

**MICHIGAN
STATE COUNCIL**

**BY-LAWS
&
STANDING RULES**

**BY-LAWS AND STANDING RULES
OF THE
MICHIGAN STATE COUNCIL**

ARTICLE I

NAME

- Section 1. The name of this organization shall be Michigan State Council of Epsilon Sigma Alpha International, hereafter referred to as MSC.
- Section 2. This document shall be officially known as the Constitution and Bylaws of said Council and shall also be the Constitution of every affiliated body.

ARTICLE II

MISSION STATEMENT

To unite caring people throughout the world in a dedicated pursuit of excellence resulting in self-fulfillment and meaningful service to others

ARTICLE III

OBJECTIVES

- Section 1. To implement the basic ideals of Epsilon Sigma Alpha International by promoting relations and cooperation between chapters, state officers, the International Council and International Headquarters.
- Section 2. To provide an atmosphere for potential leadership growth by assisting each other in all matters to promote a common purpose within the sorority.
- Section 3. To promote public awareness of ESA International.
- Section 4. To stimulate the growth and aid in the organization of new chapters in the state.

ARTICLE IV

MEMBERSHIP

- Section 1. The general membership of the MSC of Epsilon Sigma Alpha International shall be by Active Chapter, MAL, the Past State Presidents Chapter, and Provisional Chapter.
- A. An Active Chapter shall be defined as:
1. MSC dues are paid in full.
 2. Chapter dues are paid in full.
 3. Special Council assessments paid in full.
 4. Ways and Means Project assessments paid in full.
 5. Contributions made to Philanthropic projects.

- B. MAL Chapter shall be comprised of:
 - 1. Members-at-Large who do not belong to the MSC and whose International Council dues are paid in full.
- C. The Past State Presidents Chapter shall be comprised of the following members whose Past State Presidents Chapter dues are paid in full and who are members of another MSC chapter:
 - 1. Past Michigan State Council Presidents
 - 2. Past Great Lakes Council Presidents
 - 3. Past MSC Presidents
- D. Provisional Chapters shall be defined as:
 - 1. An Epsilon Sigma Alpha chapter comprised of 80% new members requesting membership in the MSC.
 - 2. Provisional status will be in effect for a minimum of one (1) year from the date of application to the MSC.
 - a. Requires sponsorship of two (2) active MSC chapters.
 - b. During the provisional status year, the chapter has no voting privileges.
 - 3. Provisional chapter membership fees:
 - a. There will be no annual MSC membership fee.
 - b. Upon confirmation, a chapter whose status has changed from provisional to active, annual MSC membership fee will be prorated as follows:
 - 1) Full active member annual membership fee payable if chapter becomes active April 1 through September 30.
 - 2) One-half (1/2) active member's annual membership fee if chapter becomes active as of October 1 through March 31.
 - 3) Said fees are due in full at the time of approval of status change.
 - 4. Provisional Chapters shall participate in General Board and General Council Meetings, philanthropic activities, ways and means projects and/or various functions of the Council for at least one (1) year from the date of their application for acceptance into the Council.
 - 5. Provisional chapter members shall not serve as elected officers, appointed officers or chairmen, until they have fulfilled their provisional period of time and participation in the Council.
 - a. A member of an active Council chapter who transfers to a Provisional chapter may serve as an elected officer or committee chairman on a council level.
 - 6. Provisional chapters may:
 - a. Participate in the awards and educational programs of the Council, except Woman of the Year award, unless the person nominated has transferred from an active chapter and has been a member for at least one (1) year.
 - b. Serve on committees.
 - c. Hostess board and/or general meetings of the Council.

- Section 2. Type of membership shall be determined annually at the General Council Meeting/Leadership Conference as follows:
- A. Confirm applications for provisional chapter status.
 - B. Change provisional status to active.
 - C. Cancel provisional status after one (1) year of:
 - 1. Non-payment of MSC fees.
 - 2. Non-response to a registered letter from Membership Chairman

ARTICLE V.
OFFICERS AND DUTIES

- Section 1. Elected Officers: President, First Vice-President, Second Vice President, Recording Secretary, Treasurer, Parliamentarian, Council Editor, Educational Director, and Junior Past President shall carry out the duties of their individual offices as outlined in the Officers and Committees Manual.
- Section 2. Appointed Officers: Corresponding Secretary, St. Jude Coordinator, Easter Seals Coordinator, Historian, Chaplain, Two (2) MARC Representatives, ESA Foundation Counselor, Administrative Assistant, Collegiate/Youth Coordinator, and Web Master shall carry out the duties of their individual offices as outlined in the Officers and Committees Manual.
- Section 3. Standing Committees: Finance, Bylaw-Standing Rules Review, General Council Meeting/Leadership Conference, General Council Meeting/Fun Day, General Council Meeting/Annual Convention, IC Disaster Fund-MGLSC Love Fund, and Courtesy shall carry out the duties of the committee as outlined in the Officers and Committees Manual.
- Section 4. All duties as outlined in the Officers and Committee Manual published in the annual yearbook are part of the Standing Rules of the MSC.

ARTICLE VI.
STRUCTURE

- Section 1. The General Council shall consist of:
- A. All Active Chapters of the MSC.
 - B. The MAL Chapter.
 - C. The Past State Presidents Chapter.
 - D. Provisional Chapters
- Section 2. The General Board shall consist of all of the Chapter Presidents, Executive Board Officers, and Appointed Officers.
- A. Makes decisions and transacts business of the MSC between General Council Meetings.

- B. Makes recommendations to the General Council.
- C. Is directly responsible to the General Council.

- Section 3. The Executive Board shall consist of all the Elected Officers plus the Corresponding Secretary and the Junior Past President.
- A. Makes decisions and transacts the business of the MSC between General Board meetings.
 - B. Makes recommendations to the General Board and the General Council.
 - C. Is directly responsible to the General Council.

ARTICLE VII. MEETINGS

- Section 1. Executive Board Meetings
- A. The Executive Board shall meet as necessary.
 - 1. Purpose of the meeting will be stated at the call.
 - 2. At least forty-eight (48) hours notice is necessary.
 - 3. May be called by:
 - a. the President or
 - b. two (2) members of the Executive Board.
- Section 2. General Board Meetings
- A. The General Board shall meet three (3) times per year. (See Standing Rule II)
 - B. Special General Board Meetings:
 - 1. Purpose of the meeting will be stated at the call.
 - 2. At least five (5) days notice must be given.
 - 3. May be called by:
 - a. the President or
 - b. two (2) members of the Executive Board or
 - c. a majority of the General Board.
- Section 3. General Council Meetings
- A. The General Council shall meet three (3) times a year: General Council Meeting/Leadership Conference, General Council Meeting/Fun Day and the General Council Meeting/Annual Convention. (See Standing Rule II).
- Section 4. Written bids for all meetings for the coming year, with the exception of the General Council Meeting/Annual Convention must be presented to the Second Vice President at the General Council Meeting/Fun Day.
- Written bids for the General Council Meeting/Annual Convention must be presented to the Second Vice President at the General Council Meeting/Fun Day two (2) years in advance

ARTICLE VIII.
FEES

Section 1. Dues

- A. The MSC and MAL members shall pay dues (see Standing Rule III).
 - 1. Provisional chapters are exempt from membership fees for the first year.
 - 2. To be a chapter in good standing with the MSC, the chapter's MSC dues are to be paid by September 1.
 - 3. MAL members shall be charged individual membership fees; said fees to cover membership and any council assessments. This fee shall be pro-rated as follows:
 - a) full membership dues if individual becomes a MAL member as of March 1 through August 31.
 - b) half of membership dues if individual becomes a MAL member as of September 1 through February 28.
- B. Income
 - 1. All income shall be channeled through the MGLSC Treasurer.
 - 2. The MSC will maintain a continuous travel fund.
 - a) Fifty percent (50%) of the profit from the Council's Annual Convention registration fee to be deposited in this account.
 - b) Monies earned from interest on the checking account during a Council year will be transferred to the Travel Fund.
 - 3. Fifty percent (50%) of the profit from the Council's Annual Convention registration fee to be deposited into the General Fund.
- C. Disbursements
 - 1. All disbursements shall be channeled through the MSC Treasurer.
 - 2. The MSC treasury shall defray the budget approved items for elected and appointed officers (see Standing Rule III).
 - 3. Receipts and vouchers shall be presented to the Treasurer by the Executive Board Member on her behalf, or on behalf of the committees she chairs, following a board meeting and within thirty (30) days after the General Council Meeting/Annual Meeting.
 - 4. The Treasurer shall submit any non-budgeted items to the General Board for approval.
 - 5. Reimbursement checks will not be written for less than five dollars (\$5.00) throughout the year.
 - 6. Monies left in the budget at the end of the year not used by officers will be divided as follows:
 - a) one-half (1/2) to the Travel Fund;
 - b) one-half (1/2) to the General Fund.

Section 2. Other Fees

- A. A Ways and Means project and/or assessment to provide monies over and above the estimated dues income to meet the approved budget will be

presented by the incoming Treasurer and approved at the Second General Assembly of the General Council Meeting/Annual Meeting.

- B. Any special assessments shall be published and distributed thirty (30) days prior to the General Council Meeting where action will be taken.
- C. All Ways and Means projects/assessments and special assessments shall be approved by a majority vote of the General Council.

ARTICLE IX.

NOMINATIONS. ELECTIONS. TERM OF OFFICE. VACANCIES

- Section 1. Nominations for the seven (7) elected officers of the Executive Board: First Vice President, Second Vice President, Recording Secretary, Treasurer, Parliamentarian, Council Editor and Educational Director shall come from:
 - A. Nominations Committee.
 - B. Received from the floor.

- Section 2. Any active member in good standing with her chapter and International Headquarters may seek a MSC office.
 - A. The President must have been a member for a minimum of two (2) years, been President of her chapter, and must have served at least one (1) year on the MSC Executive Board in an elective office.
 - B. The First Vice President and Second Vice-President:
 - 1. must have been a member a minimum of two (2) years,
 - 2. must have been President of her Chapter.
 - C. The Recording Secretary, Treasurer, Parliamentarian, Council Editor and Educational Director
 - 1. must have been a member at least two (2) years,
 - 2. must have held at least one (1) elective office in her chapter.
 - 3. the Treasurer must be at least eighteen (18) years of age.
 - 4. a member of less than two (2) years may run for these offices when no one else is seeking election to that office and upon a two-thirds majority vote of the General Council.

- Section 3. At the General Council Meeting/Annual Convention, election ballots will be distributed by the Council Treasurer to each member in attendance.
 - 1. A majority vote shall elect.
 - 2. A unanimous ballot may be cast by the Recording Secretary if an officer, or slate of officers, are running unopposed.

- Section 4. The President shall appoint three (3) tellers, each from a different area, to count ballots. All ballots must be filed with the Recording Secretary for a period of one (1) year.

- Section 5. Newly elected officers shall be installed at the General Council Meeting/Annual Convention Banquet and shall take office immediately following the Convention, with the exception of the Treasurer who will receive the books no later than ninety (90) days after the close of the Convention.

- Section 6. Officers, with the exception of the Treasurer, shall hold office for a term of one (1) year or until their successors are elected. The latter case would be in the event of public emergency or failure to obtain a nominee for an office.
- A. The office of Treasurer shall be a two (2) year term.
- Section 7. No officer shall be eligible to serve more than one (1) term consecutively in the same office with the following exceptions:
- A. Should a MSC President leave office before completing her term, the President Elect may serve the unexpired term and then serve her own term the following year.
1. If the President Elect chooses not to serve the unexpired term, the General Board shall elect a Past Council President to serve as President for the remainder of the term.
 2. The President Elect would then serve as President the following year.
 3. Election of an Interim President shall be by ballot with a two-third (2/3) vote.
- B. An officer appointed to fill a vacancy may, if elected, serve in that office the following year.
- Section 8. An office is declared vacant when any elected officer (other than the President) leaves office before the expiration of her term. The President shall appoint a member to fill the vacancy with the approval of two-thirds (2/3) of the General Board.

ARTICLE X.
REPRESENTATION AND VOTING

- Section 1. To be eligible to vote at all Board and Council meetings a member must be present:
- A. Have paid individual IC dues.
- B. Be a member of a chapter in good standing.
1. The President shall receive one (1) vote only in case of a tie.
- Section 2. Provisional Chapters shall have no voting privileges during their provisional period.
- Section 3. Quorum
- A. A quorum at all Board and Council Meetings shall consist of a majority of the total eligible votes.
- Section 4. All International Officers are ex-officio members of the MSC and Committees but shall act in an advisory capacity only with no voting privileges.

ARTICLE XI.
DISCIPLINARY PROCEDURE

- Section 1. Any officer may be recalled by the MSC membership before the end of the officer's current term by:
- A. A petition, signed by ten (10) MSC members requesting a recall hearing the officer to be recalled, is presented to any member of the Executive Board.
 - B. Upon receipt of such petition, the Executive Board member will contact another member of the Executive Board. They will call a special meeting of the General Board within five (5) days. The officer to be recalled will be notified of the meeting at the same time. Each member of the General Board and the officer in question will receive a copy of the petition at the call of the meeting.
 - C. The General Board will hear the spokesman for the petitioners and the officer in question for a total of thirty (30) minutes each. There will be a one (1) hour question period by the General Board. Both spokesman for the petitioner and officer in question will have fifteen (15) minutes each for a summary statement.
 - D. The General Board will then take a secret ballot. A two-thirds (2/3) vote is needed to recall.
 - E. Upon return of all files and materials belonging to the office, the recalled officer shall be reimbursed for her authorized expenses.

ARTICLE XII.
PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in these by-laws are in accordance with the International Council By-laws and Robert's Rules of Order, Newly Revised. They shall govern the Michigan Great Lakes State Council of Epsilon Sigma Alpha International in all cases in which they are applicable and when they do not conflict with the by-laws of this Council.

ARTICLE XIII.
AMENDMENTS

- Section 1. These by-laws may be amended at any regular meeting of the General Council by a two-thirds (2/3) vote of eligible voters present.
- A. Proposed amendments shall be submitted in writing to the Council Parliamentarian no later than forty-five (45) days prior to a scheduled General Council Meeting.
 - 1. Parliamentarian to distribute proposed By-law Amendments to all MGLSC members no later than thirty (30) days prior to a scheduled General Council Meeting.
 - a. If the General Council Meeting date changes, the original schedule date shall apply.

Section 2. These By-laws and Standing Rules, as corrected and amended, shall be published when necessary. When minor corrections are to be made, they shall be published in a form suitable for insertion into the present bylaws.

Section 3. By-law amendments will become effective immediately following the close of the meeting.

ARTICLE XIV
DISSOLUTION OF COUNCIL

Section 1 Upon the dissolution of Michigan State Council all assets and real property of Michigan State Council shall revert to ESA Foundation to be distributed between the current Michigan scholarships and/ or endowments administered by the ESA Foundation.