

# EPSILON SIGMA PHI IOTA CHAPTER BYLAWS



## ARTICLE I NAME AND MISSION

Section 1 - Name: The name of this organization shall be Iota Chapter, Epsilon Sigma Phi, The National Honorary Extension Fraternity, herein referred to as ESP.

Section 2 - Mission: ESP is dedicated to fostering the standards of excellence in the Extension System and developing the Extension Profession and professional.

## ARTICLE II PURPOSE

Section 1 - Purpose: The purpose of ESP is:

- a. to serve exclusively as a charitable and educational organization within the meaning of Section 501(c)(3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- b. to recognize excellence in the Extension community.
- c. to provide opportunity for networking, fellowship and collaborative efforts.
- d. to foster leadership development through mentoring Extension professionals in the philosophy and professional practice of Extension education.
- e. to facilitate professional development.

## ARTICLE III MEMBERSHIP

Epsilon Sigma Phi is an equal opportunity/affirmative action fraternity. Epsilon Sigma Phi is committed to the active involvement of all its members regardless of race, color, sex, age, religion, national origin, disability, or veteran status. Epsilon Sigma Phi values and seeks a diverse membership.

Section 1 - Qualifications: The membership of ESP shall consist of duly installed faculty, professional and administrative staff who hold full or part-time Extension appointments, and who shall have displayed a cooperative and helpful attitude toward fellow Extension employees, demonstrated competency in assigned fields of responsibility, and exhibited ability in educational techniques essential to the conduct of an effective Extension program.

Section 2 - Classes: There shall be three classes of membership: A) member, B) honorary, and C) life.

- a. **MEMBER.** An Extension professional (currently employed by or retired from an entity of the Cooperative Extension System) who has exhibited excellence in programming and leadership. Members continue to provide leadership and excellence in Extension programming throughout their career and during retirement.
- b. **HONORARY.** May be named upon recommendation of the ESP officers and approval by two-thirds of members present and voting at the annual meeting of the Chapter. Honorary members will not pay membership dues to the IOTA Chapter. A proposal of honorary membership must be accompanied by a detailed statement showing the "meritorious service" it is proposed to recognize.
- c. **LIFE MEMBERSHIP.** Members, who are retired from the Cooperative Extension System, may obtain a paid-up life membership by paying an amount equal to five times the National dues at the time of the purchase of paid-up life membership. At the time of retirement the Iota Chapter will provide a one time benefit of \$125 toward Life Membership. These members hold equal rights and privileges to those paying annual dues.

Section 3 – TRANSFER OF MEMBERSHIP: Active members in good standing in another chapter of Epsilon Sigma Phi may transfer upon:

- \* making request to Iota Chapter.
- \* paying annual dues.

Section 4 – TERMINATION OF MEMBERSHIP: After one year of non-payment of dues, membership in ESP will be terminated. A person can be reinstated by payment of dues.

Section 5 – ANNUAL MEMBERSHIP DUES: All annual members shall pay annual membership dues according to the schedule established by the Executive Committee and approved by the membership at the Chapter's Annual Meeting.

Section 6 – PAYMENT OF FEES AND DUES: Annual dues, and life membership dues shall be payable to the Secretary/Treasurer of the Chapter.

## ARTICLE IV BUSINESS

Section 1 – QUORUM: The annual and life members of the organization present at any duly notified regular or special meeting shall constitute a quorum for the transaction of business. A quorum is defined as a simple majority of active members.

Section 2 – FISCAL YEAR: The fiscal year for the Chapter shall begin on the first day of the month following the annual meeting, and end on the last day of the month in which the annual meeting is held.

Section 3 - PLACE OF BUSINESS: The principal place of business of the Iota Chapter, Epsilon Sigma Phi, shall be the Utah State University Extension, Logan, Utah.

Section 4 - SPECIAL MEETINGS: Special meetings of the Iota Chapter of Epsilon Sigma Phi may be called by a majority of the members of the executive committee, or upon a request by the active members of the Iota Chapter.

Section 5 - NOTICE OF MEETINGS: Written notice of all annual and special meetings of the Iota Chapter shall be given to all members of the Iota Chapter of Epsilon Sigma Phi one month prior to the date of the meeting. Postal mailing or electronic mailing of a notice to the last known address of the member shall constitute proper giving of notice of meeting.

Section 6 – VOTING: All members of the Iota Chapter of Epsilon Sigma Phi in good standing shall be eligible to vote. Each member shall have only one vote. Voting by proxy shall be prohibited. Voting by mail or through secure electronic survey means shall be permitted only when approved by the majority of the executive board.

Section 7 - RULES OF ORDER: The "guidelines" set forth in the bylaws of the Iota Chapter of Epsilon Sigma Phi shall be followed in directing and carrying out the program and activities of the chapter and in conducting annual and special

meetings of the chapter. For details of meeting procedures not covered by these "guidelines", Roberts Rules of Order shall apply.

## ARTICLE V OFFICERS AND ELECTIONS

Section 1 – OFFICERS: The officers of this organization shall consist of the President, Vice-President, and Secretary/Treasurer.

- a. The terms of office of the President, Vice-President, shall be 1 year. The office of Secretary/Treasurer shall be a 2 year term.
- b. The incumbent Vice-President shall be advanced automatically to the office of President. In the event of resignation of one of these elected officers, the other officers shall advance automatically to fill the vacated position. An election for the office of Vice President shall be conducted annually.
- c.. The Secretary /Treasurer term of office is two years with elections held biennially. The Secretary /Treasurer may stand for re-election. In the event the secretary/treasurer is unable to fulfill their duties, the officers shall appoint a person to assist or replace the Secretary/Treasurer for the remainder of the term.
- d. Prospective officers will be selected from members in good standing with 5 years of membership or more.
- e. No officer shall concurrently hold office in the Utah Association of County Agricultural Agents, the Utah Extension Association of Family and Consumer Sciences, the Utah Association of Extension 4-H Workers, or the Utah Specialists Association.
- f. Installation of officers shall be suitably performed by the retiring President at the annual meeting. g. Officers shall normally assume their appointed or elected duties as of the first day of the month following the Annual Meeting at which they are elected/appointed to that position.

Section 2 – DUTIES OF OFFICERS:

- a. President. Shall preside at all meetings of the Organization and shall perform the duties usually incumbent upon this office. The President shall prepare a proposed budget for submission to the incoming officers no later than the Annual Meeting.

- b. Vice-President. Shall in the absence or disability of the President assume and perform the duties of the President. The Vice-President shall be responsible for oversight of the program committee and the Scholarships, Grants and Recognition committee and shall appoint a co-chair of each standing committee, who will become the chair the following year.
- c. Secretary/Treasurer shall keep the minutes and records of official business of the Organization. The Secretary/Treasurer shall edit any Chapter Newsletters. In the absence of both the President and the Vice-President, the Secretary/Treasurer may preside or select a temporary Chairman who shall perform the duties during such emergencies. Secretary/Treasurer shall have charge of the membership roll, accept dues, pay all bills, keep an accurate account of all receipts and expenditures, and make an annual report of these transactions to the Organization. The books shall be subject to annual audit by the Audit Committee and render a report to the members at the annual meeting. Provide a current list of members in good standing to the Nominating Committee.
- d. Past President. Shall provide leadership to the By-laws committee and assist the Historian/retiree chair in organizing an annual retiree/member activity.

Section 3 – EXECUTIVE COMMITTEE:

The Executive Committee shall consist of the President, Vice-President, Secretary/Treasurer, Historian and immediate Past President. The, President and Vice-President, shall represent Epsilon Sigma Phi, IOTA Chapter at the Joint Council of Extension Professionals (JCEP) Regional Leadership meeting and Public Issues Leadership Development (PILD). The President and Vice-President shall represent the Chapter at the National ESP annual meeting.

The Board of Directors of the Iota Chapter shall consist of all elected officers and the chairperson of each of the current Standing Committees.

Section 4 – OFFICAL TRAVEL EXPENSE: The President or designated official representatives of the Chapter who attend national meetings shall be entitled to reimbursement of travel expenses including registration, travel, lodging and meals. The amount of such reimbursement shall be determined by Executive Committee and an approved statement of the authorized amount shall be submitted to the Secretary/Treasurer for payment.

Section 5 - STANDING COMMITEES: The President will appoint members on the basis of interest and abilities to committees. The President shall designate the committee chair for each committee upon appointment. The Vice President

shall designate co-chairs to the standing committees. The Standing Committees shall include:

- a. Nominating Committee
- b. Membership Recruitment, Retention and Services Committee
- c. Public Issues Committee
- d. Global Relations Committee
- e. Professional Development Committee
- f. Audit Committee
- g. Bylaws Committee
- h. Finance Committee
- i. History/Retirees Committee
- j. Program Committee
- k. Scholarships, Grants and Recognition Committee

Section 6- FUNCTION OF STANDING COMMITTEES: These standing committees shall have the following duties. Additional duties may be assigned by the President. Other special committees, as needed, shall be appointed by the President.

- a. Nominating Committee- shall identify prospective chapter officers from the membership records obtained from the Secretary/Treasurer, determine their willingness to serve as officers, get their commitment to serve, and present the Nominating Committee's report to the Executive Committee. Upon approval by the Executive Committee, the slate of officers will be presented to the membership for balloting.
- b. Membership Recruitment, Retention and Services Committee- shall recruit, retain and involve all ESP members, including retirees and promote an effective working relationship and spirit of fraternal fellowship and administer and work with the Secretary/Treasurer and Historian to maintain the records.
- c. Public Issues Committee- shall educate and inform ESP members about public issues and legislative matters affecting Extension programs and personnel needs.
- d. Global Relations Committee- shall promote the Extension profession and professionalism worldwide.
- e. Professional Development Committee- shall promote professional excellence among Extension personnel. The committee studies ways to promote and foster professional improvement at meetings of ESP and other professional meetings to which Extension professionals belong. The committee also encourages members to attend national ESP meetings and professional improvement workshops and tours sponsored by ESP. The committee encourages ESP members to develop growth in the profession.
- f. Audit Committee- shall audit the books at the end of the fiscal year. The

- committee makes recommendations for changes in fiscal procedures that might contribute to better efficiency and accountability in the future.
- g. Bylaws Committee- shall review bylaws when necessary and submit proposed changes to the Executive Committee for review prior to submitting them to the membership. The Bylaws Committee is chaired by the past president.
  - h. Historian/Retirees Committee- shall retain and involve retirees and promote continued involvement in ESP and maintain an on-going history of the chapter.
  - i. Program Committee- shall provide leadership to the program of the annual meeting and other meetings as called by the membership.
  - j. The Scholarships, Grants and Recognition Committee- shall solicit and consider nominations from the chapter for national and regional Scholarships, Grants and Recognition; follows through on selection process and submission of entries to the national office; solicits and considers nominations for nationally-supported state recognition; follows through on selection process, securing recognition, framing certificates and making presentations; solicits and considers nominations for all chapter-originated state recognitions; follows through on selection process, securing recognitions, framing certificates and making presentations; arranges for appropriate recognition ceremonies, written summaries for use in newsletters and/or program booklets, certificates, and/or other appropriate mementos; maintains adequate supply of all ESP state recognition certificates and certificates of meritorious service; and responds to requests for all certificates from the Chapter Executive Committee.

Section 7- REMOVAL: Any officer of the Iota Chapter of Epsilon Sigma Phi may, for cause, be removed from office by a vote of three-fourths (3/4) of the members present at any annual meeting, or special meeting for that purpose. No officers shall be removed unless in the notice for such meeting it has been stated that removal is to be considered and an opportunity shall be given such an officer or a director to be heard in person or by representation at the meeting where and when removal is being considered. Any vacancy created by the above stated removal procedure, shall be filled by the automatic succession of officers or by election in the case of the removal of the Secretary / Treasurer.

## ARTICLE VI EMBLEM, PLEDGE, MEMBERSHIP CARD

Section 1 - EMBLEM. The official emblem shall be the one prescribed by the National Council of Epsilon Sigma Phi. Individual emblems, pens, and pendants may be jeweled on the basis of the length of service according to the Bylaws of the National Council.

Section 2 – EXTENSION WORKERS’ CREED. The official creed developed by and for the Epsilon Sigma Phi Organization shall be the one used by the Chapter.

Section 3 - MEMBERSHIP CARD. Each new member of the Iota Chapter of Epsilon Sigma Phi shall be furnished a membership identification card signed by the Secretary/Treasurer of the Iota Chapter and the secretary of the National Council of Epsilon Sigma Phi.

## ARTICLE VII AMENDMENTS

Section I – AMENDMENTS. These bylaws may be amended in whole or part at any annual meeting or special meeting of the members of the Iota Chapter of Epsilon Sigma Phi, provided that such action has been duly announced in the notice of the meeting at least one month prior to the meeting and a complete text of the proposed amendment has been given in the notice of meeting; provided there is a quorum which shall be the eligible voters of the meeting and/or those who voted by mail, and provided that two-thirds (2/3) majority of the members of the Iota Chapter of Epsilon Sigma Phi voting at such a meeting and/or by mail, approve such amendments.

## ARTICLE VII DISSOLUTION OF ASSOCIATION

Section I - DISSOLUTION. On the dissolution of the Association, the entire net assets remaining after payment of any and all liabilities and obligations of the Association shall be transferred to such association or associations organized exclusively for charitable, educational or scientific purposes and shall at the time qualify as exempt association or associations

## ARTICLE VIII LIABILITY

Section I – LIABILITY. Epsilon Sigma Phi in no way shall be liable for the acts of individual members of the Board of Directors, nor for officers who may act beyond their authority. Officers individually or collectively shall not be liable for Epsilon Sigma Phi, unless they have acted beyond their authority as officers.

## ARTICLE IX NON-PROFIT CORPORATION

Section I – NON-PROFIT STATUS. Epsilon Sigma Phi shall be a non-profit corporation under Section 501(c) (3) of the Internal Revenue.

Officers reviewed Version 11.07.08