**Epsilon Sigma Alpha**

Alpha Beta Chapter

Founded 1992

Illinois State University

Collegiate Constitution

2023-2024

**Article I: Name**

The name of this organization shall be Alpha Beta chapter of Epsilon Sigma Alpha (ESA) International.

**Article II: General Purpose**

The purpose of collegiate ESA is to unite students throughout the world, especially at Illinois State University, in a dedicated pursuit of excellence resulting in self-fulfillment and meaningful service to others.

**Article III: Objectives**

The objective of this organization shall be to promote philanthropic and service endeavors; to encourage friendship and fellowship through chapter and member association; to promote cultural and intellectual development among the members; to promote the interest and assist in the growth of Epsilon Sigma Alpha throughout the world; and to do any and all things as may be necessary to fulfill the purposes of the International Sorority of Epsilon Sigma Alpha.

**Article IV: Participation and Attendance**

*Members of Epsilon Sigma Alpha will strive to meet and/or exceed the educational, philanthropic, and participatory standards as established by the chapter. Failure to do so will result in immediate probation of membership. One hundred percent of members are Illinois State University students. Non-students and alumni may participate, but are not considered members and cannot act on behalf of or represent the RSO when conducting business. When participating in events, meetings, etc., they must abide by all Illinois State University and RSO policies as well as city, state, and national laws.*

Section 1: Members must attend every scheduled chapter meeting. Meetings are planned for every Sunday evening at 7pm during the course of the Fall and Spring semesters as scheduled by the discretion of the Parliamentarian. See section three for absence policies.

Section 2: Once a semester a chapter can be online. Members have Sunday-Wednesday at 7pm to look over the chapter slides. Members then fill out a form about the slides as attendance for the week. Failure to fill out the form results in an unexcused absence. The chapter’s parliamentarian chooses the Sunday that chapter is online.

Section 3: Executive and communications meetings will be held on Sundays at 6pm before the regular chapter meetings.

Section 4: Members must participate in:

* A total of 15 philanthropic hours of service (Minimum of 10 hours offered by the Executive Board, maximum of 10 outside hours and minimum of 3 Junior Philanthropic hours, which will not include outside hours)
* 1 hour for each philanthropy (Easterseals, St. Jude Children’s Research Hospital, and Hope for Heroes)
* All mandatory philanthropic events for Easterseals, St. Jude Children’s Research Hospital, Hope for Heroes, and Junior Philanthropic events
* All mandatory Ways and Means projects
* 3 sisterhoods per semester with at least 8 sisterhoods offered each semester
* 3 educationals per semester with at least 8 educationals offered each semester
* 2 Diversity Equity & Inclusion Hours per semester
* All mandatory ceremonies
* Chapter in which elections are held

Section 5: All of the participatory and attendance requirements are established by Alpha Beta chapter, by majority vote, and are subject to revision. Members are allowed 2 chapter absences per semester. Executive and Communications board members are allowed 2 absences per semester for scheduled meetings. After the third absence the executive board will assign a $5 fine. Absence fines will increase by $5 after a member’s third for each absence. The fine can be petitioned within 1 week of the assignment by emailing the Secretary(s) and stating why the fine should be waived. This applies to the Executive and Communications board as well, but the secretary and president must be informed of the absence. After a member’s fourth unexcused absence they will be placed on probation for the rest of the semester, with the opportunity to get off. Once a member is placed on probation for unexcused absences, their fines will no longer increase. Members may be granted excused absences by emailing the according board member stating their reasoning before any scheduled meeting or mandatory event and getting approval from the board member. If a member misses one month (not including August or January) of chapter meetings, a meeting must be scheduled with the President and the Parliamentarian, whether or not the absences were excused or unexcused.

Section 6: Fines or other punishments will be levied for failure to attend any event that a member signed intent to be present or any event that is mandatory. It is up to the discretion of the relevant chair to decide what penalty will be levied for failure to attend an event. Standard fine is $5 for missing a scheduled chapter meeting and increases by $5 for each additional missed chapter meeting, and $2 for a sisterhood or educational (unless there is a fixed price, in which case a member will pay that amount). The fine for not participating in a Ways and Means project is the reimbursement of the required amount to be sold. The prices listed are just standard prices as it is ultimately up to the discretion of the respective chair to assign the fine, but the fine shall not exceed $10. All fines imposed by a Philanthropic chair will in turn go back to their philanthropy. No fine will be levied if a replacement attends or proper notification is received by the chair by a date set by the chair. All fines can be modified at the discretion of the chair related to the event.

Section7: Fines will also be levied to members who are on electronic devices during chapter. Members will receive two warnings via email, and will be notified the third time they are caught on a device along with receiving a $5 fine. Any time they are caught on an electronic device after the third time, a $5 fine will be imposed.

Section 8: Attendance at social events is not required. Members eligible to attend socials must be active members in good standing or pledging members who have at least gone through their lamp pinning ceremony and 2 pledge educationals. Members wanting to attend social events must have all fines, dues, and monies paid in full and all philanthropic, educational, ways and means, and sisterhood requirements must be met on the same day, as established by the Executive Board, days before the event. There must be 1 sober monitor for every 20 people at each event and if it is found out that the sober monitor is consuming before or during the event, they will be issued a $25 fine in addition to the price of the event. Half of the sober monitors must be serving on the Exec/Comm board.

Section 9: The President of ESA will create a new blacklist every academic year. The President will cross reference date requests for each event that allows dates/outside guests and will not allow any individuals on this list to be present (includes social and philanthropy events). If a sister were to list someone on this list as their date to an ESA-sponsored event, the President would email the sister attempting to bring the guest and say that their date is not permitted to attend. If a blacklisted date makes the attempt at physically being present at an ESA-sponsored event after the email is acknowledged by a sister, the sister will be put on probation and will be required to pay a $30 fine. Members of Exec/Comm will be removed from their position immediately.

Section 10: All tentative events for Epsilon Sigma Alpha must be publicly announced at chapter meetings or through other effective means of communication (such as email) in advance. If the event is mandatory for all members, it must be announced at least 1 month in advance. In addition, all information for mandatory events must be emailed to the chapter and posted on the chapter slides. There will not be any official business conducted through texting or other social media.

Section 11: Members of the Alpha Beta Chapter of Epsilon Sigma Alpha may bring guests to philanthropy events, such as Red Dress Gala and/or Tori’s Legacy Gala. Members who choose to bring a guest may also receive an hour for attending the event, despite the guest’s attendance

**Article V: Decorum**

*Each member obligates herself to reflect the goals, purpose, and dignity of Epsilon Sigma Alpha. Specific duties include:*

Section 1: Members will dress appropriately for chapter each week and dress professionally and respectfully at public events. Members will wear their pins to each chapter; the fine for not doing so will be $1. The fine levied for improper attire is $1. After the third offense of improper attire, the fine will be increased to $5. Leggings are allowed during letter dress. Cropped tanks and shirts are not allowed during letter dress. In the event there is a guest speaker, business casual will be worn.

Section 2: A member will not wear sorority letters, pins, lavalieres, or Epsilon Sigma Alpha affiliated attire in settings where alcohol or illegal substances are present and/or if the situation may in any way reflect negatively of Epsilon Sigma Alpha and its members. The consequences for doing so will result in a $25 fine. This will be enforced with a strict no-tolerance policy. If a member is posting explicit photos with sorority letters in their bio or subsequent posts, they will be asked to delete said post. If the post is not removed within 12 hours of acknowledgement, they will be fined $5. On occasion that the member in question would like to petition these fines, they may come into the Executive board and a majority vote by the board will decide whether the fine is delivered or not.

Section 3: Attire including the EΣA block Greek letters or the Epsilon Sigma Alpha crest will be reserved for active Alpha Beta members only. However, people outside the Alpha Beta chapter may wear attire including Epsilon Sigma Alpha or “ESA” name and initials to show support for the chapter.

Section 4: A member will be familiar with the purpose, ideals, ritual, Constitutional requirements, and business procedures for Epsilon Sigma Alpha International and Alpha Beta chapter.

Section 5: A member will always conduct herself kindly towards other members. Should a member maliciously threaten or assault another member, or behave in a way that violates the Illinois State University Code of Conduct, the Executive Board can call the member to an Executive Board meeting and/or refer the member(s) in question to Community Rights and Responsibilities Office at Illinois State University with possibility that she will relinquish her membership. Members will be held accountable for their actions and a meeting will be held with the President, Vice President, Parliamentarian, and Tracy Swanson from ESA headquarters, if necessary.

Section 6: A member will not misallocate ESA money or assets. If a member should be suspect of doing so, she may be subject to due process with the possible result of termination of membership.

Section 7: All members will complete the requirements and events sponsored through ESA with honesty and integrity. The amount of hours awarded to an individual will be based on truthful completion of the events.

**Article VI: Pledging and Pledge Activity**

*Each prospective member of Epsilon Sigma Alpha-Alpha Beta Chapter will participate in “rush” and “pledging” before initiation and activation as a member.*

Section 1: Rush shall include two or more informational nights. There will be a Lamp Pinning ceremony where pledges shall receive a ribbon pin and the Lamp of Learning pin, which they shall wear until the activation ceremony. Pledges shall also wear the formal pins with appropriate attire to designated events.

Section 2: In order to pledge Epsilon Sigma Alpha potential members must have a GPA of a 2.5 or above if transferring from Heartland College or Illinois Wesleyan University. Pledges must attend educational sessions consisting of one night per week for 2 to 3 weeks, Lamp Pinning, and a formal Activation ceremony. After the educational sessions, the pledges will be responsible for knowing the Opening and Closing Rituals, Epsilon Sigma Alpha Ideals, and the significance of the pins. The educational sessions will not count towards the requirements of educationals for any member. If a pledge cannot attend an educational, she must speak with the Pledge Mom for a make-up session. At the conclusion of the pledge educationals, the pledges will receive an attempt to pass a test of the ideals of Epsilon Sigma Alpha by the day of Activation.

Section 3: The pledge class will elect a New Active Liaison(s) who will coordinate pledge events. The New Active Liaison(s) will plan the event and has the option to reach out to their pledge class for assistance in the planning. The pledge class is responsible for attending and planning one pledge philanthropic event, pledge educational, pledge ways and means project, and one pledge sisterhood which will be submitted to the Vice President. All pledges must attend these events and they will count towards their requirements.

Section 4: Epsilon Sigma Alpha – Alpha Beta Chapter may have an informal rush in the spring semester at the discretion of the Executive and Committee board. Informal rush must have at least one informational night. Pledges must attend all of the events during informal rush unless excused. Pledges that rush during informal rush must pay full dues and meet all other requirements listed within Article III. Pledges that rush during informal will not get to elect New Active Liaison(s), but will interact with current New Active Liaison(s) events during the spring semester. Lastly, pledges that rush during informal rush will not be able to go alum until the end of the fall semester.

**Article VII: Membership Status**

*In addition to “member in good standing” and pledge status, members may be considered a “Probationary Member,” “Inactive,” or “Alum.”*

Section 1: Inactive members may be reinstated to active membership by written request and payment of any financial obligation to the chapter and ESA Headquarters and with proof of enrollment at Illinois State University, Heartland College, or Illinois Wesleyan University. Members who no longer attend one of these institutions will be referred to another ESA chapter in the area or in their area of residence. Such members may be eligible again for membership in this chapter upon enrollment in the University or College.

Section 2: A member is placed on probation should a philanthropic, sisterhood, educational, financial, GPA, or attendance requirement not be met. A probation period is one semester—probation at the end of a second consecutive semester results in immediate inactive status, which may be repealed by a formal presentation to the President, Vice President, and the Parliamentarian before 2 weeks into the third semester of probation. Upon being placed on probation, the probationary member, including Executive and Committee members who are on probation, must speak to the President, Vice President, and the Parliamentarian to receive their Probationary Plan. This plan will be decided on a case-by-case basis to best suit each situation. In the case of Executive and Committee members being on probation, they may be required to give up their position on board. The Plan will include making up educationals, sisterhoods, and hours from the lists created by the corresponding chairs within a specified time set. For probationary members who are on probation for 3 or more requirements, (GPA, sisterhoods, educationals, hours or fines) they will remain on probation for the entire semester unless there were extenuating circumstances, which will be determined on a case-by-case basis by the President, Vice President, and Parliamentarian. Upon completion of the Probationary Plan, the probationary member will receive an email from the Parliamentarian to ensure that they are off probation. While on Probation, members will not be allowed to attend social events or buy favors. If a member is on Probation solely because of their GPA they will be allowed to buy favors, as long as they have made a Probationary Plan and are following it. If a member is on the fines list, they will not be allowed to buy favors or win Lucky Bucks, raffles, or awards.

Section 3: Upon departure from the chapter, a member may petition to receive alumni status. To do this, a member must be in good standing with the sorority, be active for a year and submit a written request for alumni status to the Alumni Chairperson. Members will be granted “Conditional Alumni Status” until the end of the semester and all requirements are met. Alumni status will become effective during the semester after application unless decided on otherwise by the Executive Board. If the member in question doesn’t meet their requirements to be in good standing, they may petition their status before the Executive Board’s winter or summer retreat meeting. Temporary Alumni and Immediate Alumni may be granted to a member on a case by case basis.

Section 4: Any member is allowed to drop from Alpha Beta at any time with proper notification to the executive board, and having paid all fines. Philanthropic fines must be paid in full no matter what. Proper notification includes emailing the reason for your dropping to the parliamentarian and agreeing to guidelines stated on the drop form.

Section 5: Any member who is not participating in Alpha Beta chapter, who has many fines, and is not answering any communication, can be dropped from Alpha Beta chapter. If a member has not paid dues by the end of semester with no payment plan in place, they can be dropped from Alpha Beta. If a member is dropped from Alpha Beta chapter because of participation they will not be allowed to attend any social events Alpha Beta chapter holds as a guest.

Section 6: Member selection shall be free from discrimination based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, status as a veteran, or sex (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking).

**Article VIII: Officers**

The Elected Officers of this sorority include the following: executive board members include the President, Vice President, Secretaries, Treasurer(s), Parliamentarian, St. Jude Philanthropic Director(s), Easter Seals Philanthropic Director(s), Hope for Heroes Philanthropic Director(s), Junior Philanthropic Chairpersons, Education Director(s), Sisterhood Chairperson(s), Ways and Means Director, and Pledge Liaison(s). Communications chairpersons shall include the Rush Chairperson(s), Big/Little Coordinator, Ceremonies Coordinator, Chaplain, Jonquil Chairperson(s), Publicity Chairperson, Social Chairperson(s), Diversity Equity and Inclusion Chairperson, Web Coordinator, and the Crafts Chairperson

**Article IX: Nomination and Election Process**

*Each member holding a position on the Executive and Committee board of the Alpha Beta chapter will be elected to their position by a majority of votes by their peers*

Section 1: Formal nominations, adhering to the nominating procedure found in Robert’s Rules of Order, Newly Revised, will be held during a chapter meeting prior to the date of elections. Informal nominations may continue until the time formally announced by the Parliamentarian. Nominees must submit a typed statement outlining her initiatives and qualifications for the position before the close of informal nominations. This speech will not exceed 2 minutes. Eligible nominees include active members in good standing. If a member meets all these requirements, they can run for a position regardless of their being able to attend the night of elections. Nominees must meet with the current chairperson of the position they are nominated for in order to be eligible to run on the night of elections. Nominees may only run for a total of 2 positions. Eligible nominees for the position of President include only those members who have already served one full year on the executive board as an Alpha Beta member prior to the current year. Nominees should plan to be an active member in good standing for their entire term of office-a year from the day of their activation of office or chairmanship. Newly elected Executive or Committee board members cannot start their position on probation or on the fines list. In the event a member wins both positions they ran for, they must choose the position they want most, and the runner up will win the other position.

Section 2: During the duration of informal nominations, typed statements will be up to review by the appropriate chair. In the case of a member re-running for a position, those typed statements shall be sent to the Parliamentarian. The purpose of this review will be to evaluate statements that contain questionable promises to the chapter that may not be possible. They will also supply feedback to each nominee. The Parliamentarian must also verify that each nominee has met all of the requirements for holding a position in ESA before the date of elections.

Section 3: Campaign for office will consist of a presentation by the nominee with the goal of sharing her initiatives and qualifications to the members present at the chapter meeting of the scheduled day of elections. No outside campaigning. The date will require mandatory attendance for all members in the Alpha Beta chapter, for only present members will be allocated a vote. Nominees shall read a speech (the same document that has been reviewed by the Executive and Committee board and the Parliamentarian prior to election) to the general assembly. Reading of the speeches will proceed in an orderly manner as decided by the Parliamentarian and indicated by the President. Presentations by the nominees will be a maximum of 2 minutes in length or as decided by the Parliamentarian and indicated by the President. After a nominees presentation, a short questioning period will follow. These are 2 questions that are asked by the general assembly that have to do with their position. Elections will begin after the President has called the meeting to order and before business is conducted.

Section 4: Elections are organized and supervised by the Parliamentarian. Mode for casting votes shall be **secret** ballot. Those attending to the counting of votes will first compare the number of votes cast to those in attendance. If these numbers are not in close proximity, a second vote will be cast to elect. A simple majority of the quorum elects. Majorities that are less than 5 votes more than the minority are subject to automatic recount. If on a recount a different result is determined, votes shall be counted again until the same number is produced twice consecutively. Nominees will be notified as to the results of the election before it is announced to the general assembly. At this time, nominees may inquire the ratio of the votes and request a recount. If a nominee requests a recount, it will be granted immediately. Votes shall be counted by the chapter Parliamentarian, the chapter President, and 2 or more members in good standing of the Alpha Beta chapter. Once results are announced, the elections are final and irrevocable.

Section 5: Officers will be activated at the Awards banquet, which will be held subsequent to elections. Officers will not vote until the following Summer Retreat as planned by the President, but will shadow departing members during the Chapter and board meetings remaining in the semester. Newly elected members may shadow and observe but not conduct official business until activated at the Awards Banquet. This will allow the old officers who work with hours to handle the previous semester’s probation and eliminate confusion. Each Executive board position is limited to 2 consecutive one-year terms.

**Article X: Meeting Guidelines**

*Alpha Beta chapter will conduct all meetings, elections, and parliamentary procedure by Robert’ s Rule of Order, Newly Revised, and by guidelines published by the chapter.*

Section 1: Meetings are to be conducted in an orderly fashion, as decided upon by the chapter. If matters arise that are not governed by the Constitution of this organization, amendments, and meeting guidelines, then the State Council bylaws and International Council bylaws shall govern. For procedural guidance, Robert’s Rules of Order, Newly Revised may be consulted.

**Article XI: Amendments**

The Constitution may be amended, repealed, or edited during the course of each semester by a two-thirds vote of board members that are present and in good standing. Voting for amendments shall be situational. Amendments voted on will be published to the membership within one week after accepting the initiation of this Constitution. This Constitution is semi-annually subject to review and edit during “Summer Retreat” and “Winter Retreat” by majority vote of the Executive and Committee Board Members.

Executive / Communication Board Descriptions:

PRESIDENT (1)- The President will be a liaison to the Illinois State Council and ESA International. The President must also register the RSO with the Student Involvement Center and work closely with the Faculty Advisor. The President is the spokesperson for ESA and must demonstrate the values that are set forth in the constitution. Effective for the 2025-2026 school year, all responsibilities of the Alumni Chair will be placed onto the President. These duties include staying in contact with Alumni through email lists and newsletters, accepting new alumni at the beginning of each semester, organizing a Founder’s Day Luncheon, homecoming activities, ordering graduation stoles, and Senior Sweetheart parties at the end of each semester to congratulate and celebrate the seniors. Other duties include, but are not limited to setting up a summer retreat for the incoming board and organizing composite pictures

VICE PRESIDENT (1) - The Vice President is responsible for acting as a liaison between the Rush Chairs and pledges who wish to formally join the Alpha Beta Chapter of Epsilon Sigma Alpha. Responsibilities include communicating with potential new members, tracking recruitment information, and recruiting Rho Gammas to help facilitate Rush Week and answer any questions the potential new members may have. The Vice President will also serve at the Pledge Mom during formal and informal Rush. As Pledge Mom, the Vice President will plan and facilitate 3 weeks of Pledge Orientation for the incoming pledge class in order to educate them on our values, constitution, and organization. The Vice President is in charge of formatting, administration, and grading the pledge test. In addition, the Vice President is second in command in the event the President is unable to attend a meeting.

RUSH CHAIRS (2) - The Rush Chairs have the overall responsibilities of planning and executing formal and informal Rush. The Rush Chairs will work closely with the Vice President to have communication with pledges as they learn about the Alpha Beta Chapter of Epsilon Sigma Alpha. The Rush Chairs must communicate with various Exec/Comm chairs to coordinate activities, determine dress codes, and plan Bid Day for the pledges to celebrate their introduction to the Alpha Beta Chapter.

SECRETARY (2)- The Secretaries will keep a record of the contact information of all active members. The Secretaries will record minutes at each meeting, chapter and exec/comm. Meetings, and email them out no later than the next day. In addition to keeping records, the Secretary will be in charge of keeping correspondence with the chapter by sending out emails daily.

TREASURER (1-2)- The Treasurer will be in charge of accepting dues at the beginning of the year as well as all budgets. The ESA credit card will be under the name of the President, Jonquils, & treasure; but the Treasurer will hold on to the checkbook and take care of all deposits and payments of rooms, favors, and budgets. The Treasurer must work closely with the Faculty Advisor to make sure all funds are being handled correctly and appropriately.

PARLIAMENTARIAN (1) - The Parliamentarian is to make sure that ESA follows the rules and by-laws set forth in the Constitution. As amendments arise, it is the Parliamentarian’s responsibility to bring them to the attention of the Executive Board. It is also the Parliamentarian’s responsibility to see that all members have met the requirements for hours, sisterhoods, and educationals, and fines. Any members who are insufficient of requirements must be put on probation. The parliamentarian will be in charge of nominations and elections for Pledge Liaison and the new Executive and Committee Board in April. The Parliamentarian will also keep a record of GPA’s at the beginning of each semester.

ST. JUDE PHILANTHROPIC DIRECTOR(S)- The St. Jude Director(s) will be in charge of organizing fundraising and service events to benefit the St. Jude Children’s Research Hospital. One mandatory event must be planned each semester. All moneys raised throughout the year will be presented to the hospital at the end of the year.

EASTER SEALS PHILANTHROPIC DIRECTOR(S)- The Easter Seals Director(s) will be in charge of organizing fundraising and service events to benefit Easter Seals Disability Services. One mandatory event must be planned each semester. All moneys raised throughout the year will be presented to Easter Seals at their Telethon.

HOPE FOR HEROES DIRECTOR (1)- The Hope for Heroes Director will be in charge of organizing fundraising and service events to benefit Hope for Heroes. One mandatory event must be planned each semester. The Hope for Heroes Director is also responsible for planning the annual Red Dress Gala.

JR. PHILANTHROPIC DIRECTORS (2)- The Jr. Phil Directors are to focus on finding philanthropic events for ESA to participate in throughout campus and the Bloomington Normal community. Jr. Phils will also collect Outside Hours that will count towards each member’s total hours for the semester. The current Jr. Philanthropic directors, the St. Jude Directors, and the Easter Seals Directors appoint this position.

EDUCATIONAL DIRECTOR (1-2)- The Educational Director must plan at least 8 educational events for the membership each semester. The Educational Director will work closely with the Big/Lil Director in developing a mentor program for the active and new members.

SISTERHOOD DIRECTOR(S)- The Sisterhood Director(s) must plan 8 sisterhood events each semester. These events are targeted at bringing our sisters together and allowing us a place to meet new members and become closer.

DEI (DIVERSITY, EQUITY & INCLUSION) DIRECTORS (1 )– The DEI director must plan events or highlight events throughout campus that bring awareness in the chapter in regards to diversity, equity and inclusion.

WAYS & MEANS DIRECTOR (1)- The Ways & Means Director is responsible for raising money for the Alpha Beta chapter of ESA. This money helps to pay for room fees, budgets, and lowering the cost of events that ESA sponsors. Lucky Bucks raffles are to be held throughout the semester as well as other events to raise funds.

PLEDGE LIAISON (1-2)- The Pledge Liaison is voted on by the current pledge class and serves on the board during the second semester. Duties include being a liaison for the pledge class to the Executive and Committee Board as well as planning a philanthropic event, a sisterhood, an educational, and a Ways and Means event for all pledges to attend. Committee Positions and Descriptions

CEREMONIES DIRECTOR (1-2)- (Effective for the 2011-2012 year the Awards and Ceremonies chairs will be merged into one position) The Ceremony Director’s duties include ordering, organizing, and running the Lamp-Pinning and Activation Ceremonies. Celebrating engagements, supportive sister, and the Awards Banquet at the end of the year. She will also be in charge of dispersing and collecting Awards forms in the Spring and ordering pins and plaques for the banquet. The Ceremonies Director will be in charge of nominations and voting of Woman of the Year, Pledge of the Year, Supportive Sister, and Most Dedicated. Every award has their own qualifications that a member has to follow to be nominated for the award. The Ceremonies Chair and Parliamentarian has a copy of what the qualifications are.

BIG/LIL COORDINATOR (1)- The Big/Lil coordinators will be responsible for pairing up each new member with an active member in a mentoring program. Two main events are planned: the Big/Little Reveal Night and the Big/Lil Reverse Night. Other events throughout the year are highly encouraged to promote sisterhood and stronger bonds with our sisters.

CHAPLAIN (1)- The Chaplain is responsible for Supportive Sister each week and sending out congratulatory or sympathy cards for ESA members and their families. Other activities to boost morale and positive thoughts for our members are encouraged.

JONQUIL (2)- The Jonquil Director will also design and order souvenirs and memorabilia for all ESA members. Popular favors have been made for Rush, socials, and Activation.

PUBLICITY DIRECTOR (1)- The Publicity Director is responsible for publicizing all events that ESA hosts on campus and throughout the community in order to ensure larger turnouts and successful fundraisers. Knowledge in computer design and marketing techniques are encouraged.

SCRAPBOOK DIRECTOR (1)- The Scrapbook Director will make a virtual scrapbook of all ESA events throughout the school year and is gifted to the president at the end of the year. The scrapbook chair will be in charge of letter and banner responsibilities unless the chair in charge of the event would like to do the letters and banners for their own event. As of 2024-2025, the scrapbook chair will be changed to the Crafts chair, and will be in charge of all banner and letter duties until the chair who needs the banner or letter would like to do it themselves. The Crafts chair will be in charge of housing the letters.

SOCIAL DIRECTOR (1-2)- The Social Director will plan social events throughout the year for ESA members. Typical events that have been planned in past years are Barndance, Semi-Formal, and Formal. ALL events must be approved through the Dean of Students office. (Paperwork is involved)

WEB COORDINATOR (1)- The Web Coordinator is responsible for maintaining and keeping the website up to date. Other duties include making sure that there are not any inappropriate postings of ESA or ESA affiliated events on social networking sites.

**Programs, Services, Activities:**

This organization shall be in compliance with all federal and state statutes and regulations as well as Illinois State University policies pertaining to non-discrimination in educational programs.

Access to all programming provided or sponsored by Registered Student Organizations shall be free from discrimination based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, status as a veteran, or sex (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking).

This organization shall provide reasonable accommodations as necessary to individuals with disabilities in order to provide equal opportunity to participate in programs, services, and activities.

The organization will have an advisor that is an Illinois State University faculty, staff, or graduate assistant employed by the University.