

*Epsilon Sigma Alpha International*  
*California State Council*  
**BYLAWS**

**ARTICLE I – NAME**

The name of this non-profit organization shall be *California State Council, Epsilon Sigma Alpha International*, hereinafter referred to as CSC.

**ARTICLE II – OBJECT**

To promote philanthropic endeavors, encourage friendship and fellowship, promote the interests and assist in the growth of Epsilon Sigma Alpha, hereinafter referred to as ESA, within the State of California and to administer the purpose of the International Sorority of ESA.

**ARTICLE III – MEMBERSHIP**

- Section 1 (A) Chapters of ESA located within the State of California, upon chartering, shall automatically be eligible for membership in CSC.
- (B) Should a Chapter member in good standing move and wish to remain in an ESA traditional Chapter; they may with the approval of their Chapter, elect to become a Proxy Member pursuant to CSC guidelines.
- Section 2 Membership dues shall be \$15.00 per year per member for each member Chapter of CSC due and payable by September 1<sup>st</sup>. Any Chapter paying after November 30<sup>th</sup> will be fined a \$5.00 Chapter delinquency fee.
- Section 3 Chapters or individuals becoming members for the first time shall pay CSC dues on a pro-rata basis for the remaining months of that annual period.
- Section 4 Chapters who allow their CSC dues to lapse may be reinstated as members in good standing by paying the current year's dues.
- Section 5 Those who serve as CSC President shall receive Honorary Life membership in CSC upon completion of their term as Jr. Past President. The Jr. Past President shall be installed into the CSC Past President's Auxiliary, known as the Keys, during the CSC Convention. The installation ceremony shall not exceed five minutes.
- Section 6 Only Chapters in good standing with CSC shall have voting rights, be eligible to enter contests or submit materials for awards given in conjunction with the CSC Convention, propose amendments to CSC Bylaws and Standing Rules, nominate a member for CSC office and have members appointed to the General Board.
- Section 7 Regional Councils shall be organized according to the geographical accessibility of the Chapters.

**ARTICLE IV – MEETINGS**

- Section 1 The CSC Convention of the organization shall be held annually at a time and place chosen by the hostess Council under the direction of the CSC Executive Board.
- Section 2 The city of said annual meeting shall be selected three years in advance by a plurality vote of the delegates convened at a general assembly at the CSC Convention.
- Section 3 In the event of a natural disaster (fire, earthquake, etc.), financial insolvency, or labor disputes at the Convention facilities prior to the CSC Convention, a meeting will be held with the CSC President, Vice President, Recording Secretary and the Local Convention Chairman. A meeting shall be held with the Executive Board to discuss the decisions concerning the CSC Convention reached. Information shall be sent immediately to all members of the CSC General Board and to the general membership.
- Section 4 Special meetings of the CSC Executive Board may be held at the call of the President or a majority of the CSC Executive Board members.

Section 5 An annual CSC Leadership shall be held prior to October 1<sup>st</sup>.

#### **ARTICLE V – OFFICERS, EXECUTIVE AND GENERAL BOARDS**

Section 1 The elected officers shall be the President, Vice President/President Elect, Recording Secretary and Treasurer. The Corresponding Secretary may be an appointment by the President. The elected officers along with the Corresponding Secretary [if appointed] and Jr. Past President/Parliamentarian shall be voting members of the body known as the CSC Executive Board.

Section 2 The CSC Executive Board shall have the power to transact the business of the organization between annual meetings.

Section 3 The CSC Executive Board, together with the Regional Council Presidents, Chapter Presidents, CSC Chairmen and committee members and the President of the Keys, shall constitute the CSC General Board. Recommendations taken during a CSC General Board meeting shall be advisory in nature.

Section 4 Any member of the CSC Executive or General Board unable to fulfill the duties of their office for whatever reason, must submit all books and papers pertaining to the office within 30 days following notification of their resignation to the President.

#### **ARTICLE VI – QUALIFICATION OF OFFICERS**

Section 1 A. Eligibility shall be based upon leadership by having held the office of Regional Council or Chapter President, as well as one CSC Chairmanship. In addition, as a qualification for office, any candidate of the office of 1<sup>st</sup> Vice President/President Elect shall be required to have held one previous offices on the CSC Executive Board

B. All candidates must express in writing their willingness to serve, if elected, by signing the nomination form. Their Chapter President must sign the form to indicate sponsorship.

C. All candidates must be active members in good standing with ESA Headquarters and members of Chapters in good standing with CSC. A member of CSC is considered in good standing if they meet the following criteria: the member is a Life Active member of ESA or membership dues to ESA Headquarters are current along with annual CSC and Chapter dues.

Section 2 To be eligible for the office of CSC Recording Secretary, candidates must be capable of accurately recording and transcribing notes.

Section 3 To be eligible for the office of CSC Treasurer, candidates should have knowledge of basic bookkeeping, be over 21 years of age and insurable.

#### **ARTICLE VII – ELECTIONS**

Section 1 A. Officers shall be elected by secret ballot at the CSC Convention. They shall assume office at the close of CSC Convention at which they were elected and shall continue to serve for one year or until their successors are announced. If there is but one candidate for each elective office, the CSC Recording Secretary shall cast a unanimous ballot.

B. Any one delegate, upon authorization from the Chapter, may cast the entire vote in elections to which their Chapter is entitled.

C. 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 and postmarked no later than two weeks prior to the opening of CSC Convention.

Section 2 No officer may hold the same office for a longer term than the period between CSC Conventions except in the case of an officer appointed to fill a vacancy on the CSC Executive Board, and then

such officer may be nominated to the same office on the CSC Executive Board for the following year.

- Section 3 At the CSC Convention, nominations for the offices may be made from the floor in addition to those proposed by the Nominating Chairman at the first business session. Prior notice must be submitted to the CSC President 30 days before CSC Convention. Such nominees must meet the requirements of eligibility as stated in *Article VI-Qualifications of Officers*.
- Section 4 The CSC President shall appoint an Election Committee, one being the head teller, from three members present to conduct the votes. The report of the Election results shall become part of the permanent records. Talled ballots shall be delivered to the CSC President for destruction.
- Section 5 Election results shall be determined by a plurality vote of the delegates and absentee ballots received by the deadline date.
- Section 6 In the event no candidate is forthcoming for a given office, the CSC President shall appoint a member to assume those duties and responsibilities with the approval of the CSC Executive Board.
- Section 7 In the case of inability to call a CSC Convention (Article IV, Section 3), the CSC Executive Board may devise means to call a meeting of a representative group to convene to transact business and conduct elections during the emergency. The CSC Executive Board may authorize a ballot to be taken by mail, such ballots to be directed to an individual Chapter who shall act as the Election Committee.

#### **ARTICLE VIII – VACANCIES**

Vacancies on the CSC Executive Board may be filled for the unexpired term by appointment of the CSC President, subject to approval of the CSC Executive Board, except in the vacancy of the CSC President, the CSC Vice President/President Elect shall automatically become CSC President.

#### **ARTICLE IX – FINANCES**

- Section 1 CSC Executive and General Board expenses, with approval of the CSC Executive Board, should be paid by the treasury upon submittal of receipts and CSC Vouchers.
- A. CSC Executive Board travel expenses not to exceed round-trip air coach fare or 30 cents per mile, will be allowed the CSC Executive Board when engaged in the work of CSC, within budget limitations.
  - B. (1) CSC Convention registration fee, travel expenses not to exceed limits so stated and one-half room cost at prevailing double occupancy rates for four nights shall be paid to members of the CSC Executive Board for the CSC Convention from the Treasury.  
  
(2) CSC Convention registration fee and room cost shall be paid from the Treasury for the IC Representative when assigned as CSC Representative to CSC Convention, if budget permits.
  - C. Registration fee to the CSC Leadership shall be paid from the Treasury for members of the CSC Executive Board in attendance.
  - D. CSC Vice President/President Elect, or alternate, shall be the representative to the State President's Leadership Conference sponsored by ESA Headquarters. Travel and registration fee shall be paid from the Treasury.
  - E. With the approval of the CSC Executive Board, the Vice President/President elect may request deposits for arranging and/or planning events for the coming year.
  - F. CSC President, or alternate, shall be the delegate to the IC Convention following the May Installation. The CSC Treasury will pay transportation cost, round-trip coach fare or 30 cents per mile, whichever is less, registration fee, one-half room cost at prevailing double

occupancy rates for five nights, and other reasonable expenses incurred for activities that officially require the CSC President's presence or while performing in an official capacity for CSC.

- G. Vouchers submitted in excess of a particular budget line item are due by May 1<sup>st</sup> and payment of the amount will be determined by the CSC Executive Board.

Section 2 A. After a Regional Council has won a bid to hostess a CSC Convention, the CSC Treasury shall advance the Regional Council \$200.00 two years prior to said CSC Convention and \$400.00 one year prior upon written request to the CSC President by the Local Convention Chairman. If the Regional Council is required to place a deposit to secure the meeting space, the Regional Council may request a deposit of \$1,500. All requests are in writing to the CSC President. The advances are to be refunded to the CSC Treasury no later than 90 days following the close of the CSC Convention.

- B. All monies derived from the CSC Convention, after all expenses are paid, shall become the property of CSC. Placement or disposal of such monies shall be at the discretion of the CSC Executive Board. In case of a deficit, the loss will be absorbed by CSC.

Section 3 All members are to wear their Jewel Pins to all CSC General Board meetings and Convention Assemblies. Members not wearing their pin are to be fined fifty cents (50¢) as and for a pin fin. Payment of the fine is on the honor system.

#### **ARTICLE X – FISCAL YEAR**

The fiscal year of CSC shall begin on the first day of July and end on the 30<sup>th</sup> day of June.

#### **ARTICLE XI – REPRESENTATION**

Section 1 Representation at CSC Convention shall consist of qualified delegates. Each delegate shall be entitled to an alternate.

Section 2 Chapters are entitled to one voting delegate for every ten members, or fraction thereof, in good standing with ESA Headquarters and with CSC (i.e. dues paid for the current fiscal year.) Dues must be paid at least 30 days prior to the CSC Convention.

Section 3 The voting power of this organization shall consist of qualified delegates present at CSC Convention in person or by an alternate.

#### **ARTICLE XII – QUORUM**

Qualified delegates representing a majority of Chapters in good standing with CSC are required to constitute a quorum for the transaction of any business of CSC at CSC Convention. A majority of CSC Executive Board voting members must be present at a CSC Executive Board meeting for the transaction of their business.

#### **ARTICLE XIII – AMENDMENTS**

Section 1 A. These Bylaws may be amended at any meeting of the organization by two-thirds (2/3) vote of the registered delegates present and voting and become effective immediately.

- B. A mail ballot may be taken to amend these Bylaws 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 two thirds (2/3) vote of the ballots to amend and will become effective immediately.

- C. No mail ballot may be issued on amendments concerning money in any form.

- D. Housekeeping and editorial changes should be done upon recommendation of the Jr. Past President/Parliamentarian with the approval of the CSC Executive Board.

Section 2 Approval of the CSC Executive Board must be secured before an amendment is presented to the membership.

Section 3 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.

**ARTICLE XIV – PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority of this organization on all points not covered by these Bylaws.

**ARTICLE XV – DISSOLUTION CLAUSE**

In the event of dissolution of CSC, any remaining assets after payment of or provision for all debts and liabilities shall be distributed by the CSC Executive Board to the State Philanthropic Project. In the years there is no State Project, the funds shall be distributed to the ESA Foundation with funds shared equally between existing CSC Scholarships. No assets shall inure to the benefit of any individual member.

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Total Revision – May 17, 2008  
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