

*Epsilon Sigma Alpha International*  
*California State Council*  
**STANDING RULES**

1. All expenses are to be submitted in itemized form to the California State Council (CSC) Treasurer. If an advance is needed, it shall be by approval of the Executive Board. Monies advanced to defray expenses shall be accounted for and monies not used shall be returned to the treasury.
2. (a) Any member of CSC in good standing whose name is placed for candidacy on the International Council (IC) ballot shall be endorsed by CSC.  
(b) CSC will endorse one candidate for the ESA Foundation Board of Directors. Those members interested in seeking a Foundation position should request CSC endorsement, with a written letter to the President.  
(c) Financial assistance in the amount of \$50 *per year* shall be allowed from the CSC Treasury, upon written request by the candidate for an IC office or the candidate for the ESA Foundation Board of Directors. The candidate shall be required to submit vouchers and receipts for these funds.
3. All Board members shall keep files for their offices in order and up to date. Records for the 1<sup>st</sup> Vice President/President Elect, Recording Secretary, Corresponding Secretary, and the Jr. Past President/Parliamentarian shall be retained for five years. The records of the Treasurer shall be retained for the time prescribed by IRS rules.
4. A Chapter shall count as present at a Chapter meeting, any member who is absent due to an official visitation assigned by her Chapter, Regional Council, State Council or IC.
5. Gift giving shall be restricted to the outgoing President at the Presidential Luncheon and shall be only gifts from the CSC Executive Board and General Board, and the membership as a whole. Gifts for all other gifts shall be coordinated with the President as to time and place other than General Assembly.
6. A. Fundraisers for the State Philanthropic Project shall be held during the CSC Convention as established by the President.  
B. The State Philanthropic Project shall be approved by the Chapters in good standing with CSC every three years beginning in 2005. A member and/or Chapter of CSC may submit the name of an organization for a State Philanthropic Project by the date established. Discussion and voting by Chapter delegates shall take place at the Annual CSC Convention. Eligible Chapters within CSC, not having a voting delegate in attendance, may request an absentee ballot from the Credentials Chairman. All absentee ballots must be returned to the Parliamentarian.
7. A written request for permission to sell any item that does not conflict with the State Philanthropic Project must be received by the President and approved by the CSC Executive Board 90 days prior to either the CSC Convention or CSC Leadership.
8. **DUTIES OF OFFICERS** – The officers shall perform the duties as prescribed in the **Bylaws**, their Procedure Books, the CSC Executive Board *Guidelines* and the parliamentary authority adopted in *Bylaw* Article XIV.
  - A. 1. The CSC President shall have general supervision over the business activities of the organization and shall preside at all meetings of the Council and of the CSC Executive and General Boards. Appoint Chairmen of standing committees, subject to the approval of the CSC Executive Board, and be a member ex-officio of all committees except the Nominating Committee. Determine that each appointee has a detailed outline of her duties in her possession. Be responsible for coordinating the update of the CSC official History Book with the President of the Keys.
  2. The CSC President shall appoint Chairmen to include: Association of the Arts, Chaplain, Educational Director, Memory Book, State Philanthropic Project and Western States Regional Council Representative. The CSC President shall also appoint an ESA Project Coordinator who shall be responsible for Easter Seals, Hope for Heroes and ESA Foundation. A *Blue 'N Gold* Editor and an ESA

for St. Jude Coordinator, each shall each serve for a two-year term. The President with the approval of the CSC Executive Board may appoint such chairmen or Committees as are deemed necessary for the function of CSC.

3. General chair of Convention Committee and work with Local Chairman and Executive Board in planning Convention.
- B.
  1. The CSC Vice President, known as CSC President Elect, shall automatically succeed to the office of CSC President and assume the duty of CSC President in the latter's temporary absence. Upon the death or withdrawal of the CSC President, the CSC President Elect shall become CSC President.
  2. By virtue of the office, shall be the General Membership Director to promote and encourage membership growth, coordinate the activities of the Nominating Committee, coordinate the planning for the CSC Leadership for the following year, coordinate and guide the activities of the State Chairmen and verify that the Procedure Books are updated yearly.
  3. Shall serve as Nominating Chairman.
  4. Facilitate Leadership Conference, planning format and workshops with approval of President.
- C.
  1. The CSC Recording Secretary, shall keep in permanent form an accurate record of all meetings of CSC *Executive and General* Boards, including a roll of Chapters represented by delegates at CSC Convention.
  2. Plan and direct workshops at Convention with approval of President.
- D.
  1. The CSC Treasurer shall handle the monies of CSC and shall pay out monies only on the direction of the CSC Executive Board, unless specifically noted in the Bylaws and these Standing Rules.
  2. The CSC Treasurer's books shall be kept in the same manner as previously established by a Certified Accountant and shall be reviewed by a qualified person with the approval of the CSC Executive Board at the end of the fiscal year. A credentials report shall be forwarded by the Treasurer to all Chapters in good standing with CSC. Provide a list of voting eligibility to the Credentials Chairman.
  3. Written financial reports from the CSC Philanthropic Chairman and the *Blue 'n Gold* Editor shall be forwarded to the CSC Treasurer prior to each Executive Board meeting. Financial reviews from the CSC Philanthropic Project, *Blue 'N Gold* Editor and Local Convention Chairman within 60 days of the close of the CSC Convention shall be forwarded to the CSC Treasurer.
  4. The CSC budget is adopted by the Executive Board and presented as a courtesy to the membership at the Leadership Conference. The final financial report shall be presented to the membership in attendance at the CSC Convention and appear in the first issue of the *Blue 'n Gold*.
- E. CSC Corresponding Secretary, if appointed, shall handle the official correspondence of CSC and the CSC Executive Board, and publish the CSC Yearbook.
- F.
  1. The CSC Jr. Past President/Parliamentarian, shall prepare the amendments to the Bylaws, after approval of the CSC Executive Board.
  2. Shall also be known as the State Disaster Fund Chairman. All donations on behalf of CSC for the IC Disaster Fund shall be forwarded to the Jr. Past President/Parliamentarian. These funds shall be transferred to the IC Jr. Past President/Disaster Fund Chairman according to procedures set by the IC Executive Board. Copies of the CSC year-end report are sent to CSC Awards Chairman by the deadline date specified. At the Annual CSC Convention, a written financial report of all receipts will be presented.
9. **DUTIES OF CHAIRMEN** – The Chairmen shall perform duties as called out in their Procedure Books and the parliamentary authority as adopted in Bylaw Article XIV. The Local Convention Chairman shall perform duties as called out in *ESA Convention-The California Way*.

10. **COMMITTEES** – All Committee duties will be assigned by the Chairman in accordance with approved guidelines in the Procedure Books.

11. **IC PRESIDENTIAL HOSPITALITY COMMITTEE.** The following provisions are effective after the conclusion of fiscal year 2016-2017.

- (a) The Chairman shall be appointed by the CSC President with the approval of the CSC Executive Board immediately following the election of a California member to the office of IC 2<sup>nd</sup> Vice President. The Chairman may choose committee members.
- (b) The Committee shall serve for two years and be responsible for raising funds. Funds to be used to assist with installation expenses and reception. Chairman will coordinate with the CSC member for President and staff.
- (c) Raised funds shall be advanced upon written request with receipts and/or invoices by the candidate to the CSC President. Any unused funds shall revert to the CSC Scholarship fund.

12. The following is a guide of the regular Order of Business at the CSC Convention.

Opening Ceremonies  
Call to Order  
Adoption of the Credentials Report  
Adoption of the Convention Rules  
Adoption of the Program / Agenda  
Acceptance of Minutes  
Report of Registration Committee  
Report of Executive Board  
Report of Standing Committees  
Unfinished Business  
New Business  
Closing Ritual  
Adjournment

13. (a) These Standing Rules may be amended or rescinded by a majority vote for previous notice, or two-thirds (2/3) without notice, by delegates present and voting. To adopt or suspend, a majority vote is necessary.
- (b) A mail ballot may be taken to amend these *Standing Rules* if deemed necessary by the CSC Executive Board. Returned ballots representing a majority of Chapters in good standing with CSC are required to constitute a quorum for the mail vote, and it takes a majority vote of the ballots to amend and will become effective immediately.
- (c) Proposed amendments must be forwarded to Chapters in good standing at least 45 days prior to the meeting at which they are to be voted upon, or if the vote is by mail, 45 days prior to the deadline date.
- (d) No mail ballot will be issued on amendments concerning money.

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Total Revision – May 17, 2008  
Amended – May 16, 2009  
Amended – May 2012  
Amended – November 1, 2013  
Amended – May 17, 2014