

**EPSILON SIGMA ALPHA
KANSAS STATE COUNCIL
CONSTITUTION & BY-LAWS**

ARTICLE I: NAME

The name of this organization shall be Epsilon Sigma Alpha International, Kansas State Council.

ARTICLE II: PURPOSE

Section 1: To promote philanthropic and service endeavors.

Section 2: To encourage friendship and fellowship through council affiliation and to encourage the activities of chapters organized under the jurisdiction of the Kansas State Council.

Section 3: To coordinate the activities of all chapters and aid in the organization of new chapters within the state.

Section 4: To do all things necessary in fulfilling the purpose of Epsilon Sigma Alpha International and the Kansas State Council.

ARTICLE III: MEMBERSHIP & DUES

Section 1: Non-refundable annual dues of \$15.00 per member shall be due and payable to the Kansas State Treasurer by the beginning of the fiscal year (June 1). A State Booster Fee of \$10.00 per chapter shall also be due to the Kansas State Treasurer by June 1.

Section 2: All chapters, in good standing, located within the boundary lines of the State of Kansas are members of Epsilon Sigma Alpha International, Kansas State Council.

Section 3: To be in good standing a chapter must have International Dues, State Dues, and State Booster Fee paid for the current year within thirty (30) days prior to the annual meeting at State Convention. Chapters, which are six months old by the annual meeting, are required to pay state dues and booster fee for the year.

(a) Only chapters in good standing with the Kansas State Council shall have voting rights, be eligible to enter contests or submit materials for awards in conjunction with the annual convention, propose amendments to the state constitution and bylaws, submit bids for the state convention, or nominate a candidate for state office.

(b) All members of the Kansas State Board of Directors (elected or appointed) shall be a member of a chapter in good standing of the Kansas State Council as defined in Article III, Section 3.

Section 4: Members At Large are entitled to one vote for each ten members thereof, if they vote as a group which is in good financial standing with ESA Headquarters and the Kansas State Council by having paid the State Booster Fee within thirty (30) days prior to the annual meeting at State Convention. A list of ten members constituting the group, with their signatures, along with the statement from ESA Headquarters showing that the group is in good standing, shall be submitted to the credential's chairperson and the state treasurer at least thirty (30) days before convention. Such groups shall be numbered by the credential's chairperson for identification during the convention.

Section 5: The state shall be divided into Districts according to the proximity of the chapters to each other and according to membership totals in the District area. Chapter membership for District assignment shall be determined by the Board of Directors.

(a) Chapters in each District shall, at the meeting prior to the annual convention, elect a District chairperson who will serve the District for the following year.

- (b) It shall be the duty of each District chairperson to take active responsibility as a leader in the District they represent and to cooperate with the State Council officers.

ARTICLE IV: MEETINGS

Section 1: The annual convention of the Kansas State Council shall convene in the spring of each year. The place and date of such meeting shall be determined by the hostess chapter(s) and/or District(s).

- (a) The reading of the annual convention minutes may be eliminated at the next annual convention by the appointment by the President of a committee to read and approve these minutes at the close of the convention and prior to publication.

Section 2: The registration fee for the annual convention shall be recommended by the convention committee and approved by the Board of Directors.

Section 3: The Kansas State Council Board of Directors shall meet quarterly at a time and place designated by the President; special meetings may be called by the President as deemed necessary.

- (a) All meetings of the Kansas State Council Executive Board, General Board, and committees may be held in person, via teleconference and/or electronic means.

Section 4: The regular order of business of each general assembly at the annual convention shall be as outlined by the President and approved by the Board of Directors.

Section 5: The Kansas Chapter Presidents' Leadership Seminar shall be held annually, time and place to be designated by the President of the Kansas State Council. Expenses shall be incorporated in the state convention budget when held in conjunction with the state convention.

ARTICLE V: OFFICERS

Section 1: Elective officers shall be a President, First Vice-President, Second Vice-President, Recording Secretary, Treasurer, Workshop Coordinator and Membership Director.

Section 2: The Board of Directors shall consist of the elective officers identified in Section 1, the appointive officers, state chairpersons, committee members, District chairpersons, Lamplighter President and the State Counselor. The officers shall be elected at the annual convention and shall hold office for one year (June 1-May 31).

Section 3: The Executive Board consisting of the President, First Vice-President, Second Vice-President, Recording and Corresponding Secretaries, Treasurer, Workshop Coordinator, Counselor, Parliamentarian, Chaplain and Membership Director will be responsible for filling vacancies on the Executive Board except for the office of President and First Vice-President.

Section 4: No elected officer, identified in Section 1, who has served a term of office, shall succeed them self in the same office.

Section 5: All officers who have been legally elected to the office shall be regarded as past officers of that office, regardless of the length of time they may have served in office.

Section 6: The appointed officers on the Executive Board shall be the Corresponding Secretary, Parliamentarian and Chaplain.

Section 7: Any state officer, elective or appointive, resigning from office must submit all books and papers pertaining to their office within ten (10) days following notification of their resignation to the State President.

Section 8: A member serving on the Kansas State Council Board of Directors, in any capacity, may not continue to serve if they choose to go member-at-large or take a leave of absence during their term of office. Special circumstances shall be placed under consideration and ruled upon by the Kansas State Council Executive Board.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the Kansas State Council, the Board of Directors, and other State Council gatherings. They shall sign all documents and have general supervision of the council business. They shall be authorized to write checks during the temporary inability of the Treasurer and/or Second Vice-President to serve. They shall make such appointments as are outlined in this constitution and bylaws and others as are deemed necessary. They shall perform such duties as their title implies, as are outlined and as may be required. They shall be an ex officio member of all committees, except the nominating committee.

- (a) An Editor and Assistant Editor of the News and Views shall be appointed by the newly elected President. The appointment of the News and Views Assistant Editor will be based upon the recommendation of the Editor.
- (b) The President may sign IC credentials cards for chapter presidents when their chapter has no official delegate to the International Convention.
- (c) The President shall obtain the Executive Board's approval for any Presidential expenses that exceed any one of the President's line items by more than \$100 or exceeds the total President's line items by \$150. This may be done with an email vote since the President's expenses might go over budget when their final bills are submitted.

Section 2: The First Vice-President shall:

- (a) Automatically succeed to the office of President.
- (b) Assume the duty of the President in the latter's temporary absence or inability to serve.
- (c) The First Vice-President shall conduct the Chapter President's workshop at the annual convention or may assign someone to conduct it in their place.
- (d) They shall serve as chairperson of the nominating committee and furnish chapters with the Intent to Nominate form.

Section 3: The Second Vice-President shall:

- (a) Serve as First Vice-President in the latter's temporary absence or inability to serve.
- (b) The Second Vice-President shall automatically succeed to the office of First Vice-President.
- (c) A candidate for Second Vice-president must have served at least 2 years as an elected officer on the Kansas State Council.
- (d) Serve as chairperson of the state philanthropic project #1, collecting all contributions. They shall be bonded and shall receive and disburse all monies connected with the state philanthropic project #1. The account shall be carried so that the Second Vice-President or President's signature will be honored for check writing. They shall keep an accurate record of all monies received and disbursed. This record book will be audited by the Auditor, as directed by the President.
- (e) The Second Vice President shall conduct the District Chairperson's workshop at the annual Convention or may assign someone to conduct it in their place.

Section 4: The Recording Secretary shall maintain accurate records of minutes of the annual convention, minutes of the Board of Directors and any other meetings/events. The minutes shall be submitted and approved within sixty (60) days after such meetings. The minutes shall be kept in a permanent form, in books provided for that purpose. These records are the property of the Kansas State Council.

- (a) A copy of the board minutes, convention minutes and/or any other minutes of meetings or events recorded shall be mailed to the Executive Board, the International Council President and ESA

Headquarters. A synopsis of the minutes will be printed in the (next) issue of the News & Views. Past State Presidents and chapters in good standing may submit a written request for a copy of said minutes.

Section 5: The Treasurer shall:

- (a) Collect all monies, booster fees, dues, fees and assessments of the Kansas State Council. The Treasurer shall disburse funds only at the direction of the President. The account of Epsilon Sigma Alpha International, Kansas State Council shall be carried so that either the President's or the Treasurer's signature will be honored for check writing. They shall keep an accurate record of all monies received and disbursed, with receipts to substantiate same. The Treasurer's books will be audited by the Auditor as directed by the President.
- (b) The incoming Treasurer shall be bonded. The Position Bond shall be renewed immediately upon assuming their office with the premium on said bond being paid by the Kansas State Council.
- (c) The Treasurer shall serve as chairperson of the Budget Committee.
- (d) The President will establish a deadline in May for all bills to be submitted and paid by the Treasurer. Checks issued in May of the current year must be cashed within 30 days of the date the check was written or they will become void. No bills for the previous year will be honored after May 31 by the incoming president.
- (e) In the event the President goes over their budget line items by the amount specified in Article VI: Section 1(c), the Treasurer shall notify the President of the overage, and that it requires approval of the Executive Board.

Section 6: The Workshop Coordinator shall coordinate all materials and activities concerning the workshops for annual convention and Leadership seminars.

Section 7: The Corresponding Secretary shall handle all official communications. They shall assist the President with other details as requested.

Section 8: The Counselor shall advise the President, the Board of Directors and chapters as requested. They shall have charge of the installation of the new officers at the annual convention. The immediate past president shall be the Counselor for the ensuing year and the chairperson of the Disaster Fund.

Section 9: The Parliamentarian shall advise on any question of parliamentary procedure when requested.

Section 10: The Chaplain shall coordinate the memorial service and non-denominational service at the annual convention.

Section 11: The Membership Director shall maintain up-to-date information regarding membership campaigns, fees, goals and incentives as developed by ESA Headquarters. They shall also have a list of Members at Large and Recommend a Friend names for distribution to chapters.

Section 12: Each officer, elective and appointive, shall maintain a file of their activities, which, together with those materials received from their predecessor, shall be passed on to their successor at the annual convention.

ARTICLE VII: STANDING COMMITTEES

Section 1: There shall be the following standing committees: Nominating, Educational, Publicity, Membership, Social, Ways & Means, Kansas Care & Share and others deemed necessary in fulfilling the purpose of the organization.

Section 2: A standing committee shall consist of a chairperson and no less than one other member.

Section 3: Standing committees shall serve for one year.

Section 4: Each committee shall present a workshop at the annual convention as planned in the program by the Workshop Coordinator.

Section 5: The committee chairperson shall prepare a typewritten report of the year's activities. This report shall be passed to their successor as part of the records/files for that committee.

Section 6: The Nominating committee shall:

- (a) Be responsible for the presentation of a slate of one to five names for each office, except the offices of President and First Vice-President of the Kansas State Council.
- (b) Consist of the First Vice-President, acting as chairperson, the senior past president of the Kansas State Council and two other members who have been selected from members who have served on the state board for three years, one of which has been a chairperson of a committee.

Section 7: The Educational Committee shall maintain a current listing of programs in the Educational Library. It shall also be responsible for recording all chapter educational reports.

Section 8: The Publicity Committee shall encourage the use of all forms of media for publicity of ESA events.

Section 9: The Membership Committee shall consist of the Membership Director and at least one other member appointed by the President.

Section 10: The Social Committee shall coordinate with the hosting chapter/district for any social activities at State Council meetings. It shall also acknowledge guests at the meetings as instructed by the President.

Section 11: The Ways and Means Committee shall initiate ways and means projects for the Kansas State Council as dictated by the budget.

Section 12: The Kansas Care & Share guidelines are addressed in Standing Rule 2.

ARTICLE VIII: NOMINATIONS

Section 1: A candidate, for elected office, must have held the office of Chapter President or District Chairperson. They must have been an active member of ESA for at least three years prior to their nomination; must have attended at least one previous state convention; must indicate in writing their willingness to accept the office if elected; must be a member of a chapter in good standing with the Kansas State Council and have sponsorship of their chapter.

ARTICLE IX: ELECTIONS

Section 1: Letters of Intent to Nominate, with qualifications, may be submitted to the First Vice-President for publication in the News and Views by the Winter Board Meeting.

Section 2: The report of the nominating committee and qualifications of each candidate shall be published in the March issue of the News and Views. The chairperson of the nominating committee shall notify each

candidate in writing, that their name has been placed on the official ballot, with a copy of same to their chapter by March 1.

Section 3: All elections at the annual convention shall be by ballot.

Section 4: The officers shall be elected by plurality vote.

Section 5: The elections shall take place as noted in the agenda of the annual convention. A statement of election results will be given to the President immediately following final count. The statement shall be attached to the minutes of the convention and filed in permanent records of the Recording Secretary.

Section 6: Following the close of nominations from the floor, if there is but one candidate for each elective office, the Recording Secretary shall cast a unanimous ballot thereby eliminating the need for compliance with Article IX, Section 3.

Section 7: Emergency Election:

In cases of inability to call a State Convention and hold a regular meeting due to unforeseeable circumstances, the Nominating Committee shall present candidates for office and election shall be in accordance with the method determined by the Kansas State Council Executive Board. The Executive Board may also devise a means to transact business and to declare the officers chosen duly elected during such emergency.

ARTICLE X: FINANCES

Section 1: Revenue from the annual dues and booster fee shall be used to defray expenses of the Kansas State Council, which includes but are not limited to the following: publication of the News and Views, stationery, photocopying, office supplies, flowers, gifts, state delegates' expense to the IC Convention and any other item deemed necessary by the Board of Directors.

Section 2: A revolving fund of up to \$2,000 will be set up to be used by the hostess chapters for state convention purposes. This fund is to be replenished each year from convention receipts.

Section 3: The State President shall be allowed the following expenses to and from the IC Convention as supported by receipts: president's share of travel expenses, full registration fee, meals and room expenses en route and in the convention city.

Section 4: The State President shall present an estimated budget for expenses to the IC Convention to the State Treasurer at which time they will be advanced that amount. After the convention, they shall present an itemized account of expenses and shall be reimbursed, if necessary. Additional allowed expenses might include refreshments for the delegate caucus, hostess suite refreshments, gifts for honored persons, stickers/etc. for delegate distribution, thank you notes, and other communications. If the location of the convention indicates the necessity, the President is allowed travel and room expenses for one day prior to and one day after the convention.

Section 5: The State First Vice-President/President Elect and Second Vice-President shall be allowed the following expenses to and from the International Council Annual Leadership Training as supported by receipts: their share of travel expenses, full registration fee, meals (not to exceed \$25.00 per day), room expenses enroute and at the designated site.

Section 6: The registration fee and hotel accommodations at the annual convention, beginning one day prior to convention, shall be paid from convention receipts for the presiding President, the official IC representative and/or official ESA Headquarters representative.

Section 7: The registration fee for the Executive Board (not including the President) at the annual convention will be actual meal cost.

Section 8: Gifts purchased by the convention committee will be deducted from convention receipts.

Section 9: A refund of annual convention pre-registration (less registration fee) can be made if a member notifies Registration or Convention Chairman no later than 72 hours prior to the start of state convention. Verbal requests must be followed up in writing. Special circumstances shall be placed under consideration and ruled upon by the Convention Committee.

Section 10: May 31 of the current year shall be the deadline for all annual convention expenses. Bills associated with such expenses must be presented to the convention chairperson or convention treasurer, on or before this date or they will not be honored. Checks issued by the convention treasurer must be cashed within 30 days of the date the check was written or they will become void so convention books may be closed and audited.

ARTICLE XI: REPRESENTATION

Section 1: Chapters in good standing with the Kansas State Council are entitled to one delegate for every ten members or fraction thereof.

Section 2: To be in good standing, a chapter must have paid state and international dues of members and the state booster fee.

ARTICLE XII: VOTING POWER

Section 1: The voting power of this organization shall consist of qualified delegates present at the annual convention. Each delegate is entitled to an alternate.

Section 2: Voting delegates shall cast their own vote. If a chapter is eligible for more than one vote with only one delegate in attendance, that delegate may cast all the chapter's votes, provided the delegate is identified on the credential form. Proxy voting, by qualified delegates, shall be allowed in the election of officers. No voting delegate may cast more than four (4) proxy votes.

(a) Eligible chapters not having a voting delegate in attendance may have their proxy vote(s) cast by a qualified delegate of their own choice who has been identified on the chapter's credential form.

Section 3: Past Kansas State Presidents, in good standing with the Kansas State Council, shall be allowed one vote in the election of officers with their total votes being limited by Section 2 of this article.

(a) Past State Presidents, not in attendance, may have their proxy vote cast by a qualified delegate of their choice who has been identified on the credentials form.

Section 4: The voting power of the Board of Directors at the state council meetings shall consist of the elective officers, appointive officers, state chairpersons, committee members, District Chairpersons, Lamplighter President and the State Counselor.

(a) The quorum of the Board of Directors shall be one-third (1/3) of the board members.

Section 5: Emergency Voting:

In cases of inability to call a State Convention and hold a regular meeting due to unforeseeable circumstances, voting on business matters shall be conducted with the method determined by the Kansas State Council Executive Board. The Executive Board may also devise a means to transact business by manual or virtual means.

ARTICLE XIII: AMENDMENTS

Section 1: The president may appoint a Constitution and By-laws Committee as needed. The Parliamentarian shall serve as chairperson of the committee. Proposed changes shall be submitted by the committee to the Board of Directors for their consideration and approval. If approved, said proposed amendments shall be printed in the next issue of the News & Views, at least thirty (30) days prior to the annual convention for study and review by the chapters.

Section 2: Approval of the Board of Directors must be given before an amendment is presented to the delegates. The amendment must have been in the hands of all chapters in the state for their study and consideration at least thirty (30) days prior to the annual convention.

Section 3: *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority of this organization.

ARTICLE XIV: FISCAL YEAR

The fiscal year of Epsilon Sigma Alpha International, Kansas State Council shall be June 1 to May 31 of each year.

ESA KANSAS STATE COUNCIL STANDING RULES

1. The Kansas State Council or any chapter in the state of Kansas is not liable for any material borrowed for any function. The member who borrowed the material is solely responsible for its safe return.
2. The Kansas State Council shall have a Kansas Care & Share Fund. This fund is to aid members, in good standing, in financial difficulties over which the member has no control, i.e. loss of income due to illness, death or accident to member's immediate family or extreme personal hardship that would cause loss of member's income.
 - (a) No claim may exceed \$2,000.00.
 - (b) The Kansas Care & Share Fund committee shall consist of the Kansas Care and Share Chairperson (to be appointed by the State President), the State President and the State First Vice President. The chairperson shall handle and administer the monies of the Kansas Care & Share Fund.
 - (c) The Kansas Care & Share Fund Chairperson and committee shall investigate, approve and decide on the amount of each claim.
 - (d) In cases of extreme emergency, the chairperson, upon investigation, may authorize the advance of the Kansas Care & Share Funds with the understanding that a formal claim will be filed.
 - (e) The Kansas Care & Share Fund is not intended for use as an ongoing source of financial aid for the same disaster. In the event a chapter requests additional assistance for the same member for the same event, a new claim form shall be filed with the Kansas Care & Share chairperson. The committee will conduct a thorough investigation and make its recommendation to the Executive Board. The final decision shall be made by the Executive Board.
 - (f) The request for aid must originate with the President of the local chapter of the member involved. Should the chapter President be the person applying for aid, the request must originate from the Chapter Vice President. A member-at-large who is a resident of Kansas and has paid their International and State dues for the current fiscal year may apply for aid directly to the Kansas Care & Share Fund Chairperson.
 - (g) The Kansas Care & Share Fund books shall be audited by the State Auditor as directed by the President. A final audit will be accomplished at the close of the fiscal year.
 - (h) The Kansas Care & Share Fund chairperson shall be bonded.
3. The following procedure shall apply to all members who are a candidate for a state office.
 - (a) All nominees shall furnish one (1) 5"x7" with the Intent to Nominate form to the First Vice-President. The nominating committee shall make a large billboard – type poster which shall list each office with pictures appearing under the respective office for which a candidate is nominated. Pictures shall have small labels affixed to the bottom of the picture giving the name of the candidate, their chapter and city.
 - (b) Convention campaign program on Friday will be determined by the First Vice-President.
 - (c) All nominees, opposed or unopposed for state council office, shall have the option of one (1) small inexpensive handout item for campaigning, to be distributed at the Friday night mixer, or to make a charitable donation.
 - (d) Campaign dress may be worn on Friday.
 - (e) All candidates shall be allowed to speak at the state convention with the topic and time allotment to be announced by the First Vice-President.
4. The Kansas State Council will endorse not more than two (2) candidates for International Council elective office. The endorsement decision shall be made by the Board of Directors of the Kansas State Council.
 - (a) The President of the Kansas State Council will appoint three committees to assist the endorsed candidate(s). The committees shall be: Campaign Handout Committee, Kansas Delegation Campaign Dress Committee, and Ways & Means Committee.
5. The Kansas State Council shall have an IC campaign fund to financially aid candidates for IC elective office. Contributions to the fund will be voluntary donations.

- (a) Expenses will be allowed for endorsed candidates running for an elective office except for IC Corresponding Secretary. The maximum amount allowed per candidate is \$1000.00 per year. The candidate(s) is required to present proper vouchers and receipts for these funds to the President for approval. The \$1000 is available until the candidate successfully achieves the office of First Vice-President of the International Council.
 - (b) Allowable expenses shall be limited to actual expenses incurred for travel to multi-state council meetings, the State Presidents' Leadership Seminar and/or campaign handouts.
 - (c) No funds shall be taken from the regular Council budget to fund candidates for International office. In the event the Ways & Means Committee is unable to raise the \$1000 per candidate, the available funds shall be divided into equal amounts. If there is only one candidate, and funds are not available to provide the maximum amount, the candidate will receive only those funds which are available from the ways and means project for that year.
 - (d) An IC President's Account shall be established the year the candidate is IC Second Vice-President. This account shall be audited by the State Auditor whenever activity deems it necessary. Any balance remaining in this account after the I.C. President serves their term shall be returned to the IC Campaign Account.
6. The Kansas State Council will endorse one (1) candidate for ESA Foundation Board of Directors.
 - (a) Kansas ESA members interested in seeking a Foundation position have the privilege of requesting council endorsement. A candidate must submit a written request for endorsement to the President of the Kansas State Council. The President will present the request(s) to the Board of Directors for a decision. A majority vote shall determine the decision. The President will prepare a letter of endorsement as needed by the candidate and mail it to the ESA Foundation Vice Chairman.
 - (b) A maximum of \$50.00 financial assistance from the IC Campaign Fund will be given an ESA Foundation candidate who has been endorsed by the Kansas State Council Board of Directors. The candidate is required to submit proper vouchers and receipts for these funds to the President for approval. Allowable expenses may include registration to the Foundation luncheon or as needed for the candidate's IC Convention registration fee.
 - (c) Members who do not request endorsement of their candidacy from the Kansas State Council shall receive no financial assistance.
7. The Kansas State Council will endorse a maximum of two (2) candidates for the MARC Board of Directors.
 - (a) Kansas ESA members interested in seeking a MARC position have the privilege of requesting council endorsement. A candidate must submit a written request for endorsement to the President of the Kansas State Council. The President will present the request(s) to the Board of Directors for a decision. A majority vote shall determine the decision. The President will prepare a letter of endorsement as needed by the candidate(s) and mail it to the appropriate officer of MARC.
 - (b) A maximum of \$300.00 financial assistance from the IC Campaign Fund will be given an ESA MARC candidate(s) who has been endorsed by the Kansas State Council Board of Directors. The candidate(s) is required to submit proper vouchers and receipts for these funds to the President for approval.
8. The Awards Chairperson shall honor chapters celebrating special anniversaries at State Convention.
 - (a) All members in chapters celebrating their 25th and 50th anniversary shall renew their vows in a joint ceremony and receive a chapter certificate of achievement.
 - (b) All members in chapters celebrating anniversaries of 30, 40, 55 and every five years thereafter, shall be recognized, and receive a chapter certificate of achievement.
9. Chapters identified as the Kansas State Outstanding Chapter for three consecutive years shall be recognized in the following manner: Their chapter name, number, and town, along with the years they received the award shall be engraved on the back of the traveling trophy tea service tray. The Executive Board may also recommend to the Board of Directors that a one-time donation be made to the charity of the chapter's choice.
10. There are occasions when it is necessary to cancel/postpone state council meetings due to weather conditions. A chapter/district hosting a state council meeting shall include cancellation procedures in their informational

packet to the President. This information will be included in the mailing to the Board of Directors and the News and Views.

11. Moneys from a Convention/State Council Meeting Contingency Fund may be used if state convention expenses exceed convention income. The savings account is to have a minimum balance of \$1,000; plus, or minus \$100. Convention profits are added to this account.
12. The chapter/district hosting the state council meeting may charge a registration fee, not to exceed \$10.00; this shall be used to offset the president's room expense and any other expenses incurred to host a state council meeting. A late fee equal to the registration fee may be charged. Any balance from the registration & late fees, after expenses, shall be forwarded to the State Treasurer with a copy of the state council meeting's income, expenses and/or receipts. These funds will be deposited in the Convention/State Council Meeting Contingency Fund. These funds may be used to offset similar expenses at future State Council meetings when the registration fees do not cover the expenses.
13. A budgeted monetary advance shall be available to the incoming State President no later than May 1 in order to defray the expense of IC Convention travel arrangements, officers' insurance bond, stationery, envelopes, and other items needed to begin the new year. Any balance from this amount should be transferred to the incoming treasurer no later than July 1 when possible.
14. The President shall inform each of the officers and committee chairpersons at the beginning of the fiscal year of their budgets for the current year. In the event vouchers are submitted in excess of a budget line item, the President may wait until the end of the fiscal year to reimburse that officer or chairperson for the excess amount. Payment of these bills will come from the remaining funds after all other bills have been paid. If there are no funds available, the officer or chairperson exceeding their budget will not be reimbursed.
15. A travel fund for district visitations shall be included in the budget for the President, First Vice-President, and Second Vice-President of the Kansas State Council. The officers are required to submit receipts for these expenses. Allowable expenses include meeting registration, meals, tolls, fuel, and lodging if necessary.
16. All Kansas State Council Committees charged with the task of raising funds for a given cause may request the use of a table outside the meeting room at all Kansas State Council meetings to accomplish that goal.
 - (a) Specific fund-raising activities, speakers, or presentations will be scheduled during a state council meeting at the discretion of the State President. Final reports from other chairpersons and/or representatives may also be given at State Convention.
17. Chapters in good standing with the Kansas State Council shall be allowed to offer items for sale at the annual State Convention or state council meetings.
 - (a) A written request shall be made to the Convention chairperson or the District/Chapter hosting the state council meeting for the needed space/tables to be used for display of items.
 - (b) A response from the above-mentioned chairperson shall be required.
 - (c) Deadlines to accept these requests are at the discretion of the event chairperson.
18. A review of all appointments, committee chairs, and committees should take place every year to assure the membership that the needs of the Kansas State Council are being met. In the event the Executive Board or chairpersons feel that a program or appointment requires revision, the Executive Board will have the authority to make such revisions. If these positions are specifically identified in the Kansas State Council Constitution and Bylaws, the regular process of constitutional change must occur. Any major change to an appointment or program not outlined in the Constitution and Bylaws will be recommended by the Executive Board to the Board of Directors for consideration.
19. Newly chartered chapters will have a state membership dues waiver by meeting the following qualifications. For a first-year dues waiver, the chapter must submit a by-name roster to the State Treasurer within 30 days of their chartering ceremony including the \$10 State Booster Fee. If the newly chartered chapter has 10 members

or more by the end of the ESA year (May 31) of their chartering, they will qualify for a second-year waiver for state membership dues by submitting them by-name roster to the State Treasurer and paying the chapter's \$10 booster fee by June 1. The chapter will receive all privileges of a chapter in good standing during this period.

- 20. The Auditor shall audit the books of the Treasurer, Second Vice-President, Disaster Fund, Kansas Care & Share, Ways & Means, Convention Treasurer and others, as directed by the President. Audits will be accomplished in conjunction with the state board meetings, with a report being presented to the Executive Board prior to the close of said meeting. The final audit will be accomplished at the close of the fiscal year.
- 21. As a Member of MARC, Midwest Area Regional Council, the Kansas State Council
 - (a) Shall be represented by the Current State President and 2 Representatives appointed by the President. The 2 Representatives shall be members of the Kansas State Council Board of Directors.
 - (b) Shall budget \$1000.00 for MARC annual convention expenses as follows:
 - (1) \$300.00 each for the President and 2 Representatives to cover expenses to attend.
 - (2) \$100.00 for any required donations for MARC fundraising at the convention.
 - (c) Shall have the President and 2 Representatives strive to source items to sell at the MARC Marketplace at the MARC Convention and the Ways & Means table at the Kansas State Board Meetings and Convention; to help offset the \$1000.00 budgeted expenses.

Revised May, 2005
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Revised January, 2020

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Revised May, 2013
Revised May, 2021

Revised May, 2009
Revised May, 2015

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