

BYLAWS
Epsilon Sigma Alpha
Active as of March 2009

Article I Name

The name of this organization shall be the Delta Psi Chapter of Epsilon Sigma Alpha International

Article II Purpose

Our purpose is to unite individuals associated with Elon University who are in pursuit of opportunities for self development and community service

Article III Membership

Membership is open to all students who have a cumulative grade point average of 2.5 or higher upon entry into the organization, regardless of race, color, religion, gender, sexual orientation, national origin, marital status, or disability. Membership is open to first semester freshman as well who do not yet have a cumulative GPA.

Section 2 Classifications

- A. Active Members shall consist of members whose current National and chapter dues are paid and comply with the provisions of these bylaws. Active members are granted full participation in all activities performed by the organization and are entitled to full voting rights.
- B. An inactive member is a member who does not comply with the provisions in these bylaws. To avoid being declared inactive, a member must comply with the provisions in the bylaws within 30 days of notification. An inactive member will lose all voting rights, their position in any committee, their right to participate in all activities, and lose all privilege of wearing any insignia that represents Epsilon Sigma Alpha. A member is declared inactive by the president and remains inactive for the semester which they are declared inactive. A member may re-establish active status the following semester contingent upon meeting the active membership requirement

Article IV Officers

Officers shall include a President, Vice President, Secretary, Treasurer, three New Member Educators, two Service Chairs, two Social Chairs, and a Historian.

Section 1 Eligibility

All persons eligible for officer positions must be active members and remain so through their time in office. In order to be eligible for an officer's position one must have been a full member of the Delta Psi chapter for at least one semester. The officers will also follow the rules of eligibility for a leadership position as determined by Elon University.

Section 2 Vacancies

- A. Office vacancies will be filled by presidential appointment immediately after the vacancy occurs.
- B. Officers are expected to fulfill the following duties detailed in Section 3. Any officer not fulfilling their duties may be removed by the majority vote of the

executive board, and their position will immediately be filled by presidential appointment.

Section 3 Roles of the Officers

The roles of each officer are as follows:

President

- Maintains roster, attends SGA organizational meetings, manages all organizational requirements as mandated by the University
- Updates officer expectations on an annual and as-needed basis
- Maintains the bylaws of the organization
- Makes agendas and leads chapter meetings
- Meets with organizational advisor and works with external contacts from other ESA chapters
- Must not miss more than two chapters a semester, and must attend at least $\frac{3}{4}$ of all service and social events
- Works with treasurer and SGA on managing the budget and obtaining special grants
- Leads the bi-annual St. Jude service trip to Memphis, heading up all planning and arrangements in relation to the trip and is responsible for forming committees to plan the trip
- Meets with officers and members, manages conflict, and maintains an overall sense of the wellbeing of the organization

Vice President

- Keeps track of member attendance at chapters
- Manages the paperwork associated with holding meetings and events with the University, including all event proposal forms, van reservations, and room reservations needed in accordance with chapters, service projects, and social events
- Leads Chapter when the president is unable to do so
- Must not miss more than two chapters a semester, and must attend at least $\frac{3}{4}$ of all service and social events
- Acts as head of all committees and monitors their progress by receiving periodic reports from committee chairs and works to keep them on track
- Manages relations with ESA international, including reaching out to other ESA Chapters, managing information from headquarters, and handling all items in relation to Delta Psi's participation in state and/or national ESA meetings and events

Treasurer

- Works with the president to write and propose the annual SGA budget
- Keeps constant running tab of monies in SGA account and regular bank account
- Keeps records of receipts and expenditures for three years
- Submits all check requests to SGA

- Collects chapter dues and deposits them into regular bank accounts
- Collects annual national dues when necessary and sends them to the ESA headquarters
- Manages monies allocated to specific events or donations, i.e. the St. Jude Trip budget
- Maintains international roster, makes changes, and returns the updated roster to ESA International within 30 days of receipt
- Meets with chapter advisor at least once each semester to review finances
- Must not miss more than two chapters a semester, and must attend at least $\frac{3}{4}$ of all service and social events

Secretary

- Takes minutes at each chapter meeting and sends them out to all sisters after chapter
- Maintains “family tree” information and keeps it updated and on record for all ESA sisters in each family
- Keeps records of all agendas and chapter minutes for reference
- Must not miss more than two chapters a semester, and must attend at least $\frac{3}{4}$ of all service and social events

New Member Educators (2)

- Keeps track of new member roster
- Arranges and runs all interest meetings and new member meetings including planning for org fairs and all associated advertising
- Helps new members go through the education process with ESA
- Assists with new member project
- Collects the new member money and sends it into ESA international, and collects new member pins and packets
- Assigns jonquil sisters and big/little pairs, taking into account new member and sister preference
- Helps arrange new member related events, including all planning for Big/Little, Bid Day, Lamp of Learning, and Initiation
- Must not miss more than two chapters a semester, and must attend at least $\frac{3}{4}$ of all service and social events

Social Chair (2)

- Acts as overseer of all social events
- Works with the VP to make sure all logistical forms are submitted
- Makes sure that there is at least one t-shirt each semester designed and ordered
- Works with the treasurer to monitor the budget for social events
- Must not miss more than two chapters a semester, and must attend at least $\frac{3}{4}$ of all service and social events
- Makes sure that at least one social event per month happens, regardless of whether or not it is planned by the social chair

- Keeps track of blue points for social events attended by each member

Service Chair (2)

- Acts as overseer for all service events
- Makes sure that at least 1 service event per month happens, regardless of whether or not it is planned by the service chair
- Works with the VP to make sure all logistical forms are submitted
- Keeps track of sisters service hours to make sure they are meeting chapter requirements, and also validates them with the Kernodle Center for Service Learning
- Keeps track of gold points for service events attended by each sister
- Must not miss more than two chapters a semester, and must attend at least $\frac{3}{4}$ of all service and social events
- Works with treasurer to monitor the budget for all service related events

Historian

- Acts as photographer at all events
- Prints pictures and keeps the website up to date with new pictures
- Maintains the shadow box in Moseley
- Maintains an ESA photo album for each year, documenting events and service projects
- Must not miss more than two chapters a semester, and must attend at least $\frac{3}{4}$ of all service and social events

Article V Points

Members shall be responsible for accruing points for all service and social activities attended.

Gold points will be given for service events attended. One point will be given for each hour of service completed. Members must obtain 10 gold points each semester. Points will be kept track of by the service chair.

Blue points will be given for social events, which include new member activities like "Meet the Sisters". One point will be given for each hour of social events attended. Members must obtain 5 blue points each semester. Points will be kept track of by the social chair.

Article VI Meetings

Regular meetings shall be held once weekly on a day decided at the beginning of the semester by a majority vote from the entire chapter. Special alterations of regular meetings shall be voted on by a majority of active members present or canceled by the authority of the President in emergency situations.

Special events, such as service projects, new member events, and social events shall be presented during a regular chapter meeting and require attendance of all members pursuant to the chapter's attendance policy.

Special meetings may be called by the president and/or upon the request of the majority of active members. All members will be notified of such meetings at least two days in advance.

Absences shall be addressed in the chapter's attendance policy.

Article VII Nominations and Elections

The President shall ask for self nominations to officer seats to be delivered to her/him by the first Sunday in November. Only nominations of eligible individuals will be accepted, and eligibility is determined in accordance with the constitution and the bylaws. The names of the nominees will be then sent out to the entire chapter in advance of the chapter meeting in which the election will occur. At the elections chapter, each candidate will give an oral presentation of their desire for office, and then voting will be conducted by a secret ballot.

Article VIII Amending the Bylaws

Proposed amendments to these bylaws shall be presented at a regular meeting at least one meeting to being discussed and voted on.

Having been properly presented, amendments may be adopted by a 2/3 majority vote of the active members at a regular meeting. Passed amendments go immediately into effect.

All bylaws shall not be in variance with state or international bylaws, and reviewed and voted upon at least annually and otherwise on an as needed basis.

Article IX Dues

Individual dues of chapter members to the chapter shall be \$50.00 per year per member. It will be as follows: \$25.00 per semester. The due dates shall be set by the treasurer. There will be a one week grace period for dues. A penalty of \$5.00 will be instated at the end of the grace period. On the second week after the due date, any member who has not paid the dues in full shall be subject to inactive membership. Any member with financial constraints may make alternative agreements with the Treasurer and President.

Each member shall be held individually accountable for paying their annual dues to Epsilon Sigma Alpha International, which will be monitored by the Treasurer. International dues are due each year on a sister's anniversary of his or her becoming a member of ESA.

An individual's state council dues of \$10.00 are due at the beginning of the school year. The chapter's NC State Council dues are \$25.00.

The chapter's international dues of \$35.00 are due on August 1st of each year.

Article X Advisor

The chapter is required to have an advisor in accordance with the Elon University advisor policy. The advisor must be a member of university faculty or staff but need not be a member of Epsilon Sigma Alpha International. If the executive officers believe that the advisor is failing to meet the following duties listed in Section 2, they must have a meeting with the advisor to express their concerns. If the advisor continues to fail to meet the duties expected of them, the advisor may be removed by the majority vote of the executive officers. However, there must be another advisor ready to step in to keep the chapter in accordance with Elon University policy.

Section 2

Duties of the Advisor

- A. The advisor must attend at least 2 chapter meetings each semester
- B. The advisor must accompany the chapter to any service or social events that take place outside of the radius demarcated by the University or let the executive officers know at least one week in advance if they will be unable to do so, so that the chapter is able to find a replacement chaperone
- C. The advisor cannot create chapter policy without consulting with the executive officers in advance and receiving 2/3 majority vote from them in agreement with the changes
- D. The advisor must sign all forms for events and reserve all rooms in accordance with university policy
- E. The advisor must attend officers meetings when they are asked to do so by the President, or meet with the President separately to discuss the matters at hand
- F. The advisor must attend all required advisor's events in accordance with the university policy

Article XI Chapter Attendance

All members are expected to attend each chapter, and are informed of this expectation during their new member education meetings prior to being initiated into the organization. However, each member is allowed to miss a total of 3 chapters per semester in order to accommodate personal conflicts that may arise over the course of the semester. Missing more than 3 chapters is considered an excessive absence, and any member that misses more than 3 chapters will be asked to donate \$5.00 to St. Jude's, the organization's philanthropy.

Article XII Service Event Attendance

Members are given the option of which service events they would like to attend. If a member backs out of a service event that they signed up for, they must give the service chairs at least 24-hour notice and find another member to take their place at the service event. If a member fails to do this, they will be asked to donate \$5 to the agency we are serving for that event and must also give a personal apology to the agency themselves. In the case of chapter events like babysitting night or the wiffleball tournament, the member must make the donation to St. Jude's.