the meeting and preside until the election of a Chair Pro Tem.
- Section 8. Corresponding Secretary shall be appointed by the President; shall be from the same city or area as the President and shall assist with all correspondence. The Corresponding Secretary shall publish and distribute to each member a President's Newsletter at least four times a year. Complimentary copies shall be sent to the IC President, the IC News Bulletin Chair, the SERC President, and ESA Headquarters. All issues shall contain deadline information for the following issue.
- Section 9. Treasurer shall receive and distribute, according to the budget, all funds of the treasury of the Council; prepare proposed budget with the President and First Vice President for vote at Annual Convention; send a reminder to each chapter and member-at-large that state dues are due June 1; issue receipts to all chapters for payment of state dues; and submit all accounts for audit. It is the responsibility of the Treasurer to notify all chapters hosting council meetings of members-at-large in good financial standing. The Treasurer shall be responsible for ordering a gold-plated full crown pin, or equal gift, for the incoming President and have same on hand at Annual Convention for presentation. Moneys to open a checking account, if necessary, shall be advanced to successor with account data/materials no later than thirty (30) days following the close of Annual Convention. The Treasurer shall close the books and prepare a year-end financial statement, to include the audit, no later than forty-five (45) days following the Annual Convention. This financial statement will be furnished to each chapter at the fall Council meeting. The Treasurer shall file tax facts with ESA Headquarters by September 15.

- Section 10. Junior Past President shall serve on the Executive Board as an advisor to the President; serve as Disaster Fund Chair and as a member of the Audit Committee.
- Section 11. Parliamentarian shall see that all meetings are conducted according to Robert's Rules of Order, Newly Revised, and shall advise the President on points of parliamentary procedure. The Parliamentarian shall accept proposed changes to the bylaws and standing rules, obtain approval of the Executive Board, distribute to the membership, and present proposed changes for vote at State Convention. The Parliamentarian shall furnish an amended copy of the Bylaws and Standing Rules to the General Board within sixty (60) days of the amendment.. The Parliamentarian will present the "Rules of Meeting" as written in the approved guidelines and assure that the flags are properly presented at each meeting of the council.
- Section 12. Educational Chair shall serve as a member of the Awards Committee, meeting with the other members as needed and at the time of judging make preliminary preparations for judging; see that the Educational Traveling Award is judged by an out-of-state judge and engraved with the name of the winner; and determine Gold Link Award winners and secure certificates.
- Section 13. Finance Committee shall elect a chair from its membership and may conduct finance projects at each meeting of the Council to supplement the state budget and will seek out and oversee any other finance project approved by the Council. The responsibility of Finance Committee will be rotated annually among state chapters in alphabetic order by name.
- Section 14. Philanthropic Chair will serve as a member of the Awards Committee, meeting with the other members as needed, and at the time of judging make preliminary preparations for judging
- Section 15. Chaplain shall write letters/or send cards of sympathy or notes of cheer to ESA members in time of death, illness or special occasions and report same to the IC and SERC Chaplains. The Chaplain shall give the invocation at all meetings of the Council and conduct a nondenominational devotional/memorial service at the Annual Convention.
- Section 16. Circle of Life Coordinator shall be appointed for two (2) years, serve one (1) year as Junior Coordinator and one (1) year as Senior Coordinator. The Senior and Junior Circle of Life Coordinators shall jointly encourage participation in supporting St. Jude Children's Research Hospital. The Senior Circle of Life Coordinator shall attend training conducted by ESA Headquarters.
- Section 17. ESA Foundation/SERC Counselor shall be appointed for two (2) years; must be a member of the ESA Foundation; shall encourage participation in, support and use of the ESA Foundation; provide scholarship applications to the chapters; have Credential Cards signed by Foundation members prior to the International Convention and serve as the Council's official Foundation representative to the International Convention, if in attendance. The ESA Foundation/SERC Counselor shall encourage participation in and support of SERC; encourage subscriptions for SERCH and orders for The Torch; promote finance projects and assist SERC officers and chairs when requested.
- Section 18. Publicist shall keep records of all the current year's activities of chapters and the Council to be incorporated within the history to be presented to the President at the Annual Convention as a record of the year's activities; and prepare and present a scrapbook to the President at the Annual Convention as a record of activities of the chapters and Council during the year.
- Section 19. Workshop Coordinator, a member of the Carolinians, shall plan a workshop for incoming chapter presidents at the Annual Convention and other Council Meetings at the discretion of the President.
- Section 20. Scholarship Board Chair shall report the Scholarship Board activities at each Council meeting; furnish amended copies of the Scholarship Board Bylaws with attached Standing Rules to the Executive Board and each chapter president.

Section 21. Awards Chair will be a member of the Carolinians and will serve in successive rotation according to the order served as President of the Council. The Awards Chair shall prepare and distribute to each chapter no later than the Leadership Seminar an awards booklet containing a copy of the current Council award rules, together with report forms and deadline information for returning forms; have supervision over all judging, arrange a time and place for the Committee to meet; send copies of sponsored award entries to the sponsoring Carolinians upon their receipt; plan the awards presentation at the Annual Convention, furnishing certificates in each category and coordinating plans with the President and Convention Chair(s); maintain a file of submitted award forms for a period of five (5) years; and present proposed changes in the award rules at a business session of the Annual Convention;

Section 22. Awards Committee shall:

- A. Be composed of the immediate past Awards Chair, the current Awards Chair, the incoming Awards Chair, and the current chairs of Education and Philanthropic, for a total of five (5) members. Should there be co-chairs, the co-chairs shall serve together on the Committee.
- B. Accept in writing suggested changes to award rules from any member in good financial standing with the Council before December 1. Proposed changes must be distributed the membership at least forty-five (45) days prior to the Annual Convention.
- C. Convene for the purpose of reviewing applications submitted for awards and determining winners. All judging shall be done by Committee members present.
- D. Obtain approval of the Executive Board when establishing entry fee(s) for awards.

Section 23. Convention Chair(s) shall encourage and promote attendance at the Annual Convention; with the Council President, be charged with planning the Annual Convention; and prepare convention financial statement for audit within 45 days of convention.

Section 24. Audit Committee shall consist of the Junior Past President and the immediate past Council Treasurer. A copy of the audit shall be furnished to the Executive Board within forty-five (45) days following the Annual Convention and printed in the fall issue of the President's Newsletter.

## **ARTICLE VII: QUALIFICATIONS FOR ELECTED OR APPOINTED OFFICERS**

Section 1. All candidates for executive board offices shall:

- A. Have served as chapter officer.
- B. Be in good financial standing.
- C. Be in good financial standing and have sponsorship of chapter if a member of a chapter..
- D. Be an active, participating chapter member a minimum of two (2) years.
- E. Have served at least one (1) year as an appointed officer to the Council General Board.
- F. Candidates for First Vice-President and Second Vice-President Will have served one year in an elected position on the Executive Board.
- G. All candidates for executive board office shall not succeed themselves in a term of office for the following year unless appointed to fulfill an unexpired term or appointed by the President and/or Executive Board.

Section 2. General Board appointees shall have served one year as an elected chapter officer.

Section 3. The Parliamentarian shall have a working knowledge of parliamentary procedure.

Section 4. The Recording Secretary shall have the ability to prepare and distribute meeting minutes.

#### **ARTICLE VIII: VOTING**

Section 1. Members in good financial standing and in attendance may vote on any item presented to the Council.

Section 2. Any member in good financial standing may call for a vote by secret ballot.

Section 3. Election of officers

A. Election of officers shall be by ballot.

B. In the event there is only one (1) candidate for each of the Council's elected offices, the President may direct the Recording Secretary to cast a ballot by acclamation for the election of all nominees.

C. Each chapter shall receive one (1) vote for every ten (10) members or fraction thereof. Both chapter and members must be in good financial standing.

D. The outgoing or incoming president of each chapter in attendance at the Annual Convention shall be entitled to one (1) vote.

E. Delegates carrying less than five (5) votes may carry proxy votes for the chapters in good financial standing not represented at the Annual Convention. No delegate may cast more than a total of five (5) votes, including proxy votes.

F. Members-at-large in good financial standing shall be entitled to one (1) vote for every ten (10) members-at-large or fraction thereof in attendance at the Annual Convention.

#### **ARTICLE IX: ELECTIONS**

Section 1. Nominations may be received from the floor for any elected office if the ballot is incomplete with less than three (3) nominees for each office.

A member being nominated from the floor must be in compliance with the qualifications as stated in Article VII and have submitted qualifications to the First Vice-President/President Elect no later than 6:00 p.m. on Friday night of the Annual Convention.

Section 2. The President shall appoint a chief teller and two assistant tellers from the Convention delegation. A statement of the election returns will be given to the President immediately following the final count. This statement shall be attached to the minutes of the Convention and filed in the permanent records of the Recording Secretary. Tabulations of votes cast shall be made available to each candidate, if requested.

Section 3. Ballots must be filed with the Recording Secretary for a period of one (1) year.

Section 4. The installation of officers shall take place at the Annual Convention.

#### **ARTICLE X: MEETINGS**

Section 1. Regular meetings of this Council shall be held three (3) times a year: September, December and March, at a time and place approved by vote of the Council. In the event no bids are received for meetings, time and place may be determined by approval of the Executive Board within forty-five (45) days following close of Annual Convention.

- Section 2. Meetings of the Executive Board shall be held at the discretion of the President or at the request of two-thirds (2/3) of the Executive Board.
- Section 3. A meeting of the General Board shall be scheduled by the President prior to IC Convention. Other meetings may be held at the call of the President immediately preceding the time of regular meetings of the State Council and at any time deemed necessary by the President.
- Section 4. The Annual Convention of the Council shall be held in the spring of each year.
- A. The city in which the Convention will be held shall be selected from bids submitted by the vote of the delegates two (2) years prior to the event.
- B. In the event no bids are received for the Annual Convention, time and place may be determined by approval of the Executive Board within forty-five (45) days following the close of Annual Convention.

**ARTICLE XI: DUES, FINANCIAL OBLIGATIONS AND POLICIES**

- Section 1. The fiscal year of the Council will begin June 1 and end May 31 of the following year
- Section 2. Dues receipts will be:
- A. Traditional chapters shall be assessed annual dues payable by June 1. A 10% penalty will be added to all dues received after July 1. Dues shall be prorated at 50% for each new chapter and/or member added on or after January 1.
- B. Collegiate chapters shall be assessed annual dues payable by Nov. 1. A 10% penalty will be added to all dues received after Dec. 15. Dues shall be prorated at 50% for each new chapter and/or member added on or after January 1.
- C. Members-at-large shall be assessed annual dues payable by June 1. A 10% penalty will be added to all dues received after July 1. Dues shall be prorated at 50% if the transfer takes place on or after January 1.
- Section 3. Monetary obligations of this Council to be paid by the Treasurer according to the adopted current year budget are as follows:
- A. The annual dues to the ESA International Council, SERC, and the ESA Foundation.
- B. The purchase of a gold-plated full crown pin, or equal gift, for the incoming President.
- C. Reimbursement expenses to the installing officer(s) up to fifty dollars (\$50.00) annually toward the cost of the Council officer's installation.
- D. The state president's registration fee and registration fees for one (1) SERC representative and one (1) IC representative, as well as one (1) double room accommodation for two (2) nights lodging at the Annual Convention.
- E. The registration fee and round trip public transportation fare to the State President's Leadership Conference sponsored by ESA Headquarters for the President-elect or official delegate. An allowance of twenty-five dollars (\$25.00) shall be provided for food expenses not included in the registration fee.
- Section 4. The financial policies of this Council shall be:
- A. An individual or chapter is in good financial standing when all appropriate dues are paid to the chapter, ESA Headquarters, ESA International Council and this Council.

- B. The President and Treasurer shall be required to sign checks written from Council funds for two-hundred fifty dollars (\$250.00) or more.
- C. Member dues shall be dispersed in the following manner:
  - 1. Fifty percent (50%) shall be applied to expenses incurred by executive and appointed expenses to the State Presidents' Leadership Conference, a gold-plated full crown pin for the incoming President.
  - 2. Fifty percent (50%) shall be used for registration and travel expenses for the President or official delegate to International Convention, SERC Conference, and the North Carolina Council Convention.
- D. The profit or deficit of any meeting of the Council shall be shared equally between the host chapter(s) and the Council.
- E. A Convention financial statement shall be prepared for audit within forty-five (45) days after the close of Convention and shall be printed in the fall edition of the President's Newsletter.
- F. A Council year-end financial statement shall be prepared by the Treasurer for audit within forty-five (45) days after the close of Convention and distributed to each chapter at the fall Council meeting.
- G. The annual budget shall be prepared for presentation and approval by the membership at the Annual Convention.

**ARTICLE XII: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, when not in conflict with these Bylaws, will be the parliamentary authority of this Council.

**ARTICLE XIII: METHOD OF AMENDING BYLAWS**

- Section 1. The Bylaws of the Council shall be amended only at Annual Convention.
- Section 2. Proposed amendments shall be submitted in writing to the Parliamentarian by December 15. Upon approval of the Executive Board, the Parliamentarian shall distribute to the membership by February 1 proposed By-laws changes for vote at the Annual Convention.
- Section 3. Revised Bylaws shall be distributed to members no later than forty-five (45) days following the revision.
- Section 4. To be adopted, Bylaws amendments require a two-thirds (2/3) vote of the members in good financial standing, in attendance and voting.
- Section 5. Should any matter arise not covered herein, the International Council Bylaws shall govern.

**NORTH CAROLINA STATE COUNCIL  
OF  
EPSILON SIGMA ALPHA INTERNATIONAL  
STANDING RULES**

1. Council annual dues are:
  - Traditional chapters: \$25.00
  - Collegiate chapters: \$25.00
  - Individual member (chapter and MAL): \$20.00
  - Collegiate member: \$10.00
2. There shall be a Scholarship Board duly incorporated with bylaws and tax exempt status.
3. There shall be a past state president's auxiliary, the Carolinians, composed of all active past state presidents, who are in good financial standing with the Council and ESA Headquarters. The Carolinians shall be represented on the General Board in an honorary and advisory capacity.
4. There will be no solicitation for funds or finance projects at official meetings of the Council without prior Executive Board approval.
5. Chapters hosting a Council meeting or convention shall send copies of invitations, registration forms and directions to all members.
6. Chapters/individuals making reservations for official meetings of the Council shall be held responsible for the cost of the registration if not canceled by specified date.
7. The President shall receive the first complimentary room at the Annual Convention. Should there be a second complimentary room, the hosting chapter(s) shall use this at their discretion.
8. A contribution of ten dollars (\$10.00) to the North Carolina Scholarship Fund shall be made in the memory of a deceased member or Man of ESA, as requested by the President.
9. IC or SERC awards won by the Council, not engraved by the donor, will be engraved at the expense of the Council, if funds are available.
10. Officer and committee records, except minutes and financial statements, shall be returned to original owner after three years.
11. Officer and committee records shall contain a current detailed record of duties including a calendar of due dates pertaining to the position.