



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

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**Article I - Name**

Section 1. The name of the organization shall be **Georgia State Council of Epsilon Sigma Alpha International**.

**Article II - Object**

Section 1. The Georgia State Council of Epsilon Sigma Alpha International shall have as its purpose:

- a) To promote closer relations and fuller cooperation between local chapters, state officers, ESA Headquarters, IC Council, SERC Council, and Area Councils.
- b) To become better acquainted with members around the State through State meetings.
- c) To promote cultural and intellectual development among the members.
- d) To assist one another in all problems and promote a common purpose within the organization.
- e) To aid in the organization of new chapters within the organization.

**Article III - Membership**

Section 1. The membership of the organization shall consist of Georgia members of Epsilon Sigma Alpha International in good financial standing with ESA Headquarters and their respective local chapter. These members shall be in sympathy with the purposes of the organization and shall remain in good financial standing.

Section 2. To be a member in good financial standing, membership dues to ESA Headquarters must be paid. **The members'** chapter must also be in good financial standing with the State and International Councils. A chapter to be in good financial standing in **the Georgia State Council** must pay no less than one-half of its Georgia State Council dues on or before August 31st of the current year to be **eligible** to vote at the Fall Council Meeting. The remaining one-half must be paid on/or before January 31st, to be **eligible to vote at the Mid-Year Council Meeting**. **Chapters are also required to pay International Council dues by January 31st, of the current year, to be in good financial standing. Chapters in good financial standing by January 31<sup>st</sup>, may submit candidate(s) for the State ballot, be eligible for awards and to vote at all Georgia State Council Meetings during the year. (Amended 5-15-2021)**

- Section 3. Upon notice that a chapter has disbanded, the Executive Board shall recommend removal of such chapter from State affiliation. The Council Executive Board shall also inform ESA Headquarters, ESA Foundation and the International Council Treasurer of the removal of such chapter.
- Section 4. Upon notification of a newly chartered chapter, the State President shall extend an invitation to be part of the Georgia State Council. **Upon payment of State Dues, the new chapter will be added to the state chapter count.** (Amended 5-21-2016) **(Amended 5-15-2021)**
- Section 5. **Any** Chapter failing to pay **State** dues by January 31st deadline will be moved to inactive status and be removed from **the** State chapter count. The State President will inform ESA Headquarters, **the** IC Treasurer, and State Treasurer. (added 5-21-2016) **(Amended 5-15-2021)**

## **Article IV - Meeting**

- Section 1. There shall be three (3) meetings annually: Fall, Mid-Year and the annual Convention. The fall meeting will be held in September, the Mid-Year will be held in February and the Annual Convention will be held in April or May. (May 19,2018)
- Regular meetings of the Executive Board shall be held prior to each State meeting and the annual Convention. Special meetings of the Executive Board may be held by the call of the President. The first meeting of the newly elected officers shall be held at the State Convention.
- Section 2. In the event there is no bid for the State Convention, the State President may request the State Second Vice President to plan a State meeting of one (1) day's duration to be held at a time and place designated by the State Second Vice President and approved by the State Executive Board. The Second Vice President may request a vote of all chapters in determining the location of the meeting. All bylaws governing the State Convention also govern this State meeting.
- Section 3. The reading of the minutes of a regular meeting of the state organization may be eliminated by the appointment of a Minutes Committee to read and approve the minutes prior to their publication; said committee to be composed of the President, Recording Secretary and Parliamentarian, all in office at the time of the meeting. (amended 5-21-2016)

## **Article V - Representation and Voting**

- Section 1. Representation at a Council meeting shall consist of ESA members holding active membership in Chapters in good financial standing with the State and International Councils and ESA members without chapter affiliation (paid Members-at-Large) and ESA members from other states.  
(amended 5-21-2016)
- Section 2. Chapters in good financial standing with the State and International Councils are entitled to two (2) votes for every ten (10) Jewel Pin members or fraction thereof.
- Section 3. The voting power of the Council shall consist of qualified delegates at all the state meetings and also duly authorized written proxies carried by qualified delegates.
- (a) In order for delegates to have voting power or for proxy votes to be cast during the State Council's current fiscal year (June 1st - May 31st), a Chapter must have paid State Council dues and International Council **dues by January 31<sup>st</sup> of the current year.**  
**Amended (5-15-2021)**
- (b) MALs shall not be entitled to voting privileges.

- Section 4. Each delegate is entitled to an alternate.
- Section 5. Proxy voting shall be allowed only in the election of State Council Officers.
- Section 6. Voting delegates shall cast their own votes. Eligible chapters not having a voting delegate in attendance may have their proxy votes cast by delegate/delegates of their choosing. A letter from the absent chapter president or another elected officer stating name of delegate/delegates carrying proxy votes shall be either mailed (5 days) prior to convention or hand carried by the chapter's delegated person and presented to the GSC Credentials Chair at the State Convention.
- Section 7. Voting delegates shall make themselves known to the Credentials Chair upon registration at the two (2) State meetings and the annual convention.
- Section 8. Each Past State President who is in good financial standing with the State Council and ESA Headquarters and who is in attendance at any State Meeting shall be allowed one (1) vote. (amended 5-21-2016)

### **Article VI - State Executive Board**

- Section 1. The State Executive Board shall be the managing body of the Council. It shall meet to outline plans for furthering the interest of chapters in this organization.
- Section 2. The elected officers of the State Council, Corresponding Secretary, the Parliamentarian, and Jr. Past President shall constitute the State Executive Board: The Elected Officers include the President, First Vice President, Second Vice President, Recording Secretary, and Treasurer.
- Section 3. The elected officers of the State Council shall remain in good financial standing with ESA Headquarters and Georgia State Council. The officer's chapter should be in good financial standing with the IC Council and the Georgia State Council. **Failure to do so will result in loss of said person's position on the Executive Board.** Duty of the Treasurer **to notify the President.** (added 5-21-2016) (Amended 5-15-2021)

### **Article VII - State General Board**

- Section 1. The Council General Board shall consist of the following members:
- (a) The Council Executive Board
  - (b) The following Appointed Officers, namely: Association of the Arts Chair, Auditor, Awards Director, Chaplain, Corresponding Secretary, Credentials Chair, **Easterseals** Coordinators, Educational Director, ESA Foundation State Counselor, Finance Director, Historian, Hotel Contract Chair, Parliamentarian, Philanthropic Director, Publicity Director, Scrapbook Editor, SERC Coordinator, Social Director, St. Jude Coordinators, Webmaster, Workshop Coordinator, Yearbook Chair. (Amended 5-15-2021)
  - (c) The following committees: Awards Committee, Budget Committee, Bylaws Committee, Convention Committee, Credentials Committee, Nominating Committee and Minutes Committee. (amended 5-21-2016)
  - (d) The following ex-officio and advisory members, namely:
    - All International Council Officers
    - All SERC Officers
    - ESA Foundation Chair and Counselors
    - Chapter Presidents
    - City and Area Council Presidents
    - Georgia State Council Past Presidents

- Special Committees appointed by the President.

## Article VIII - Officers

Section 1. Officers of this organization shall be elective and appointive.

Elective Officers shall be:

President, First Vice President, Second Vice President, Recording Secretary, and Treasurer.

Appointive Officers shall consist of:

Association of the Arts Chair, Auditor, Awards Director, Chaplain, Corresponding Secretary, Credentials Chair, Easter Seals Coordinators, Educational Director, ESA Foundation State Counselor, Finance Director, Historian, Hotel Contract Chair, Parliamentarian, Philanthropic Director, Publicity Director, Scrapbook Editor, SERC Coordinator, Social Director, St. Jude Coordinators, Webmaster, Workshop Coordinator, Yearbook Chair, Special and Standing Committee Chairs.

Section 2. To be a candidate for any State office, a member must have the following qualifications:

- (a) She must be in good financial standing with her chapter and ESA Headquarters. Her chapter must also be in good financial standing with the State and International Councils.
- (b) She must have completed two (2) years of active membership in Epsilon Sigma Alpha. She must have attended one (1) state convention.
- (c) For the office of President or First Vice President or Second Vice President, she must have held the office of President of a chapter or area council of Epsilon Sigma Alpha. She must have served as an elected officer on the State Council for one (1) year.
- (d) Members elected, or appointed, to the State General Board must remain an active chapter member in good financial standing throughout the term of office. **Failure to do so will result in loss of position on the State General Board. Duty of the Treasurer to notify the President. (Amended 5-15-2021)**
- (e) For the office of Recording Secretary, she must be able to keep accurate notes and type.
- (f) For the office of Treasurer, she must be over twenty-one years of age and bondable. She shall have knowledge of a simple bookkeeping system.
- (g) For the office of Corresponding Secretary, she must have the endorsement of the President-Elect as her running mate.
- (h) The Parliamentarian must be thoroughly familiar with the contents of the Georgia State Council Bylaws, parliamentary procedure and with the parliamentary authority adopted by the Council as stated in Article XIX of said Bylaws.
- (i) A letter from each candidate indicating her willingness to accept office must accompany her nomination blank.

Section 3. A candidate must be present at the State Convention to be voted on, unless absence is excused by the Nominating Committee because of extenuating circumstances.

Section 4. Vacancies

- (a) In the event any elected office becomes vacant, the State President may, with the consent of two-thirds (2/3) of the Executive Board, name a member as acting in the office; such acting officer to assume full responsibility for the duties of the office.

- (b) Due to a vacancy in office, and after the unexpired term has been filled by an acting officer, the Executive Board shall decide whether the original or acting officer shall be named to that office, taking into careful consideration work, time, and effort by both the original and acting officer. Said acting officer, having been named to the office, shall be eligible to be nominated for same office provided she has served less than six months.

Section 5. A state Elective Officer shall not be eligible to succeed **themselves** in the same office for the following year; **except in the case of a Declared National, or State, Emergency and the annual Convention does not take place. (Amended 5-15-2021)**

Section 6. Duties of the Officers on the Executive Board (amended 5-18-2019)

(a) President's duties shall be:

1. To keep in close contact with the State Council, Executive Board, City and Area Councils and all Chapters;
2. To organize the Executive Board into a functionary body;
3. To select appointed officers, standing committees and other special chairs and committees deemed necessary;
4. To require regular reports of each committee and each officer at the meetings of the Council;
5. To instruct all State Officers to prepare permanent notebooks or electronic files which will be passed on to each successor in the respective offices; (amended 5-21-2016)
6. To be an ex-officio member of all committees, except the Nominating Committee.
7. To be responsible for preparing and distributing the "Jaw-Ja Jonquil;"
8. To be responsible for the SERC Joyce Robyn Rushing Award by obtaining the percent of the membership increase for the current year vs. the previous year in each of the SERC States;
9. To present the Joyce Robyn Rushing Award at the SERC Annual Conference.

(b) First Vice President's duties shall be:

- 1 To preside in the absence or inability of the President and by virtue of her office to be considered President-Elect;
- 2 By virtue of her office to serve as Chair of the Nominating Committee and to serve as an ex-officio member of the Budget Committee;
- 3 To prepare and provide the ballot to the Credentials Chair for the election of the State Council Officers at Convention;
- 4 To serve as State Membership Co-Director, working with chapters, and working in cooperation with the Georgia State Council Second Vice President, the International Council Membership Director and ESA Headquarters Staff; To assist chapters in whatever way possible to promote membership growth within the state.

(c) Second Vice President's duties shall be:

1. To preside in the absence of both the President and the First Vice President;
2. To serve, by virtue of her office, as Chair of the Convention Committee;
3. To solicit bids for the Convention site two (2) years in advance prior to the current year's convention;  
Bids presented shall be in writing and submitted by the Mid-Year Meeting;  
Bids shall include a proposal on hotel site, and dates as well as approximate room rates;
4. To be responsible for all the state-owned flags; (amended 5-18-2019)

5. To serve as State Membership Director working with the First Vice President/State Membership Co-Director, working with members-at-large, recommend-a-friend, the International Council Membership Director and ESA Headquarters Staff in promoting membership growth within the State.
- (d) Recording Secretary's duties shall be:
1. To record the minutes of all meetings of the Executive Board, State Council meetings and Convention of the Georgia State Council of Epsilon Sigma Alpha International;
  2. To supply copies of minutes to the minutes committee for approval within thirty (30) days following the council meetings and published within forty-five (45) days of all meetings. (amended 5-18-2019)
  3. The minutes will be available electronically on the Georgia State Council website for all members. A hard copy may be requested if desired. (amended 5-18-2019)
- (e) Treasurer's duties shall be:
1. To handle all funds of the treasury of the organization.
  2. To remind each Chapter by August 1 that at least one half of the state dues are payable by August 31 and the other half by January 31;
  3. To submit all accounts for audit within thirty (30) days following the close of the Annual State Convention;
  4. To be Chair of the Budget Committee by virtue of her office and to select a Budget Committee, to include the First Vice President/President-Elect and a member of the Georgia State Council Past Presidents (Gavelettes), with the approval of the State Council President;
  5. To be bonded by an accredited bonding company;
  6. To submit an itemized report of all financial dealings to be distributed to Chapter Presidents at the Mid-Year Council meeting;
  7. An officer, committee Chair. or member submitting a voucher for payment of an ESA expense exceeding the related budgeted amount must include written justification for payment of the overage. The Treasurer shall only make reimbursement for the budgeted amount, then forward the written justification to the Executive Board. The board shall investigate and either deny payment of the overage or bring a recommendation for its payment before the Membership at the next State Council meeting. No expense exceeding the budgeted amount will be paid without the approval of the Membership;
  8. At the State Convention, the outgoing Treasurer shall write a check in the amount of the cost for the newly installed President's expenses at IC Convention as voted in the new budget;
  9. To compile a list of paid active members per chapter and present to President, First Vice President, and Credential Chair prior to each State meeting;
  10. Outgoing Treasurer is to furnish to incoming Yearbook Chair a copy of the approved budget.
  11. The Georgia State Council shall make a \$ 100 memorial annual donation to the ESA Foundation – Georgia State Council Endowment in memory of the current year's deceased members. This donation shall be sent by May 1<sup>st</sup> each year to the ESA Foundation and will be included in the budget as a line item. (amended 5-18-2019)
- (f) Corresponding Secretary's duties shall be:
1. To assist the President with all correspondence;
  2. To furnish each Chapter and City/Area Council with a list of the State Officers and Chapter Presidents.

- (g) Parliamentarian's duties shall be:
  1. To see that all meetings are conducted according to Robert's Rules of Order, Newly Revised;
  2. To assist any chapter in parliamentary procedures;
  3. To have a copy of Robert's Rules of Order, Newly Revised, International Council Bylaws and Georgia State Council Bylaws at all meetings of the Georgia State Council;
  4. To serve on the Minutes Committee;
  5. To furnish a copy of the amended Bylaws and Standing Rules to the Incoming Yearbook Chair within sixty (60) days following the annual meeting (Duty of the Outgoing Parliamentarian);
  6. To furnish a copy of the amended Bylaws and Standing Rules to the incoming Webmaster for publication on the Georgia website within sixty (60) days following the annual meeting (Duty of the Outgoing Parliamentarian).
  
- (h) Junior Past President/Disaster Fund Chair's duties shall be:
  1. To serve on the Executive Board in an advisory capacity with her current expertise;
    - a. To serve as the ESA Disaster Fund Chair, receiving the funds of the ESA Disaster Fund on behalf of the membership;
    - b. To forward all Disaster Funds to the International Council Disaster Fund Chair;
    - c. To submit the records of the Disaster Fund to the auditor within thirty (30) days following the annual convention.

## **Article IX - Duties of Appointed Officers**

Section 1. All appointed Officers should perform their respective duties as set forth in the Standing Rules;

Section 2. Each Appointed Officer shall submit a written report of her year's activities. Each retiring Appointed Officer shall give files pertaining to her office to the newly elected Corresponding Secretary prior to the first Executive Board Meeting at the annual convention.

## **Article X - The Gavelettes**

Section 1. There shall be a Georgia State Council Past Presidents Auxiliary composed of all Past Presidents of the State. This auxiliary, which shall be called The Gavelettes, shall have life membership in the Georgia State Council in an honorary and advisory capacity only. The Gavelettes shall appoint a spokesman.

The Junior Past President shall be installed into the Gavelettes at the annual State Convention.

## **Article XI – Standing Committees**

Section 1. There shall be the following Standing Committees on the General Board. Members of these Standing Committees shall be selected by the individual chairs after consultation with the State President or those as prescribed in other sections of the Bylaws: (amended 5-21-2016)

Awards Committee, Budget Committee, Bylaws Committee, Convention Committee, Nominating Committee, Minutes Committee, Credentials Committee (appointed by State President)

Section 2. The duties of the Standing Committee shall be as follows:

- (a) The Convention Committee shall be used as a clearinghouse for all convention matters. All records on State Convention shall be given to the Second Vice President thirty (30) days after the convention.
- (b) The Nominating Committee shall solicit nominations from the chapters for the five (5) elective positions of the State Executive board ninety (90) days prior to the State Convention. These filled in nomination blanks shall be returned to the Chair of the Nominating Committee to be reviewed sixty (60) days prior to the State Convention; names of the candidates to be considered for the official ballot must be received by this deadline. The Nominating Committee shall consider these nominations no later than ten (10) days after the return of these ballots from the chapters. The official ballot, including names of the candidates and their qualifications, shall be sent to each chapter thirty (30) days prior to the State Convention. At least two (2) names, provided more than one (1) is submitted, and not more than three (3) names for each elective office, shall appear on the nominating ballot which shall be presented by the committee at the annual convention.
- (c) Members of the Nominating Committee shall not be barred from becoming nominees for office.
- (d) The Bylaws Committee shall be responsible for studying State Bylaws and proposing to the State Executive Board any amendments to be considered at State Convention. The proposed amendments are to be presented to the Executive Board for approval in accordance with the "Method of Amending the Georgia State Council Bylaws". At least thirty (30) days prior to State convention, the State Parliamentarian will send a copy of the proposed amendments to each chapter for its consideration prior to final vote at Convention (amended 5-18-2019)
- (e) The Budget Committee shall be responsible for compiling a proposed budget to be presented to the State Executive Board at the Mid-Year meeting of the State Council for approval prior to being presented for adoption by the membership of the State Council at the annual convention. **At least thirty (30) days prior to State Convention, the State Treasurer will send a copy of the proposed budget to each chapter for its consideration prior to final vote at Convention. (Amended 5-15-2021)**
- (f) The Credentials Committee shall be responsible at all state meetings for the clearing of all credentials of the delegates and alternates to be based upon the records of the State Council. The Parliamentarian shall be notified of the number of voting delegates registered prior to the First General Assembly in order for her to determine majority and 2/3 votes. The Committee shall report at the First General Assembly the number of members registered with proper credentials.
- (g) The Awards Committee shall review all awards for inconsistencies and clarification, to make sure that current information is included on the website and that all award rules and reporting forms are consistent with IC award guidelines. The Committee should also be responsible for approving all suggested changes in both the rules for awards as well as changes in the entry form. Any changes shall be made and updated on the Georgia State Council website. Any suggested changes for individual member awards shall be cleared with the individual giving the award. (amended 5-18-2019)
- (h) The Minutes Committee shall consist of the President, Recording Secretary and Parliamentarian, all in office at the time of the meeting. They will review the minutes of a meeting for correctness before they are published. (Added 5-21-2016)

## Article XII - State Conventions



- Section 1. Representatives at the State Convention shall consist of qualified voting delegates and non-voting delegates. The chapter president who has contemporarily served with the outgoing State Board shall automatically become a voting delegate if she attends convention, additional delegates shall be chosen by vote of the chapter membership.
- Section 2. Written bids for the annual State Convention shall be submitted to the Second Vice President two (2) years in advance, prior to the current year's convention. Bids presented shall be in writing and submitted by the Mid- Year Meeting. Bids shall include a proposal on hotel site and dates as well as approximate room rates.
- Section 3. The city in which the convention will be held shall be selected two (2) years in advance from bids submitted, by vote of all the delegates at the last General Assembly. Convention city, two (2) years hence shall be selected by vote of all the delegates in attendance at the last General Assembly of the annual convention. In the event there is only one (1) bid for the annual meeting, voting may be by general consent.
- Section 4. Any City, Council or Chapter hosting State Convention shall maintain proper ledgers and/or books and submit same for audit on all:
- (a) Money making projects benefiting State Convention treasury, i.e. ads, signature pages, raffles, silent auctions, donations, etc.
  - (b) Registrations for convention and dollar amount received.
  - (c) Vouchers and receipts for all approved/budgeted amounts.
  - (d) Bank Statements, canceled checks.
  - (e) Itemized hotel billing and charges for meals, rooms, equipment, complimentary items, etc.
  - (f) Any profit, including sale of favors, centerpieces, etc. The hostess convention city shall retain 50% of the profits above convention expenses; the remaining 50% shall go into the State treasury.
  - (g) If the convention has a net loss, the hostess convention city and the state council shall share the loss equally.
- Section 5. The State Convention Chair shall consult with the State President on the program outline for the convention.
- Section 6. The State Council shall present an awards ceremony at the annual State Convention. The State Council shall furnish ribbons and/or award certificates, where applicable, for first, second and third place entries.
- (a) Judging (except where points are supplied by Georgia State Council Chair) shall be in accordance with International Council Awards and display Standards as furnished by ESA Headquarters and International Council to Chapter Presidents, Area Council Presidents and State Presidents.
  - (b) All First, Second and Third place awards (and/or honorable mention) must be placed on display with proper identification by the Awards Director.

### **Article XIII - Rules of Convention**

- Section 1. Each chapter in good financial standing shall receive two (2) votes for each ten (10) jewel pin members of the chapter, or fraction thereof, whose state dues have been paid.
- Section 2. The official ballot will list not more than three (3) names for each elective office. The ballot shall be handed each Past State President and the Past State Director in attendance; the State President and each Chapter President or her representative in attendance by the Credentials Committee, after Credentials have been cleared.

- Section 3. Balloting may not start until the First General Assembly has been recessed for the purpose of voting. Ballot to be dropped into sealed ballot box, at the conclusion of the recess. The ballots are to be handed in by the Chapter President or representative.
- Section 4. Three tellers shall be named by the President to count ballots. A statement of the election returns shall be turned over to the President immediately following final count and become a part of the records.
- Section 5. All ballots must be filed with the Outgoing President for a period of ninety (90) days.
- Section 6. Nominations will be received from the floor for elective offices; candidates so nominated must conform to Article VIII, Sections 2 and 3.
- Section 7. Installation of officers shall take place at the Convention. The installing officer shall be chosen by the Incoming President, and she must be an active Past State President, or a current or past Southeastern Regional Council or International Council Officer.
- Section 8. Elections shall be determined by a plurality of delegates or their alternates, if the voting delegates are not present.
- Section 9. Voting on all business shall be done by voting delegates or their alternates, if the voting delegates are not present.
- Section 10. Even though she cannot vote, any non-voting delegate present at a state meeting may make motions and enter discussion.
- Section 11. The President of the Georgia State Council may cast the one vote she is entitled to at the same time the balloting is going on. In the event of a tie, a second ballot shall be taken and balloting shall continue to such time as a decision is made.
- Section 12. Each Past President of the Georgia State Council who is in good financial standing and in attendance shall be given one (1) vote.

### **Article XIV - Quorum**

- Section 1. Five (5) members of the Executive Board shall constitute a quorum.
- Section 2. A majority of the current chapters represented who are in good financial standing shall constitute a quorum at any council meeting.

### **Article XV - State Dues**

- Section 1. (a) Annual dues shall be \$30.00 per active Jewel Pin traditional member and shall include a subscription to the "Jaw-Ja Jonquil" six (6) issues. Annual dues shall be \$10.00 per active Jewel Pin collegiate chapter member and shall include a subscription to the "Jaw-Ja Jonquil" six (6) issues. Annual dues shall be \$5.00 per active Jewel Pin virtual chapter member and shall include a subscription to the "Jaw-Ja Jonquil" six (6) issues. Active Jewel Pin Members will be determined by the chapter treasurer records as of August 1st. Chapter treasurer must explain any discrepancy between chapter records and the membership report published by ESA Headquarters. Chapters in counting their members under subsection (a) of this section shall not include pledges whose membership is less than three months old, however, they should include those pledges whose membership is over 6 months. (Amended 5-21-2016) (Amended May 19, 2018)

- (b) Member-at-Large may be in good financial standing with the Georgia State Council by paying the annual dues amount to the Treasurer of the Georgia State Council by August 31st. This MAL will be entitled to receive Council correspondence and all issues of the Jaw-Jaw Jonquil. (amended 5-21-2016)
- (c) Any Chapter becoming three months old at least ninety (90) days prior to the annual State Convention may, by payment of \$1.00 per Jewel Pin Member, be allowed voting privileges and to submit for Awards in accordance with Article XIII, Section 1. Dues to be paid to the State Treasurer no later than (90) days prior to annual convention.

Section 2. The above fees shall be used to defray expenses incurred by State Officers, such as postage, duplication, supplies, paper, courtesy funds and items approved by the Executive Board.

Section 3. A chapter inactive in the State Council may be reinstated by the payment of its current annual dues.

## **Article XVI - Fiscal Year**

Section 1. The fiscal year of this organization shall begin on the first day of June and end on the last day of May of the following year.

## **Article XVII - Nominations for International Council**

Section 1. In the event any chapter, in good financial standing as a member of the Georgia State Council, has a candidate to submit for nomination to the International Council Nominating Committee, this nomination shall be presented at the Fall Council meeting in order that it may be processed through the Southeastern Regional Council by the State President during the annual fall conference. This is to enable the candidate a greater opportunity for her candidacy to become publicized throughout the State, as well as the SERC and International Council.

## **Article XVIII - Nominations for Southeastern Regional Council**

Section 1. In the event any chapter, in good financial standing as a member of the Georgia State Council, has a candidate to submit for nomination to the Southeastern Regional Council Nomination Committee, this nomination shall be presented at the Mid-Year Council meeting. In the event there are more than two (2) candidates seeking a SERC Office, all candidates, with their qualifications, will be presented at the annual Georgia State Convention, with a secret vote cast at the registration desk by the membership in attendance at the convention. The top two candidates' nominations will be endorsed by the Georgia State Council and sent to the Nominating Committee of the Southeastern Regional Council.

No more than two (2) candidates from Georgia shall be endorsed, with the exception of a President-Elect on the Southeastern Regional Council Executive Board, from Georgia, who's Corresponding Secretary shall be exempt from balloting.

## **Article XIX - Parliamentary Authority**

Section 1. Robert's Rules of Order, Newly Revised, when not in conflict with the bylaws of this association and those of ESA Headquarters, shall be the parliamentary authority of this organization.

## **Article XX – Method of Amending the Georgia State Council Bylaws**

- Section 1. All recommended changes to the Georgia State Council Bylaws will be submitted to the Parliamentarian for review ninety (90) days prior to the convention. The Parliamentarian will submit the proposed changes to the Executive Board for action. Electronic transfer is acceptable.
- Section 2. A majority approval of the State Executive Board must be secured before each amendment is presented to the delegates. Electronic transfer is acceptable.
- Section 3. Should the Executive Board determine action is required, the Parliamentarian will submit the changes to all chapter presidents at least thirty (30) days prior to the convention. Electronic transfer is acceptable.
- Section 4. Upon completion of prior notice as outlined in Article XX sections 1-3, the Georgia State Council Bylaws may be amended at the annual meeting of the organization by a two-thirds (2/3) vote of the delegates present at the meeting and voting.
- Section 5. Upon completion of any amendment, the parliamentarian will forward an updated copy of the Bylaws to the webmaster to be posted on the website within sixty (60) days of the amendment. Once posted, it is the Parliamentarian's responsibility to review the posted copy to determine that the officially updated copy is correct and current. Electronic transfer is acceptable. (May 19, 2018)

## **Article XXI - Method of Amending the Georgia State Council Policy and Procedure Manual (Jaw-Ja Guide)**

- Section 1. All recommended changes to the Georgia State Council Policy and Procedure Manual (Jaw-Ja Guide) should be submitted to the Parliamentarian for review. The recommended changes are submitted to the Executive Board for action. The updated Guide would be made available for the membership.

## **Article XXII - Method of Amending the Georgia State Council Standing Rules**

- Section 1. All recommended changes to the Georgia State Council Standing Rules will be submitted to the Parliamentarian for review sixty (60) days prior to any council meeting in which the changes are to be addressed. The Parliamentarian will submit the proposed changes to the Executive Board for action. Electronic transfer is acceptable.
- Section 2. A majority approval of the State Executive Board must be secured before each amendment is presented to the delegates. Electronic transfer is acceptable.
- Section 3. Should the Executive Board determine action is required, the Parliamentarian will submit the changes to all chapter presidents at least thirty (30) days prior to any council meeting in which the changes are to be addressed. Electronic transfer is acceptable.
- Section 4. Upon completion of prior notice as outlined in Article XXII sections 1-3, the Georgia State Council Standing Rules may be amended at any council meeting of the organization by a majority vote of the delegates present at the meeting and voting.

Section 5. Upon completion of any amendment, the parliamentarian will forward an updated copy of the Standing Rules to the webmaster to be posted on the website within thirty (30) days of the amendment. Once posted, it is the Parliamentarian's responsibility to review the posted copy to determine that the officially updated copy is correct and current.

(Article XXII added May 19, 2018)

## **ARTICLE XXIII – STATE OF EMERGENCY CLAUSE**

This Clause will go into effect if there is a Declared National or State Emergency or Disaster. In the event of a local emergency, such as fire, flood, hurricane, etc., which affects the location contracted or secured for the scheduled State meeting, these Policies will supersede any Bylaws or Policies and Procedures that they may affect.

Section 1. Meetings: Meetings will be relocated, re-scheduled or cancelled, depending on the nature of the disaster. If a physical meeting cannot occur, another alternate meeting method may be used. This may be a virtual or phone meeting if all members participating can hear simultaneously. The meeting method will be determined by the Executive Board.

- (a) If the Annual Convention must be conducted virtually, items normally on the agenda may be revised or omitted at the discretion of the State President.
- (b) If a contract for a State Meeting or the Annual Convention must be cancelled due to a national, state or locally declared emergency, any costs incurred will be the responsibility of the State Council. However, if the hostess of the meeting or State Convention has raised funds to meet the meeting budget, one-half of those funds will go to the State Council to help off-set the costs.

Section 2. Officer Elections: The Nominating Committee shall present candidates for office and an election shall be in accordance with the method determined by the Current Executive Board.

- (a) Officers shall be elected to serve for one year or until their successors are elected. Their term shall begin at the close of the Annual Meeting. Members of the Executive and Appointed Boards may serve one (1) successive term if they agree to this commitment.

Section 3. Voting:

- (a) Each member in good standing is eligible to cast a vote.
- (b) Voting shall be done according to a voting system approved by the Executive Board.
- (c) Should ballots be required, they will be distributed to each eligible member before the date of the meeting by the current Georgia State Council 1<sup>st</sup> Vice President.
- (d) The quorum for Voting shall be a majority of the votes processed.
- (e) Voting outcome shall be determined by a majority of votes cast. In the event of a tie for the largest number of votes, there shall be a re-ballot or re-vote for that office or matter of business receiving tie votes.

AMENDED: May 18, 2013,  
May 21, 2016.  
May 19, 2018  
May-18-2019  
May 15, 2021