

## Article I: Membership

### *SECTION A*

Members are required to meet attendance and participation requirements established by the chapter. Such requirements will be established by a majority vote and are subject to revision through an amendment to chapter bylaws.

### *SECTION B*

Inactive members may be reinstated to active membership by written request and payment of any financial obligation to the chapter and ESA Headquarters and proof of enrollment in \_\_\_\_\_.

### *SECTION C*

Members who no longer attend this institution will be referred to another ESA chapter in the area. Such members may be eligible again for membership in this chapter upon re-enrollment at the university.

## Article II: Officers

### *SECTION A*

The elected officers of this chapter shall be president, vice president, recording secretary, corresponding secretary, treasurer, parliamentarian, and educational director. These officers shall comprise the executive committee.

### *SECTION B*

Other elected officers shall be awards chair, publicity chair, ways & means chair, scholarship chair, social chair, membership chair, and chaplain. These officers will chair corresponding committees.

### *SECTION C*

The term of office shall run from \_\_\_\_\_ to \_\_\_\_\_.  
Vacancies in offices shall be filled by nomination and voting by a quorum of the members.

### *SECTION D*

Officer duties shall be as described in Article IV.

## Article III: Elections

### *SECTION A*

Officers shall be elected each year in \_\_\_\_\_. Election shall be from a slate recommended by a nominating committee. Further nominations may be made from the floor during the election.

### *SECTION B*

The chapter president shall appoint a chair and the members of the nominating committee.

### *SECTION C*

Elections shall be by secret ballot with the majority of votes electing.

### *SECTION D*

The term of office shall be for one year beginning with the installation of officers and ending upon the next election. Vacancies shall be filled according to Section IIIC.

## Article IV: Officer Duties

### *SECTION A*

#### **The President shall:**

- Preside at all meetings of the executive board, at all chapter meetings, and at all special meetings.
- Be an ex-officio member of all committees except the nominating committee, but shall not be required to attend all meetings thereof.
- Know the duties of the other officers and committees and require regular reports from each of them.
- Bring before the executive board suggestions of appointments for any special offices or committees deemed necessary.
- Endeavor to maintain unity and harmony within the chapter, avoiding favoritism and partiality.
- Officiate at the installation of officers, new members, and jewel rituals, and other chapter ceremonies.
- See that all correspondence received by the chapter officers from ESA Headquarters and the International Council is read to the entire chapter and answered as directed.
- Conduct meetings in accordance with proper parliamentary procedure and following the recommend order of business from ESA Headquarters.

## *SECTION B*

### **The Vice President shall:**

- Assume the duties and responsibilities of the chapter in the absence of the president. Should the office of president be vacated, the vice president shall assume the presidency for the unexpired term. If the vice president chooses not to serve, the executive committee is empowered to appoint an interim president to serve until the next election of officers.
- Serve as membership chair and chair the membership committee. The vice president may also appoint members of this committee.
- Plan and execute membership drives on campus in accordance with the chapter bylaws.
- Act as the official host for the chapter at membership functions, welcoming guests and visitors.
- Assist the membership chair in instructing the new members in their orientation and developing the orientation program.
- Submit necessary information to ESA Headquarters, the ESA International Council, and State Council concerning membership and membership programs.

## *SECTION C*

### **The Recording Secretary shall:**

- Keep minutes of chapter meetings.
- Maintain attendance records as required by the chapter.
- Tally votes in chapter elections.

## *SECTION D*

### **The Corresponding Secretary shall:**

- Collect all correspondence to the chapter and present it to the chapter under the proper order of business.
- Answer correspondence in accordance with chapter wishes.
- Report as needed to the ESA Headquarters, the International Council, and State Council.
- Assist the president with correspondence as needed.

## *SECTION E*

### **The Treasurer shall:**

- Be responsible for opening and maintaining a chapter bank account
- Be responsible for receiving all chapter monies

- Pay all chapter debts according to these bylaws.
- Keep accurate records of all funds received and disbursed.
- Shall complete and file “Tax Facts” reports with International Headquarters each year.
- Keep in contact with necessary school officials concerning receipts and disbursements.
- Notify chapter members whose dues are unpaid of their obligations.

## *SECTION F*

### **The Parliamentarian shall:**

- Insure that all meetings are conducted within proper parliamentary guidelines by becoming familiar with parliamentary procedure.
- Instruct the chapter members on parliamentary procedure as necessary.

## *SECTION G*

### **The Educational Director shall:**

- Prepare and present educational programs for the chapter as requested. With the assistance of the educational committee, select topics of interest to the chapter.
- Arrange for demonstrations and speakers in conjunction with current chapter educational topics.
- Report to the state and International Council Educational Directors as necessary.

## Article V: Meetings

### *SECTION A*

Regular meetings of this chapter shall be held \_\_\_\_\_. Date and time will be determined by a consensus of the active membership.

### *SECTION B*

Meetings of the executive board and the committees shall be held as called by the president and the committee heads.

### *SECTION C*

ESA sponsors/advisors and campus advisors will be informed of regular meeting schedule and invited to attend.

### *SECTION D*

Meeting times will be established with consideration of campus calendar events including dead week, exam week, and vacation weeks.

## Article VI: Amendments

### *SECTION A*

These bylaws may be amended, repealed, or added to at anytime deemed necessary by a majority vote.

### *SECTION B*

The chapter will report amendments to bylaws to the university, presenting amendments for approval as required.

## Article VII: Fees and Monies

### *SECTION A*

The individual dues of this chapter shall be the individual international dues plus \_\_\_\_\_ dollars per member per year.

- The amount of dues may change in accordance with the international dues set by ESA Headquarters.
- Pay chapter dues in accordance with the chapter dues set by the International Council of Epsilon Sigma Alpha
- Payment of dues for the year will be by a date determined by the president and treasurer.

### *SECTION B*

Initiation and membership fees, as fixed by ESA Headquarters, are due and payable upon the signing of the membership agreement. These fees must be paid in full prior to receiving the jewel pin.

Chapter dues are due and payable each fall to the International Council of Epsilon Sigma Alpha. Failure to pay these dues jeopardizes the tax-exempt status of the chapter.

### *SECTION C*

A chapter-sponsored activity will be held to pay the expenses to carry on chapter business including international and state dues, district dues, scrapbook, and any other business deemed necessary by the executive board. This activity will be considered a ways & means activity and will be planned by that committee.

### *SECTION D*

All Ways & Means and philanthropic project monies will be turned in to the respective chair by the chapter members at the completion of each project. The chair will then turn this money as well as an itemized list of income and expenses of the project to the treasurer. All other outstanding monies will be turned in to the treasurer.

## Article VIII: Representatives

Any and all chapter members shall represent the chapter at state, regional, and international council meetings. Expenses for those attending such meetings shall be paid based on funds available in the chapter treasury.

## Article IX: Miscellaneous

Should any matter arise not covered herein, the International Council bylaws, State Council bylaws and/or Robert's Rules of Order, Newly Revised shall govern.