

PARLIMENTARIAN REPORT – Robin Allred

Below is a list of the proposed by-law/standing rule changes submitted by the By-Law Committee that will be presented at the 2019 convention. **PLEASE** take the time now to review and discuss among your chapter and be prepared at convention so as to not waste precious fun and fellowship.

The changes have been made in the full copy of the current by-laws/standing rules as follows:

Proposed Changes to By-Laws **are highlighted**

~~Strike-out~~ = Delete

Red Text underlined = Inserted

Sections affected:

Article III . MEMBERSHIP AND DUES . Section 1. Section 2, Section 4

Article IV . OFFICERS . Section 2

Article V ... DUTIES OF OFFICERS Section 1 (A) (B) (E) (F) Section 2 (E) (F) (G) (H) (J)

Article VI ... MEETINGS Section 3, Section 4

Article IX ... STANDING COMMITTEES Section 2 (A) (E) (F)

Standing Rules ... #6 and #7

Purpose

As previously discussed these changes are to eliminate the lamp fund and go through the Florida State Council Treasury due to the difficulty opening/changing bank accounts.

Lamp Editor need only be a single person appointed rather than a “committee” that bids

Provide a zero balance budget which is in line with common accounting practice.

Add individual members who are not affiliated with a chapter but pay IC and State Dues as “Associate Members”

Eliminate Junior positions (with exception of Jr. Past President) and return to a two year term due to difficulty filling the positions and Junior’s inability to receive needed information.

FLORIDA STATE COUNCIL BYLAWS EPSILON SIGMA ALPHA INTERNATIONAL

ARTICLE I: NAME

The name of this non-profit organization shall be Florida State Council of Epsilon Sigma Alpha International, herein referred to as the Florida State Council.

ARTICLE II: OBJECTIVE

The object of this organization shall be:

- A. To promote closer relations and cooperation between chapter members, local chapters, officers, International Council and ESA Headquarters.
- B. To support and fulfill the needs of chapters striving to reach their common goals and social, educational and philanthropic endeavors.
- C. To encourage friendship and fellowship through member and chapter association.

ARTICLE III: MEMBERSHIP AND DUES

Section 1. Membership shall consist of all Florida Chapters and members who pay state dues.
Members of ESA who reside in Florida may become an Associate member by paying individual dues.

Section 2. Annual dues of twenty dollars (\$20) per jewel pin member and pledge are due and payable June 1st and delinquent August 1st. Fifteen dollars (\$15) will be credited to the General Fund and five dollars (\$5) will be forwarded to the LAMP editor for editing the state newspaper. The Chapter treasurer shall remit to the State Treasurer the dues and ~~four~~ **TWO** copies of a member listing, which includes names of members and husbands, addresses with zip codes, e-mail addresses, fax and telephone numbers. Officers, Pledges and Standing Committee Chairmen shall be designated. Associate Members shall remit to the State Treasurer the dues and listing of name of member and husband, address with zip code, e-mail address, fax and telephone numbers.

Section 3. Dues for transfers, reinstatements and pledges becoming active after the initial payment (June 1st – August 1st) and prior to January 1st, shall be twenty dollars (\$20), following the procedure in Article III, Section 2.

Section 4. Dues for transfers, reinstatements and pledges becoming active between January 1st and May 31st shall be ten dollars (\$10), following the procedure in Article III, Section 2, based on the same pro rata share. Seven dollars (\$7) will be credited to the General Fund and three dollars (\$3) forwarded to the LAMP editor.

Section 5. Annual dues of ten dollars (\$10) per chapter are due and payable June 1st and delinquent August 1st. These funds shall be used towards publishing the FLORIDA STATE YEARBOOK.

Section 6. Only individual members and chapters whose state dues are (100%) paid by March 1st are eligible for state awards, if the members joined prior to March 1st of the same year.

Section 7. Any member in good standing shall be eligible for the Disaster Fund assistance, whether or not their chapter contributed.

ARTICLE IV: OFFICERS

Section 1. The elected officers shall be: President, First Vice President/President-Elect, Second Vice President, Recording Secretary, Treasurer, Philanthropic Director, Educational Director, and Jr. Past President. The Corresponding Secretary shall be selected by the Incoming President, and shall serve as a voting member of the Executive Board. These officers shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted by the Florida State Council.

Section 2. The appointed officers shall be: Parliamentarian, Chaplain, Scrapbook Coordinator, Awards Coordinator, LAMP Editor (~~designated by the bidding chapter/council~~), Senior St. Jude Coordinator, Junior St. Jude Coordinator, Senior Easterseals Chairman, Junior Easterseals Chairman, Senior ESA Foundation State Counselor, Junior ESA Foundation State Counselor, SERC State Counselor and Audit Chairman.

Section 3. Election of Officers. Officers shall be elected by ballot at the Annual Convention by a plurality vote, except when only one (1) candidate is nominated for each office, at which time a voice vote may be taken. At the time of balloting for the election of officers, the President shall cast her vote, place it in an envelope, seal it and give it to the head teller, to be cast only in the case of a tie vote. If there are three candidates for the office, the President shall mark the ballot with her first and second choices. No officer may hold the same office for more than two (2) consecutive terms and no member shall hold more than one elected office at a time. Newly elected and appointed officers assume their duties at the close of the Annual Convention and serve until the close of convention the following year. Any member in good standing with her chapter, Florida State Council and ESA Headquarters may be a candidate for any state office, provided:

- A. They have been an active member of ESA for at least two (2) years prior to their nomination.
- B. They have served two (2) years on the Executive Board and have served as president of an ESA chapter prior to running as a candidate for First Vice President.

Section 4. Vacancies. Any elected officer may resign her office. The office is then declared vacant by the President, who may, with the consent of the Executive Board, name a member to assume full responsibilities of the office for the remainder of the unexpired term.

- A. The office of President, upon vacancy, shall be filled by the First Vice President for the remainder of the unexpired term, and the office of the First Vice President shall remain vacant until the next election. The duties of the First Vice President shall be assumed by a member of the Past Presidents Auxiliary.
- B. The office of First Vice President, upon vacancy, shall be filled by a member of the Past Presidents Auxiliary, appointed by the President. At the next Annual Convention, a President, as well as a First Vice President shall be elected.

Section 5. Voting. Each chapter that has fulfilled their obligations according to Article III of these bylaws is entitled to one (1) vote and one (1) delegate for each ten (10) members or fraction thereof. The number of votes and delegates is determined according to the State Treasurer's records sixty (60) days before the Annual Convention. The State Treasurer shall mail a credentials statement to each chapter President forty-five (45) days before the Annual Convention. A chapter unable to be represented by a delegate may request an absentee ballot(s) by sending a written request to the First Vice President. The absentee ballot(s) must be mailed to the First Vice President, postmarked no later than one (1) week prior to the Annual Convention. A ballot(s) listing no more than three names for each elected office shall be given to each chapter president/delegate at convention upon authorization by the Credentials desk.

ARTICLE V: DUTIES OF OFFICERS

Section 1. Duties of the elected officers shall be:

- A. The PRESIDENT shall call and preside over all meetings and shall perform other duties ordinarily pertaining to such office. Within thirty (30) days following her installation, she shall appoint a Parliamentarian, a Chaplain and a Scrapbook Coordinator. She shall appoint members of the following committees: Bylaws (one member to be the Junior Past President), Nominating, Awards and Audit. The President may appoint any special committees deemed necessary. The President shall be an ex-officio member of all committees except the Nominating committee. **She shall gather and submit the awards information from the FSC Philanthropic Director, FSC St Jude and Easter Seals Coordinator's and send to the IC awards chair and the SERC awards chairs shown on their websites.** She shall prepare an updated notebook to be given to her successor.
- B. The FIRST VICE PRESIDENT, by virtue of her office, shall be known as the President-Elect. She shall serve as Membership Director, promoting the interest and growth of ESA throughout Florida. She shall serve as chairman of the Nominating Committee. She shall prepare the ballots, keep the ballot box between meetings, and shall retain the marked ballots for a period of time no less than ninety (90) days. She shall mail an absentee ballot(s) upon a chapter's written request. She shall retain the returned absentee ballot(s) and deliver it (them) to the Credentials desk at Convention. The First Vice President shall attend the ESA State Presidents Leadership Seminar. **Within thirty (30) days following the installation, the First Vice President shall appoint a Junior St. Jude Coordinator, a Junior Easterseals Chairman and a Junior ESA Foundation State Counselor.** She shall prepare an updated notebook to be given to her successor.
- C. The SECOND VICE PRESIDENT shall preside in the absence of the President and the First Vice President. She shall act as Coordinator for Leadership Seminar(s), Mid-Year Council meeting and State Convention, receiving bids for same. She shall serve as Workshop Coordinator, working in conjunction with the plans of the President. She shall serve as official "State Hostess". She shall prepare an updated notebook to be given to her successor.
- D. The RECORDING SECRETARY shall record minutes of the Executive Board, General Board and Council meetings. Copies of the Council meeting minutes shall be forwarded to all chapter presidents, General Board members, the SERC President, ESA Headquarters and the International Council President **within forty-five (45) days following these meetings.** She shall prepare an updated notebook to be given to her successor.
- E. The TREASURER shall receive and distribute all monies according to the adopted budget (Article IX, Section 2 A). She shall deposit all funds in the bank of her choice, with checks to be signed by the Treasurer or the President. She shall keep accurate records of all transactions. These reports shall be open for inspection upon request. She shall be chairman of the Budget Committee and shall submit a proposed budget to the Budget Committee for revisions and approval. She shall mail credential statements forty-five (45) days before State Convention to qualifying chapters. She shall prepare five (5) copies of a Credential Tally Sheet to be distributed as follows: Recording Secretary, Philanthropic Director, Credentials Desk, Awards Coordinator and Treasurer's file. She shall send the Awards Coordinator, and the Credentials desk, by April 10th, a list of chapters and chapter roster members, noting the ESA Headquarters dues, International Council dues and State dues that were paid as of March 1st, and as of March 31st. **She shall remit to the LAMP Editor five dollars (\$5) per jewel pin member and pledge, or pro rata share. She shall remit to the LAMP Editor upon request two hundred dollars (\$200) for a cash advance fund to be replenished when the LAMP Editor remits receipts for money used.** She shall send chapter rosters to the following: President, First Vice President, LAMP Editor and Treasurer's file. She shall be responsible for notifying Board

members of roster changes. She shall order for State Convention presentation the Full Crown Pin, Gavel and Guard for the Incoming President. The Treasurer shall render an annual financial statement; have books closed, forward bank records, books, receipts and financial statements for audit within forty-five (45) days after the close of State Convention. She shall submit for publication to the October LAMP a categorical financial recap to include: total budgeted, total expenditures and remaining balance at the close of the audit. She shall prepare an updated notebook to be given to her successor.

- F. The PHILANTHROPIC DIRECTOR shall act as coordinator for all philanthropic projects. She shall request from the State Treasurer, two (2) gift cards for the Citizenship Award winners at the Florida School for the Deaf and Blind to be taken from the proceeds of the State Project Fund. She shall attend or designate someone, with the President's approval, to attend the graduation exercises at the Florida School for the Deaf and Blind, to present the Citizenship Awards. She shall determine from her records, the winners of the State Philanthropic Monies and Hours awards, and report same to the Awards Coordinator by April 10th. She shall submit the State entries for International Council Philanthropic Awards and Southeastern Regional Council for the reporting year, June 1st – May 31st to the FSC President. She shall prepare an updated notebook to be given to her successor.
- G. The EDUCATIONAL DIRECTOR acts as coordinator for all chapters educational endeavors. She shall keep monthly reports on file and inform chapters of their progress. She shall send to the Awards Coordinator by April 10th, the number of programs from each chapter and the number received on time. She shall also send a list of chapters whose theme books were received on time. She shall arrange for the judging of educational programs for the State awards and prepare the display at State Convention. She shall be allotted the postage/shipping charges necessary to forward the top three educational programs to the International Chairman after State Convention and before June 1st, for judging prior to the International Convention. She shall prepare an update notebook to be given to her successor.
- H. The JUNIOR PAST PRESIDENT shall be the Florida Disaster Fund Chairman and shall receive donations and remit same monthly to the International Council Disaster Fund Chairman. She shall report individual chapter donations to the Philanthropic Director and Awards Coordinator.

Duties of the non-elected officers shall be:

- A. The CORRESPONDING SECRETARY shall assist the President with all correspondence. She shall notify Board members of meetings and important information between meeting dates. She shall preside in the absence of the President, the First Vice President and the Second Vice President, and shall act as the Recording Secretary, if necessary. She shall maintain a file containing chapter minutes for the current and preceding year only, and shall inform chapters of their progress periodically. She shall send the Awards Coordinator, by April 10th, a list of all chapters, with the number of on-time minutes reported and the number of meetings held. The Corresponding Secretary shall be an ex-officio member of all committees except the Nominating Committee. She shall prepare an updated notebook to be given to her successor.

Section 2. Duties of appointed officers shall be:

- A. The PARLIAMENTARIAN shall see that all meetings are conducted according to Robert's Rules of Order, Newly Revised, settling all controversial matters. She shall send the Rules of Mid-Year to the Mid-Year Chairman and Rules of Convention to the Convention Chairman for inclusion in the program books of these meetings. Within thirty (30) days after State Convention, the outgoing Parliamentarian shall incorporate any changes in the Bylaws and send a copy to each chapter or to the

LAMP Editor and a copy to the State President. She shall serve as Bylaws Chairman. She shall prepare an updated notebook to be given to her successor.

- B. The CHAPLAIN shall plan and preside over the nondenominational Sunday morning Memorial/Worship Service at State Convention. She shall give the invocation and prayers at the request of the President. In case of death, illness, accident, birth or special occasions, she shall send cards or notes to Florida members, International Council officers, SERC officers, and their immediate families. She shall forward information regarding Florida sisters to the International Council and SERC Chaplains. Upon death of a Florida State Council member, the Chaplain shall submit a short obituary article for the Florida LAMP Editor to publish in the Florida LAMP. She shall prepare an updated notebook to be given to her successor.
- C. The SCRAPBOOK COORDINATOR shall secure materials from each chapter and make the State Scrapbook, which she shall present to the outgoing President at the next Mid-Year Council meeting. She shall prepare an updated notebook to be given to her successor.
- D. The AWARDS COORDINATOR, working with her committee, plans and coordinates Awards presentations with the Past Presidents Auxiliary, subject to the President's approval. She prepares the Awards section of the State Yearbook. She shall see that all award entries are judged and prepared for presentation. She shall submit to the LAMP a list of award winners for publication in the July LAMP. She shall prepare an updated notebook to be given to her successor.
- E. The LAMP EDITOR shall serve as chairman of the LAMP Committee for a two (2) year term of office. **She shall request from the State Treasurer two hundred dollars (\$200) for a cash advance fund each year and remit receipts to replenish the fund for all expenses covering the distribution of the LAMP (includes postal mailing fees and supplies.) Before State Convention each year she shall return the cash advance fund to the State Treasurer with receipts.** She shall maintain accurate records of all transactions ~~Her books shall be closed and audited, and all books, materials and equipment transferred to the new editor by July 15th.~~ **Her books shall be closed and all books, materials and equipment transferred to the new editor at State Convention. Four (4) issues shall be published during the year, those being July, October, January and April. The LAMP shall be distributed by July 10th, October 10th, January 10th and April 1st. The July issue shall be the first issue published by the new editor.** The October issue shall be the first issue published by the new editor. She shall be responsible for distribution of the LAMP **electronically** to all members of the Florida State Council **unless requested in writing by a member for a paper copy to be sent.** ~~However, only the chapter president shall receive a copy of the LAMP while their chapter dues are delinquent.~~ Any member-at-large may receive the LAMP by paying ~~the LAMP Editor~~ five dollars (\$5) **to the FSC treasurer.** She shall prepare an updated notebook to be given to her successor.
- F. ST. JUDE COORDINATORS **(two year appointment)**
The ~~SENIOR-ST. JUDE COORDINATOR~~ shall act as liaison and work closely with the International St. Jude Coordinator and ESA Headquarters representative to provide information, support and assistance in the promotion of St. Jude Children's Research Hospital to the Florida State Council membership. She shall receive reports from the membership and the ESA St. Jude office, compare and follow-up on any discrepancies. She shall prepare and submit a report of donations, mileage equivalents and hours to the State Awards Coordinator by April 10th. She shall prepare and submit a report of donations, mileage equivalents and hours to the State President for the International Council and **Southeastern Regional Council for the reporting year, June 1st – May 31st, and the Southeastern Regional Council reporting year, October 1st – September 30th.** ~~She shall work closely with the Junior St. Jude Coordinator.~~ She shall prepare an updated notebook to be given to her successor.

~~1. The JUNIOR ST. JUDE COORDINATOR shall work closely with the Senior St. Jude Coordinator to become familiar with all the duties of the upcoming position. She shall assist the Senior St. Jude Coordinator in the promotion of St. Jude Children's Research Hospital to the membership, as requested. She shall attend the St. Jude Leadership Training Seminar when provided by ESA Headquarters, bringing back any and all information to be presented to the membership. She shall assume the office of Senior St. Jude Coordinator following the term as Junior St. Jude Coordinator. She shall prepare an updated notebook to be given to her successor.~~

G. EASTERSEALS CHAIRMAN (two year appointment)

The SENIOR EASTERSEALS CHAIRMAN shall act as liaison and work closely with ESA Headquarters representative to provide information, support and assistance in the promotion of Easterseals to the Florida State Council membership. She shall receive reports from the membership, prepare and submit a report of donations, mileage equivalents and hours to the State Awards Coordinator by April 10th. She shall prepare and submit a report of donations, mileage equivalents and hours to the State President for the International Council and Southeastern Regional Council for the reporting year, June 1st – May 31st.reporting year, June 1st – May 31st, and the Southeastern Regional Council reporting year, October 1st – September 30th. ~~She shall work closely with the Junior Easterseals Chairman.~~ She shall prepare an updated notebook to be given to her successor.

~~1. The JUNIOR EASTERSEALS CHAIRMAN shall work closely with the Senior Easterseals Chairman to become familiar with the duties of the upcoming position. She shall assist the Senior Easterseals Chairman in the promotion of Easterseals to the membership, as requested. She shall assume the office of Senior Easterseals Chairman following the term as Junior Easterseals Chairman. She shall prepare an updated notebook to be given to her successor.~~

H. ESA FOUNDATION STATE COUNSELORS (two year appointment)

1. The SENIOR ESA FOUNDATION STATE COUNSELOR must be a member of the ESA Foundation and shall promote the activities of the ESA Foundation (philanthropic and educational). She shall encourage chapters and members to become members of the ESA Foundation. She shall report all totals yearly to the State Awards Coordinator by April 10th. She shall work closely with the Junior ESA Foundation State Counselor. She shall prepare an updated notebook to be given to her successor.

~~2. The Junior ESA Foundation State Counselor shall work closely with the Senior ESA Foundation Counselor to become familiar with the duties of the upcoming position. She shall assist the Senior ESA Foundation State Counselor in the promotion of the ESA Foundation to the membership as requested. She shall assume the office of Senior ESA Foundation State Counselor following the term as Junior ESA Foundation State Counselor. She shall prepare an updated notebook to be given to her successor.~~

I. The SERC COUNSELOR shall promote the activities of the Southeastern Regional Council (SERC). She shall encourage a donation of ten dollars (\$10) per chapter to SERC. She shall prepare an updated notebook to be given to her successor.

J. The AUDIT CHAIRMAN shall chair the Audit Committee insuring duties are carried out as stated in Article IX: Section 2-E. She shall prepare an updated notebook to be given to her successor.

ARTICLE VI: MEETINGS

Section 1. There shall be two (2) meetings annually, Mid-Year meeting and the Annual Convention.

Section 2. Leadership Seminar(s) may be held annually, if designated by the State President, as a workshop for chapter members.

Section 3. The Mid-Year Council meeting shall be held within six (6) months after convention. Business, other than bylaws, and, if by the direction of the Executive Board, shall be conducted by a plurality vote. Members present shall constitute a quorum, provided proper notice of the meeting has been given. The state supported candidate(s) for International Council office(s) and/or SERC office(s) shall be selected. **Delegate and Alternate Delegate for upcoming SERC Conference shall be selected.**

Section 4. The Annual Convention shall be held in May. The purpose shall be for the election and installation of officers, information workshops, awards, and any and all things as may be necessary to fulfill the objectives of the Florida State Council. The delegates present shall constitute a quorum for the transaction of business, provided proper notice of the meeting has been given. The general membership shall decide on the location of the state meetings and any changes in philanthropic projects. **Delegate and Alternate Delegate for IC convention shall be selected.**

Section 5. Written bids for the meetings shall be submitted to the Second Vice President, with a copy to the President, thirty (30) days prior to state convention. The convention bid shall be submitted for two (2) years prior to the meeting date for which the bid is intended, and shall be submitted thirty (30) days prior to state convention. Bids must include definite proposed dates and places of meetings. The place for which bids are made must be completed and in operation by the time of the bid. Bids must include the registration price, except for convention bids two (2) years in advance. These bids must be voted on by the general membership. Courtesy bids for future years will be accepted.

ARTICLE VII: EXECUTIVE BOARD

Section 1. The Executive Board shall include all elected officers (Article IV, Section 1), the Corresponding Secretary, and the Junior Past President. The Board shall meet prior to the meetings of the membership and upon special call of the President, or upon written request of five (5) members of the Executive Board. The Board shall have general supervision over the business and activities of the membership.

Section 2. The Executive Board members present shall constitute a quorum for the transaction of business, provided proper notice of the meeting has been given.

ARTICLE VIII: GENERAL BOARD

Section 1. The General Board shall consist of the elected officers, the appointed officers, the Corresponding Secretary, the Junior Past President, and any other special appointments made by the President. The Board shall meet upon the call of the President, and shall coordinate the activities of the entire council.

Section 2. General Board meetings are open to the Florida State Council membership, with no voting privileges. The President shall extend special invitations to the Past Presidents Auxiliary Chairman and the meetings chairmen.

Section 3. The General Board members present shall constitute a quorum for the transaction of business, provided proper notice of the meeting has been given.

ARTICLE IX: STANDING COMMITTEES

Section 1. There shall be the following Standing Committees: Budget, Bylaws, Credentials, Nominating, Audit, LAMP and Awards.

Section 2. The duties of the committees shall be:

- A. The BUDGET COMMITTEE shall consist of the retiring Treasurer, serving as chairman, the incoming Treasurer, the retiring President, and a member of the Past Presidents Auxiliary. The committee shall prepare a **zero balance** budget to be presented to the Executive Board for approval at the close of convention. ~~The proposed budget shall not deplete the total income.~~ The budget shall be ~~printed~~ **included** in the State Yearbook upon approval.
- B. The BYLAWS COMMITTEE, chaired by the State Parliamentarian, shall include the Junior Past President and outgoing Parliamentarian, and shall solicit and accept proposed amendments from any member of the Florida State Council. The committee shall compile amendments, send written notice of the proposed change(s) to each chapter thirty (30) days prior to the annual convention, or submit same to the LAMP Editor for publication in the April LAMP. Committee functions are outlined as follows:
 1. The Parliamentarian shall receive all proposed amendments by February 1st.
 2. The Bylaws Committee shall review proposed amendments. They shall determine the proper way for amendments to be addressed at the annual convention (Ex. Housekeeping or delegate vote).
- C. The CREDENTIALS COMMITTEE, chaired by the Past Presidents Auxiliary Chairman, shall be responsible at convention for the clearing of credentials and issuing of ballots to delegates, based on the records of the State Treasurer. The Past Presidents Auxiliary shall serve as the Credentials Committee.
- D. The NOMINATING COMMITTEE, with the First Vice President as chairman, shall solicit from chapters, nominations for six (6) elective offices. The nominations form appearing in the State Yearbook must be sent to the First Vice President, postmarked no later than February 15th, and must include qualifications of the nominee. The committee prepares the slate, having no more than three (3) candidates for each office, with the exception of the President and Corresponding Secretary. The committee shall publish the slate and qualifications in the April LAMP. Additional nominations may be made from the floor, provided: the consent of each candidate has been obtained before her name was placed in nomination; there are less than three (3) candidates for the office; the nomination(s) has (have) been presented to the committee in writing by the close of registration on the first day of convention.
- E. The AUDIT COMMITTEE shall audit the Treasurer's records within forty-five (45) days after the close of convention **and the Florida LAMP** each July. They shall submit copies of the audits to the Junior Past President and the State President. Audit records for Treasurer ~~and the LAMP shall be~~ submitted for printing in the LAMP.
- ~~F. The LAMP COMMITTEE shall publish the Florida State Newspaper, officially known as The Florida Lamp, for a period of two (2) years. The committee shall be formed and governed by the following:
 1. The committee shall be formed by a chapter or area council submitting their bid to the State President by April 10th, designating the name of the LAMP Editor in their bid.~~

- ~~2. Any and all bids will be voted on by the general membership at the Florida State Council State Convention.~~
- ~~3. The committee shall publish four (4) issues during the year, those being: July, October, January and April. The Lamp shall be distributed by July 10th, October 10th, January 10th and April 1st.~~
- ~~4. All expenses covering the distribution of the LAMP shall come from the Lamp treasurer (includes postal mailing fees and supplies).~~

G. The AWARDS COMMITTEE, with the Awards Chairman and the Past Presidents Auxiliary, shall assist with judging, planning and coordinating of the State Awards program. They shall, upon request, assist with the revision of said program.

ARTICLE X: DISSOLUTION OF THE FLORIDA STATE COUNCIL

Upon dissolution of the Florida State Council of Epsilon Sigma Alpha, and after having met all financial obligations, the remaining monies and assets will be divided equally among the Florida State Council Project(s) and the International Council Projects.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern the Florida State Council in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws or the International Council Bylaws.

ARTICLE XII: PARLIAMENTARY AUTHORITY AMENDING THE BYLAWS

Section 1. These bylaws may be amended at the Annual Convention by a two-thirds (2/3) vote of the delegates present at the time of voting, provided ~~written~~ notice of these proposed changes have been sent to each chapter thirty (30) days prior to the Annual Convention by the Bylaws Committee or by publication in the April Lamp.

Section 2. Amendments to the Bylaws are effective immediately at the close of convention, except where a change in name, type or duty of an elected office has been voted in the affirmative. These changes will become effective at the next convention.

These Bylaws were last amended on May 5, 2018, at the Annual State Convention of the Florida State Council of Epsilon Sigma Alpha, in Palm Harbor, Florida

FLORIDA STATE COUNCIL OF ESA STANDING RULES

1. The Florida School for the Deaf and Blind shall be the State Project, until such time as change is made by the membership.
2. Campaigning for state office shall consist of a brief skit or formal introduction on Friday evening at State Convention. Campaigning by a candidate nominated from the floor shall be limited to a formal introduction on Saturday at State Convention.
3. The International Council and Southeastern Regional Council representatives at State Convention shall be ex-officio members of the Executive Board and act in an advisory capacity only.
4. The Past Presidents Auxiliary, composed of all past state presidents, shall assist the council as requested by the State President.
5. At state meetings, the sale of items, raffles, etc., shall be held at the discretion of the hostess chapter and State President. If permission is granted, a special designated area shall be indicated by said chapter.
6. The President, Corresponding Secretary, and Yearbook Coordinator (if appointed by the President) shall prepare the state Yearbook, to include names and addresses of all elected and appointed officers, the State Council Bylaws, Standing Rules, and whatever other information is deemed necessary by the Executive Board. The Yearbook shall be prepared for distribution in August. ~~Members joining after the August distribution shall be given a complete Yearbook upon receipt of the name, address state dues.~~
7. The cost of the State Yearbook, published in August, comes from the General Fund. Yearbook shall ~~be published on the Florida State Council Website – One (1) paper copy shall be printed for each chapter paying FSC dues.~~ Cost of mailing the Yearbook to chapters paying delinquent dues (After August 1st) shall be charged to the said chapters.
8. The Florida State Council President shall be designated as the first contact person on all Florida fully endowed scholarships. She shall receive the Endowment Statements on the Florida fully endowed scholarships after the books for the ESA Foundation are closed on May 31st, and the audit is completed. The Endowment Statements will give the financial accounting of each Florida fully endowed scholarship and whether they will be given the following year. The State President shall notify the scholarship sponsor of its status for the following year.
9. Sponsorship of Florida State Council Awards listed in the Florida State Council Yearbook shall be limited to Florida State Council Past Presidents or Florida State Council Chapters.
10. Since e-mail and fax transmissions deny members the opportunity for simultaneous communication (which is central to the deliberative process), these forms of electronic technology will not be used for the purpose of voting or conducting business.
11. Purge all records prior to three years for all offices of the Florida State Council with the exception of the Recording Secretary/History.
12. To qualify for Philanthropic Awards, St. Jude Awards, Easterseals Awards and ESA Foundation Awards, chapters must submit TWO (2) reports annually to the State Philanthropic Director, the St. Jude Coordinator, the Easterseals Chairman and the ESA Foundation Counselor. These reports are to be **RECEIVED** on time by the Senior Director/ Coordinator/Chairman/Counselor no later than September 30th and March 31st of the current state year.

These Standing Rules were last amended on May 20, 2017, at the Annual State Convention of the Florida State Council of Epsilon Sigma Alpha, in Crystal River, Florida