

**BYLAWS OF THE MIDWEST AREA REGIONAL COUNCIL
EPSILON SIGMA ALPHA INTERNATIONAL, INC.**

ARTICLE I

NAME

The name of this organization shall be the Midwest Area Regional Council of Epsilon Sigma Alpha International, Inc. and may be referred to as MARC.

ARTICLE II

OBJECTIVES

To promote closer relations and fuller cooperation among the Midwest area state councils, the International Council, ESA Headquarters and the ESA Foundation;

To assist member state councils in reaching new goals and new heights in the growth and strengthening of ESA in the Midwest area;

To serve as a means of promoting fellowship and unity among ESA members of the member state councils;

To offer a means of sharing mutual problems, concerns, and goals to better enable the ESA members of the member state councils to serve ESA;

To generate a means of providing further educational and leadership training for the ESA members in the Midwest area;

To do generally any and all things necessary in the fulfilling of the purposes of ESA International.

ARTICLE III

AFFILIATION

The Midwest Area Regional Council shall be a member of Epsilon Sigma Alpha International Incorporated.

ARTICLE IV

MEMBERS

Section 1. The membership of the Midwest Area Regional Council of ESA International is open to the state councils of the Midwest area.

Section 2. To be a member of the Midwest Area Regional Council, a state council must be in good standing with the International Council.

Section 3. To be in good standing with Midwest Area Regional Council, a state council must name two representatives to the general board annually by July 1.

ARTICLE V

OFFICERS

Section 1. Elected Officers

- A. The officers of the Midwest Area Regional Council shall be president, vice president/president elect, secretary, treasurer, communicator and parliamentarian. These officers shall perform the duties prescribed by these by-laws and the parliamentary authority adopted by the Midwest Area Regional Council.
- B. The officers shall be elected by ballot to serve for one year or until their successors are elected. Their term of office shall begin at the close of the annual leadership conference at which they are elected.

Section 2. Appointed Officers

Appointed officers shall be appointed by the President of MARC and shall include the Foundation Representative, Chaplain and Ways and Means Chairman to serve for one year or until their successors are appointed. Their term of office shall begin at the close of the annual leadership conference at which they are appointed.

ARTICLE VI

QUALIFICATIONS OF OFFICERS

Section 1. To be eligible for an elected office, a candidate must now be or have been a member of the general board of the Midwest Area Regional Council.

Section 2. All elected officers to the executive board must have been a president in an ESA chapter and/or served as an elected/appointed officer in a member state council, or president of a city, district or zone council.

Section 3. To be eligible for the offices of President and Vice President/President Elect, a candidate must have been a State President.

ARTICLE VII

ELECTION OF OFFICERS

Section 1. Nominations for elected officers shall be made at the MARC meeting at IC Convention. A nominee, if not present at the meeting, must have given prior written consent to her state representative to present at the time of nomination.

Section 2. Election of officers shall be held by ballot at the annual leadership conference by members of the general board.

- A. The junior past president shall furnish printed ballots to the members of the general board at the annual leadership conference.
- B. At least two (2) tellers shall be appointed by the president to count the ballots.
- C. In the event of a single slate, election may be by motion from the floor.

ARTICLE VIII

DUTIES OF OFFICERS

Section 1. President

- A. Shall organize the Midwest Area Regional Council General Board as a functioning body.
- B. Shall have general supervision of the council under the direction of the executive board.
- C. Shall preside at all meetings and the annual leadership conference.
- D. Name all appointed officers, standing committees and other special committees with the approval of the executive board.
- E. Shall be an ex-officio member of all committees but shall not be required to attend meetings thereof.
- F. Shall instruct all elected and appointed officers and committee chairpersons to prepare a permanent file that shall be turned over to their successors immediately following the annual leadership conference.
- G. Shall communicate with the general board through the Communicator's newsletter and at other times as deemed necessary.
- H. Shall retain records for a period of three (3) years then return to originator.

Section 2. Vice President/President Elect

- A. In the event the president is unable to complete her term of office, the president elect shall assume the duties of the president and shall be known as president pro-tem.
- B. Shall be a member of the Nominating Committee.
- C. Shall promote participation in MARC by working with the MARC states' representatives.
- D. Shall work in conjunction with the president and local conference chairman in the planning and coordination of the annual leadership conference.
- E. Shall retain records for a period of three (3) years then return to originator.
- F. Shall represent MARC at the annual IC Leadership.

Section 3. Secretary

- A. Shall keep in permanent form an accurate record of meetings of the council and its executive board.
- B. Shall mail a copy of the minutes to the president for additions or corrections within two (2) weeks after said meetings.
- C. Shall forward approved minutes to members of the executive board, general board, the I.C. president, first vice-president, second vice-president, state presidents' chairman, and ESA Headquarters within sixty (60) days after said meeting.
- D. Shall forward approved copies of the executive board minutes to the executive board members only.
- E. Perform any other correspondence duties as directed by the executive board.
- F. Record an official history of the Midwest Area Regional Council.

Section 4. Treasurer

- A. Shall be custodian of the funds of MARC; shall pay out only budgeted expenses, not to exceed the budgeted amounts without prior approval of an executive board quorum.
- B. Shall keep accurate records of all monies received and paid out with receipts to substantiate a record for auditing purposes. These records shall be retained for seven (7) years.
- C. Shall retain as part of permanent files the approved budget and spread sheets.
- D. Shall prepare an itemized financial statement to present at the annual leadership conference and shall furnish the books to the auditing committee for audit at this meeting.
- E. Shall be chairman of a budget committee.
- F. Shall present a proposed budget for the new council year to the general board at the MARC meeting at International Convention, which shall be printed in the August issue of reMARC and voted on at the annual leadership conference.
- G. MARC treasurer shall transfer all funds, less outstanding checks, to the incoming treasurer at the close of the annual leadership conference.
- H. The previous year's account should be closed no later than ninety (90) days after the annual leadership conference.

Section 5. Communicator

- A. Shall maintain an up-to-date mailing list of reMARC subscribers.
- B. Shall create and publish a council newsletter, known as reMARC, shall mail it to the paid subscribers and shall provide it to the MARC website and all of the MARC states' website coordinators in a timely manner.
- C. Shall retain one copy of each reMARC published in a permanent file. All other materials shall be returned to originator after three (3) years.

Section 6. Parliamentarian

- A. Shall assist the president in parliamentary procedure when requested.

- B. Shall receive the proposed amendments for by-laws from member states by June 15 of each year.
- C. Shall present proposed by-law changes to the general board at the MARC meeting during the International Convention.
- D. Shall send amended by-laws to the executive board and general board within sixty (60) days of the annual MARC Leadership Conference.
- E. Shall retain one copy of current approved by-laws in a permanent file. All other material shall be returned to originator after three (3) years.

Section 7. Junior Past President

- A. Shall serve as an advisor to the executive board.
- B. Shall be chairman of the nominating committee.
- C. Shall request formal bids from the member state councils for the annual leadership conference two (2) years hence. The bids must be submitted to the junior past president by June 15, presented to the membership at the July International Council convention and voted on at the annual leadership conference.

ARTICLE IX

APPOINTED OFFICERS AND COMMITTEES

Section 1. Local Conference Chairman

- A. Shall be responsible for planning the annual leadership conference held in October and work in conjunction with the president in coordinating the annual leadership conference schedule.
- B. Shall be responsible for providing the current year's annual leadership conference information and registration form to all general and executive board members, MARC website coordinator, state editors, state website coordinators, International Council elected and appointed officers and other regional council presidents.
- C. Shall receive and deposit all monies pertaining to the annual leadership conference and pay all bills incurred by the conference.
- D. Shall furnish the books to the auditing committee sixty (60) days after the annual leadership conference and prepare an itemized financial statement to be published in the March issue of reMARC's.
- E. All conference funds less outstanding checks shall be transferred to the MARC treasurer within (70) days after the annual leadership conference.

Section 2. Chaplain

- A. Shall send appropriate notes/cards to MARC members when notified of illness or death of members and/or families of members.
- B. Shall be responsible for the invocation at each meeting of the Midwest Area Regional Council.

- C. Shall be responsible for inspirational services at the annual leadership conference.
- D. Shall notify Executive Board, General Board, and MARC State Chaplains of members' illnesses, immediate family deaths, and births.

Section 3. ESA Foundation Representative

- A. Shall work with the ESA Foundation and keep members informed of the projects and activities of the ESA Foundation.
- B. Shall keep members informed of the status of the MARC scholarship fund and be responsible for any fund raising efforts on behalf of the MARC scholarship fund.

Section 4. Ways and Means Chairman shall serve as chairman of the Ways and Means Committee and present the committee's plans for Ways and Means projects to the Executive Board at the Spring Board meeting.

Section 5. All appointments will be limited to the terms of office of the president unless specified and approved by the executive board.

Section 6. Committees shall consist of one (1) representative from at least three (3) member state councils.

Section 7. Appointed officers and committees shall render a written report of their activities at the annual leadership conference.

Section 8. The Nominating committee shall consist of the Junior Past President, Vice President/President-Elect, and one (1) representative from each of at least three (3) member councils. The nominating committee shall provide at least one (1) candidate and not more than three (3) for each elective office of the Executive Board of the Midwest Area Regional Council.

Section 9. The Ways and Means committee shall consist of the Chairman and at least (1) representative from each of at least three (3) other member councils, to be appointed by the President at the annual meeting. This committee shall propose appropriate ways and means projects to the Executive Board at the Spring board meeting.

Section 10. Leadership Auditing committee shall consist of at least three (3) representatives from hostess state council, other than the conference executive committee.

ARTICLE X

EXECUTIVE BOARD

Section 1. The executive board shall consist of the elected Midwest Area Regional Council officers and the Junior Past President.

Section 2. Meetings of the executive board will be held in conjunction with the International Convention, the MARC annual leadership conference and one mid-year meeting at a central location to be determined.

Section 3. The executive board shall have the general supervision of the affairs of the Midwest Area Regional Council between annual leadership conferences, make recommendations to the general board for final approval and perform other duties as specified by the by-laws and the parliamentary authority adopted by these by-laws.

Section 4. Special meetings may be held at the call of the president or four (4) other members of the executive board within forty-five (45) days prior notice to all members of the executive board.

Section 5. A quorum for the executive board meeting shall consist of at least five (5) of the executive board members.

ARTICLE XI

GENERAL BOARD

Section 1. The general board shall consist of two (2) representatives and the state president or their alternate of each member state council. No state may have more than three (3) official members on the general board.

Section 2. Meetings of the general board shall be held during the International Convention and the annual leadership conference; also, immediately following the annual leadership conference if deemed necessary by the newly elected president.

Section 3. The general board shall serve in an advisory capacity to the executive board. They shall bring the concerns of their state councils to their attention, provide information and support as requested to insure the success of the organization. Any action of the executive board may be overturned by a two-thirds (2/3) vote of the general board.

ARTICLE XII

MEETINGS

Section 1. A MARC meeting will be held during the International Council Convention for all ESA members of the Midwest area to promote fellowship.

Section 2. The annual leadership conference of the Midwest Area Regional Council shall be held the second weekend of October. The purpose of the annual leadership conference

will be to provide leadership training and educational experiences for ESA members in the member state councils and to conduct MARC business.

Section 3. Special meetings may be held at the call of the president of the executive board within forty-five (45) days prior notice to the executive board.

ARTICLE XIII

VOTING

Section 1. The voting delegation shall consist of the members of the general board or their designated alternates.

- A. Each delegate shall be entitled to one vote.
- B. No proxy voting shall be allowed.

Section 2. A motion may be made by an official delegate but must be seconded by a delegate from another state council.

Section 3. All voting, with the exception of amendments to these by-laws, shall be by plurality votes.

Section 4. In the event of a tie vote, the election should be rerun. If a tie still occurs, the ties shall be broken in the following manner.

- The names of the nominees shall be placed in a hat and the President draw from the names of the individuals tied to select the one to be considered elected.

Section 5. A quorum shall consist of two-thirds (2/3) of the voting delegates allowed.

ARTICLE XIV

FINANCE

Section 1. Annual dues shall be paid to the International Council at the appropriate time.

Section 2. The treasurer shall be prepared to pay lunch charges for the members of the executive board at the mid-year meeting at the site of the next conference.

Section 3. The treasury shall pay the conference registration fee for the MARC President.

Section 4. The financial accounts of the treasurer and local conference chairman/treasurer shall be insured by a fidelity bond made in the name of the Midwest Area Regional Council of Epsilon Sigma Alpha International. The insurance bonding company must include coverage in all of the nine (9) states of the MARC members.

ARTICLE XV

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of “Roberts Rules of Order Newly Revised” shall govern the Midwest Area Regional Council in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE XVI

VACANCIES

Section 1. Vacancies in the offices of the Midwest Area Regional Council may be filled for the unexpired term by appointment of the president with the approval of the executive board.

Section 2. If a candidate for office of the Midwest Area Regional Council elective board withdraws from the slate prior to the conference, nominations will be accepted from the floor at the annual leadership conference.

ARTICLE XVII

AMENDMENTS

Section 1. These by-laws may be amended at the annual leadership conference of the Midwest Area Regional Council by a two-thirds (2/3) vote of the delegates, present and voting, attending the meeting.

Section 2. Written notice of proposed amendment(s) must be forwarded to the members of the general board by August 1 so that member state councils can act upon the proposal(s) at their next council meeting.