**NORTHWEST DISTRICT COUNCIL**

**BYLAWS**

**OREGON STATE COUNCIL, ESA**

**ARTICLE I – NAME**

SECTION 1 The name of this organization shall be the Northwest District Council of the

 Oregon State Council of Epsilon Sigma Alpha International.

**ARTICLE II – PURPOSE**

SECTION 1 The Northwest District, a division of the Oregon State Council of Epsilon

 Sigma Alpha, shall have as its purpose the responsibility to coordinate and inform all member chapters of the business of the Oregon State Council. It

 shall promote education, philanthropy, and exchange of ideas among chapters

 and shall provide informative meetings for its members.

SECTION 2 The Northwest District Council shall be a nonprofit organization. It has as its

 Philanthropic project, a scholarship fund, supported by the scholarship project

 and/or chapter and individual donations.

**ARTICLE III – MEMBERSHIP**

SECTION 1 Membership of the Council shall consist of all ESA chapters within the

 Boundary of the Northwest District Council, to the Oregon State Council and

 to the International Council of ESA.

SECTION 2 The Northwest District boundaries include Silverton-Salem area to the south,

 The Dalles to the east, the Columbia River to the north and the Pacific Ocean

 to the west.

**ARTICLE IV – OFFICERS**

SECTION 1 Elective officers of the Northwest District Council shall be the President, Vice

 President, Secretary and Treasurer.

SECTION 2 Members of the General Board shall consist of the elected officers, Jr. Past

 President, appointed Committee Chairs and Chapter Presidents.

SECTION 3 Term of office for the NW Council shall be for one year. The term will begin

 at the May meeting and run for one year. Election of officers shall be held

 at the February meeting and installation at the May meeting. The President

 shall appoint Standing and Special Committees to serve during the term of

 office as her own.

SECTION 4 The Northwest District officers shall not serve more than two consecutive terms

 within the same office.

SECTION 5 Qualifications of officers are specified as follows:

 a) Each officer must be an active jewel pin member of a Northwest District

 chapter in good standing.

 b) She shall have served as an elected chapter officer for one term and have

 attended at least three NW District Council meetings in the last two years.

 c) The Northwest District Council President and Vice President must have

 served a full term as Chapter President. They must have attended at least

 four NW District Council meetings within the last two years.

 d) The nominee(s) for secretary must have served as a Chapter Secretary for

 one term.

 e) The nominee(s) for treasurer must have served as Chapter Treasurer or

 treasurer of another organization. The newly elected Treasurer should be

 able to post a surety bond.

 f) Nominees for District Office shall submit a letter of acceptance signed by

 the nominee and the Chapter President, together with her qualifications, to

 the District Vice President by January 15th.

**ARTICLE V – DUTIES OF OFFICERS**

SECTION 1 President

 a) The President shall direct all business and activities of the Council. She is responsible for preparing an agenda, for presiding at all District Council

 meetings. She shall notify each chapter, in writing, of the date, time and

 place of the meeting and points of discussion of the business program

 thirty (30) days prior to the meeting.

 b) She shall appoint a chaplain, two (2) budget committee members, auditing

 committee, three (3) nominating committee members, a scholarship

\ committee chair, three (3) new scholarship committee members,

 a scholarship project chair, a program committee of three (3) members

 one each from Portland area, Salem-Silverton area, Hood River area, with

 the Vice President to act as the chair, a publicity chair and other

 committees as required.

 c) By virtue of her office, she is a member of the Oregon State Council

 General Board. She shall inform all Northwest District Council chapters

 about the business originating from or pertaining to the Oregon State

 Council of ESA.

 d) The President shall be responsible for preparing a District yearbook not

 to exceed the budgeted amount.

SECTION 2 Vice President

 a) The Vice President shall assume the duties of the President in the event

 the President is unable to serve.

 b) She is Chair of the nominating committee. As Chair, it will be her

 duty to forward to the chapters a letter requesting qualifications and the

 nominees acceptance of nomination for office. The Chair shall notify

 the President of the slate of nominees thirty-five (35) days prior to election.

 c) She shall serve as Program Chair, working with the three-member

 program committee, one from the Portland area, one from Salem-Silverton

 area and the Hood River area.

SECTION 3 Secretary

 a) The Secretary shall keep in permanent form an accurate record of all

 meetings of the District Board and Council meetings.

 b) The minutes of all meetings shall be forwarded within twenty (20) days

 following the meeting to all NW District Chapter Presidents, District

 officers and all committee chairs, State President and State First Vice

 President.

SECTION 4 Treasurer

 a) The Treasurer shall handle the monies of the District Council treasury and

 the scholarship fund. She shall pay out budgeted monies submitted on

 expense vouchers. An unbudgeted expense must be approved by the

 membership before payment is made.

 b) She shall render a financial statement of monies collected, disbursed and

 on hand in the Council treasury and scholarship account at each meeting.

 c) She shall serve as Chair of the budget committee.

 d) She shall prepare a list of chapters who have paid District dues for the

 President and Secretary prior to each meeting.

 e) She shall void all checks not cashed within sixty (60) days following the

 May District Council meeting.

 f) The Treasurer shall pay the President’s or the alternate’s registration fee

 to the Oregon State Leadership Conference, the Winter Meeting of the

 Oregon State Council and the Oregon State Council Convention by the

 designated times, Northwest District funds permitting.

 g) Prior to the May meeting, the newly elected Treasurer shall contact the

 Northwest District Council bank of record regarding their procedures for

 obtaining the signatures of the incoming President and Treasurer on the

 checking account and the savings account.

SECTION 5 Jr. Past President

 a) The Jr. Past President shall serve as the District Parliamentarian. She shall

 prepare copies of proposed bylaws amendments as provided by Article XII

 of Amendments. Upon revision of Northwest District Council Bylaws, she

 shall forward copies of the revision to all NW District Chapter Presidents,

 District Officers and all committee Chairs, Oregon State President and

 Oregon State First Vice President.

 b) She shall be responsible for arrangements for the Installation of Officers

 at the May meeting. The President-elect may select an installing officer.

 c) She shall purchase a gift for the outgoing President, not to exceed the

 budgeted amount. This will be presented at the May meeting.

**ARTICLE VI – VACANCIES**

SECTION 1 The District Vice President shall assume the duties of the President in the event

 the President is unable to serve.

SECTION 2 In the event that both the District President and the District Vice President are

 unable to serve, the Jr. Past President will call a special meeting of the General

 Board to appoint a member in good standing to fill the uncompleted term of office.

SECTION 3 In the event of a vacancy in the office of Secretary or Treasurer, a candidate will

 be appointed by the President with the approval of the Elected Board and the Jr.

 Past President.

**ARTICLE VII – COMMITTEES**

SECTION 1 The Scholarship Committee shall be responsible for selecting eligible scholarship

 recipient(s). The committee, appointed by the District President, will serve during

 her term of office and includes the Scholarship Chair, the Scholarship Project

 Chair and three appointees.

SECTION 2 The Scholarship Project Chair will be responsible for the fundraising event.

SECTION 3 The Auditing Committee will audit the books of the District immediately

 following the May meeting and will be turned over to the newly elected Treasurer

 at that time.

SECTION 4 The Chaplain shall:

 a) Give the “Invocation” and/or “Thought for the Day” at all District Board

 and General Membership meetings.

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 b) Upon notification, send cards of cheer or condolence to members and/or

 their families.

 c) Forward above information to the State Chaplain.

SECTION 5 The Nominating Committee shall prepare a slate consisting of one or more

 nominees for the office of President, Vice President, Secretary and Treasurer.

SECTION 6 The Budget Committee shall prepare the budget for the coming year to be

 presented at the May meeting. The Budget Committee shall be comprised of the

 out-going Treasurer, the incoming Treasurer and two (2) other District

 members in good standing.

SECTION 7 The Publicity Chair shall send an article to The Oregon Grapevine immediately

 following each General Membership meeting. At the discretion of the District

 President, an article may be sent to the Jonquil.

**ARTICLE VIII - MEETINGS**

SECTION 1 A General Membership meeting shall be held during the third week of October,

 February and May. The day and time shall be at the discretion of the hostess

 chapter and President. A Board meeting may be held thirty (30) days prior

 to a General Meeting at the discretion of the President.

SECTION 2 Hostess chapter(s) shall be responsible for making arrangements for the meeting

 place, registration, invitations, name tags and decorations. All arrangements and

 entertainment shall be approved by the District President.

SECTION 3 Each Chapter President is responsible for notifying the hostess chapter as to the

 number attending. Reservations may be cancelled until the third day before the

 meeting date. Chapters with unfulfilled reservations shall pay on a pro-rated

 basis if any loss is incurred.

SECTION 4 Invitations may be sent to the District President forty (40) days prior to the

 meeting to be included in the President’s mailing to all chapters.

SECTION 5 Hostess chapters will be selected on a rotation basis, this would be alphabetical

 by chapter, not city. A fundraiser activity will be held at each General District

 meeting:

 October District meeting – St. Jude Children’s Research Hospital

 February District meeting – Northwest District Scholarship Fund

 May District meeting – Easter Seals of Oregon

 A chapter, other than the hostess chapter, shall be responsible for the fundraiser

 item and/or activity for each of these meetings. The chapter will be selected on

 a rotating basis.

**ARTICLE IX - FINANCE**

SECTION 1 An annual fee of five dollars ($5.00) per chapter member (including pledges)

 shall be paid by September first and is delinquent by October first.

SECTION 2 At the discretion of the District President, the State President and the State First

 Vice President shall be invited to the District meetings. The luncheon/dessert

 cost for the first meeting they attend will be paid by the District Council. All

 other visits will be no-host. The District Council will also pay the luncheon/

 dessert cost of invited guest speakers arranged for by the Program Chairman.

**ARTICLE X - VOTING**

SECTION 1 Procedure for voting is as follows: Only the actual number of votes authorized

 to the chapter is permitted to be exercised. This includes both voice and ballot

 votes. Chapters whose current dues to District, State and International Council

 are paid, are eligible to vote.

SECTION 2 Voting power shall be as follows: One vote for the Chapter President and one

 for every eight members including pledges. Four or more chapter members shall

 count as eight.

**ARTICLE XI - PARLIAMENTARY ORDER**

SECTION 1 Robert’s Rules of Order (revised) shall be the parliamentary authority of this

 organization when not in conflict with the Bylaws of this organization, the

 Oregon State Council, the International Council and ESA Headquarters.

**ARTICLE XII - AMENDMENTS**

SECTION 1 Proposed amendments shall be submitted in writing to the Jr. Past President

 forty-five (45) days prior to the meeting and the President shall be responsible for

 such amendment(s) being mailed to the Chapter Presidents thirty (30) days prior

 to the meeting at which voting will take place.

SECTION 2 Amendments to these Bylaws may be made by two-thirds majority of the chapter

 votes present at the meeting.

Amended May 15, 1994

Leianne Stinton, Parliamentarian 1993-94

Amended February 19, 1995

Pat Stupur, Parliamentarian 1994-95

Amended October 15, 1995

Betty Sollman, Parliamentarian 1995-96

Amended October 20, 1996

Lois Fitzsimmons, Parliamentarian 1996-97

Amended October 19, 1997

Donna Cassidy, Parliamentarian 1997-98

Amended May 16, 1999

Judy Palmer, Parliamentarian 1998-99

Amended February 19, 2000

Betty Draper, Parliamentarian 1999-2000

Amended May 17, 2003

Sue Stockton, Parliamentarian 2002-03

Amended May 14, 2005

Sue Stockton, Parliamentarian 2004-05

Amended May 20, 2007

Helen Lapp, Parliamentarian 2007-08

Amended May 14, 2011

Pat Stupur, Parliamentarian 2009-11

Amended May 16, 2015

Andrea Storm, Parliamentarian 2014-15

Amended October 17, 2015

Marlene Nash, Parliamentarian 2015-16