

Epsilon Sigma Phi
The Extension Professionals' Organization



Chapter Handbook
2007-08 Edition

Compiled by the
ESP Chapter Relations Committee and National ESP Board

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Introduction

Leadership. The objective of this handbook is to assist chapter leadership to:

- Gain knowledge and skills to perform their responsibilities
- Become familiar with resources available to assist them in their role; and
- Receive information on chapter recognition programs.

A companion piece is the **ESP Chapter Leadership Orientation Power Point** which is located on the ESP Website under the “Resources” button. The information contained in this handbook and in the Orientation PowerPoint can be used as a helpful reference guide for new chapter leadership. Additional resources for chapter leadership include:

The **ESP web site** at: <http://espnational.org>. The ESP web site has the most current information including the current ESP Connection Newsletter and information on upcoming events such as PILD and the ESP National Conference. Additional information on the web includes:

- National Officers - names, addresses, phone, FAX and e-mail
- National Committees - names, addresses, phone, FAX and e-mail
- State Chapters - link to states with Web Pages and a listing (and usually a link) of all other chapter presidents with addresses, phone, FAX and e-mail
- ESP Handbook – National and Chapter Handbooks
- Benefits - lists scholarships, recognition programs, mini grants and conferences offered by ESP; chapter recognitions
- Calendar - updated regularly - contains events, due dates, deadlines, etc. which are usually linked to e-mail sources of information about these items
- Resources - download the organization logo and review other resources and supplies. Also review Strategic Plan, Plans of Work and Speaker Sources.
- Membership – helpful information for chapter membership chairs
- Merchandise – identifies ESP memorabilia available and how to order
- Forms – downloadable forms for membership, scholarship and ordering of certificates or supplies
- Links - to JCEP partners (NACAA, NAE4-HA, NEAFCS, ANREP, NACDEP) and others
- E-mail - chapter presidents, board and national committees
- National Conference - Information on registration, program, hotel, tours, etc. Includes downlink to registration information.
- Archives - Text of Ruby Lectures, ESP national newsletters, Minutes of National Council & National Board Meetings, etc.
- There are two **ESP Handbooks**. Both are located on the ESP Website under the “Handbook” button, are updated annually. The Chapter Handbook is a condensed version with information especially helpful to the function of your local chapter. The ESP Handbook contains all the information which governs the work of the National Board and the individual chapters
- The **ESP National Office** which is available to assist you with questions and/or concerns. You can contact the National Office using e-mail at esppoffice@espnational.org or call at 352-378-6665.

Epsilon Sigma Phi's Five Year Strategic Planning Process

Epsilon Sigma Phi engaged in strategic analysis, using an Alignment Model, to prepare its new five year strategic plan. The overall purpose of the model is to ensure strong alignment among the organization's mission and its resources to effectively operate the organization. The Board reviewed the previous strategic plan and the 2004 Futuring Task Force Report to determine important issues to include in the new plan. In addition, the Board considered needs and concerns that were identified by persons attending the 2005 JCEP Regional meetings.

At its 2005 Mid-year Board Meeting, the Board began its strategic planning process by reviewing its strategic "philosophy," revisiting the organization's mission, vision and values statements. The process included a look at various strengths, weaknesses, opportunities and threats regarding the organization. Issues identified in the current strategic plan, futuring document and comments from the discussions at JCEP Regional Meetings were grouped into common categories. Topics or themes were assigned to each category. The Board developed the major goals and strategies for the organization based on these themes. The plan provides guidance for budgeting and operational planning over the next five years.

Core Ideology

Mission Statement

Epsilon Sigma Phi (ESP) is dedicated to fostering standards of excellence in the Extension System and developing the Extension profession and professional.

Vision Statement

Epsilon Sigma Phi leads the Extension System in providing and facilitating professional development that focuses on the Extension organization and the Extension professional.

Preferred Future

Epsilon Sigma Phi envisions the characteristics and needs of the organization's future and potential annual and life members, and innovatively and resourcefully responds to those needs.

Epsilon Sigma Phi is recognized as the Extension system provider and facilitator of professional development that focuses on the Extension organization and roles of the Extension professional.

Epsilon Sigma Phi will provide national leadership in leadership development for Extension professional associations.

Core Values

Values are descriptive words that communicate the core priorities, attitudes, styles, and beliefs in the organization's culture, including what drives members' priorities and how they truly act in the organization, etc. The Board identified the following four core priority values.

- Professional Excellence
- Leadership Development
- Belief in the Extension System/Public Education
- Serving People through education

Goals

The Board identified the following four strategic goals to guide the work plans for the next five years.

- Enhance Internal and External Communications & Marketing
- Provide Effective Administration and Management
- Strengthen Programs Which Benefit the Extension Profession and Professional
- Strengthen and Enhance ESP Chapters

Extension Professionals' Creed

I Believe in people and their hopes, their aspirations, and their faith; in their right to make their own plans and arrive at their own decisions; in their ability and power to enlarge their lives and plan for the happiness of those they love.

I Believe that education, of which Extension is an essential part, is basic in stimulating individual initiative, self-determination, and leadership; that these are the keys to democracy and that people when given facts they understand, will act not only in their self-interest, but also in the interest of society.

I Believe that education is a lifelong process and the greatest university is the home; that my success as a teacher is proportional to those qualities of mind and spirit that give me welcome entrance to the homes of the families I serve.

I Believe in intellectual freedom to search for and present the truth without bias and with courteous tolerance toward the views of others.

I Believe that Extension is a link between the people and the ever-changing discoveries in the laboratories.

I Believe in the public institutions of which I am a part.

I Believe in my own work and in the opportunity I have to make my life useful to humanity.

Because I Believe these things, I am an Extension professional.

KEY FACTS ABOUT EPSILON SIGMA PHI

The Extension Professionals' Organization

Epsilon Sigma Phi, the Extension Professionals' Organization, began in Bozeman, Montana, in 1927, and was incorporated May 22, 1930. (Refer to the Constitution, Bylaws, Standing Rules and Policies.)

Purpose (Article III): The purpose of this association shall be exclusively charitable and educational 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). This purpose includes, but is not limited to recognizing excellence in the Extension community; providing opportunity for networking, fellowship, and collaborative efforts; fostering leadership development through mentoring Extension professionals in the philosophy and professional practice of Extension education; and facilitating professional development.

Types of Membership (Article IV): Epsilon Sigma Phi is an equal opportunity/affirmative action professional organization. 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. MEMBER.* An Extension professional (currently employed by or retired from an entity of the 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.
- * *Section 2. MEMBER-AT-LARGE.* An individual meeting the above qualifications, but located where there is no affiliated chapter, may pay annual dues directly to the National Executive Director of ESP and become a member-at-large, with all the rights and privileges of an active member.
- * *Section 3. LIFE MEMBERSHIP.* Members who are retired from the Extension System, may obtain a paid-up life membership by paying an amount equal to five times the annual dues at the time of the purchase of paid-up life membership. These members hold equal rights and privileges to those paying annual dues.
- * *Section 4. TRANSFER OF MEMBERSHIP.* A member may transfer membership when the Executive Director receives notice from the Secretary of the chapter accepting the transfer.
- * *Section 5. CHAPTER INCORPORATION/AFFILIATION.* The basic operating unit shall be a chapter within a state, territory, or similar geographic area. To establish a chapter, a group of Extension professionals may petition the National Council. If approved, a chapter name will be assigned and a charter granted.
- * *Section 6. CHAPTER TERMINATION.* A chapter's charter may be terminated by the National Council when the chapter does not support the purpose of Epsilon Sigma Phi, as set forth in Article III.

Emblem: The official emblem of Epsilon Sigma Phi has a wall of Troy around the outside symbolizing the protection which the organization provides to its members. The "E" on the stem of the key signifies Extension. The Greek letters are interpreted to mean Extension System Veteran. The colors of the organization are green and ivory (cream).

National Office: The National ESP Office is staffed by the Executive Director and necessary staff assistant(s).

National Office Services: The National Office provides many services to the Epsilon Sigma Phi membership including:

- * Supports the needs of the Chapters and the National Board.
- * Management of ESP National Conference.
- * Supplies of brochures, recognition certificates, jewelry, name tags, banners, folders, member invitations, etc.
- * Epsilon Sigma Phi Newsletter, *ESP CONNECTION*, is prepared six times a year as an electronic copy. Hard copy is mailed directly to all life members three times per year and delivered electronically to all annual members with e-mail addresses.
- * Membership files maintained in computer database.
- * Chapter membership lists available for chapter use.
- * Permanent and archival files which support chapter and National projects on the history of the Extension System and ESP.
- * Two handbooks are available to support the work of the chapters and the National Board:
 - A CHAPTER HANDBOOK which contains information pertinent to the function of a local chapter. It is updated annually. This Handbook is available on the ESP National Web Site at <http://espnational.org> under the "Handbook" button; and
 - The ESP Handbook which contains all the information which governs the work of the National Board and the individual chapters. It is updated annually and the chapters are dated to reflect the latest revision. It also is available on the ESP National Website at <http://espnational.org> under the "Handbook" button.

National Board: The National ESP Board consists of nine (9) members: President, President-Elect/First Vice President for Professional Development; Second Vice President for Chapter Relations; Past President and Chair of Membership Recruitment and Retention; Vice President for Resource Development and Management; Vice President for Member Services; Vice President for Global Relations; Vice President for Public Issues; and Executive Director, a non-voting member of the National Board.

BYLAWS

EPSILON SIGMA PHI The National Honorary Extension Fraternity, Inc.

Article I MISSION

Epsilon Sigma Phi (ESP) is dedicated to fostering the standards of excellence in the Extension System and developing the Extension profession and professional.

Article II MEETINGS

- Section 1. **ANNUAL MEETING.** The annual meeting of the National ESP Council of Epsilon Sigma Phi shall be held as specified in the Constitution.
- Section 2. **SPECIAL MEETINGS.** Special meetings of the National ESP Council of Epsilon Sigma Phi may be called by a majority of the National ESP Board, or upon request by the members of the National ESP Council, when a resolution for such special meeting is presented and signed by thirty (30) per cent of the members of the National ESP Council. Upon receipt of such a resolution, the President and National ESP Executive Director shall set a specific place and date for the special meeting to be held within sixty (60) days from the date the resolution is received by the President.
- Section 3. **NOTICE OF MEETINGS.** The business agenda of the National ESP Council meeting and all special meetings of Epsilon Sigma Phi shall be given to all members of the National Council of Epsilon Sigma Phi at least thirty (30) days before the date of the meetings.
- Section 4. **MEETING CANCELLATION.** In case of a national emergency, the President, with the approval of the National ESP Board may cancel a national meeting. Members shall be notified.
- Section 5. **MEETING LOCATION.** The National ESP Board approves the date and location of national meeting.

Article III NATIONAL ESP COUNCIL

- Section 1. **VOTING.** The designated representatives of chapters, members-at-large, and the National ESP Board shall constitute the membership of the National ESP Council and thereby the voting members of Epsilon Sigma Phi.
- a. The board of each chapter shall designate their representative(s) and member(s) on the National ESP Council. Members-at-large voting delegates shall be selected by the National ESP Board.

- b. Each authorized member of the National ESP Council shall have one vote. The number of votes per chapter and for members-at-large is based on the number of members as described in the Standing Rules & Policies.
- c. In the case of a vote by acclamation, standing or raising of hands, the President may cast the deciding vote in case of a tie if he/she has not previously voted. However, when a ballot vote is required, he/she must cast his/her vote when the rest of the votes are cast.
- d. Voting by proxy shall be prohibited.

Section 2. **Quorum.** Members present at a meeting of the National ESP Council of Epsilon Sigma Phi shall constitute a quorum for the transaction of all business.

Article IV **ORDER OF BUSINESS**

Insofar as possible, the order of business at the National ESP Council meeting and at all other meetings of the National Council of Epsilon Sigma Phi shall be as follows:

- a. Registration of voting members
- b. Proof of notice of meeting
- c. Reading and disposal of all previous unapproved minutes
- d. Reports of officers and committees
- e. Election of officers
- f. Unfinished business
- g. New business
- h. Installation of officers
- i. Adjournment

Article V **NATIONAL ESP BOARD**

Section 1. **MEMBERSHIP.** The National ESP Board shall consist of nine (9) members: President; President-Elect/Vice President for Professional Development; Second Vice President for Chapter Relations; Past President and Chair of Membership Recruitment and Retention; Vice President for Resource Development and Management; Vice President for Member Services; Vice President for Global Relations; Vice President for Public Issues and National ESP Executive Director, a non-voting member of the National ESP Board.

Section 2. **ELECTION AND TERM OF OFFICE.**

- a. A Second Vice President for Chapter Relations shall be elected annually to serve one year as Second Vice President, one year as President-Elect/First Vice President, one year as President, and one year as Past President. A regional rotation system (North Central, Northeast, South, and West) shall be used for filling the office. Election of the Second Vice President shall be held during the National ESP Council meeting. Voting shall be by ballot. In the event there is only one nominee for an office the election may be by voice. In the event no qualified nomination is received by the designated deadline from the region in the rotation schedule, the

National ESP Board has the option to open the nomination process to all regions. *(Amended by the National ESP Council, September 14, 2007).*

- b. At the end of the President's term, the President will serve as the past president and chair of the Membership Recruitment and Retention Committee for one year.
- c. The Vice President for Resource Development and Management (Northeast, South, West, North Central), Vice President for Member Services (West, North Central, Northeast, South), Vice President for Global Relations (North Central, Northeast, South, West), and Vice President for Public Issues (South, West, North Central, Northeast) shall be elected at a regional meeting and shall serve a two year term or until a successor has been elected. A regional rotation system will be used in filling each of the Vice President positions. Each Vice President will serve on the National ESP Board representing the region from which they were elected and will be a contact for the states in that region.
- d. Vice Presidents shall not serve successive terms, except in the case of elections to Second Vice President.
- e. All officers shall assume their duties at the National ESP Council post Board meeting.
- f. The National ESP Executive Director, a non-voting member of the National ESP Board, is to be selected by the voting members of the National ESP Board.

Section 3. **QUALIFICATIONS.**

- a. The National ESP Board of Epsilon Sigma Phi shall be members of the National ESP Council and members in good standing of a chapter or member-at-large.
- b. The National ESP Executive Director is employed by the National ESP Board. The initial term of employment is for one year and is renewed annually; following negotiation and agreement between the person employed and the National ESP Board.

Section 4. **VACANCIES.** Any vacancy in the National ESP Board, shall be filled by the remaining members of the National ESP Board and the vacancy shall be filled by selection from region represented by the vacancy. The same shall serve the remaining term of the person replaced. In the event an elected or appointed National ESP Board Member is no longer employed by Extension (with the exception of Extension retirees securing Life Member status or maintaining an annual membership), their position on the board shall be vacant immediately and will be filled by an appointment of the National ESP Board as set forth above.

Section 5. **COMPENSATION.** The compensation, if any, of the elected National ESP Board shall be determined by the members of the National ESP Council. All officers shall, however, be entitled to reimbursement for special expenses incurred

in directing the business of Epsilon Sigma Phi when such expenses have been approved by the National ESP Board.

- Section 6. **REMOVAL.** A member of the National ESP Board of Epsilon Sigma Phi may, for cause, be removed from office by a majority vote at the National ESP Council meeting or special meeting of the National ESP Council called for that purpose, at which a majority of the members shall be present. No National ESP Board member shall be removed unless in the notice of such meeting it has been stated that his/her removal is to be considered. A National ESP Board member shall be informed that his/her removal is to be considered and a hearing shall be given such a National ESP Board member, in person or by representation at the meeting.
- Section 7. **MEETINGS.** The National ESP Board meets prior to and following the National ESP Council meeting and mid-year. The mid-year meeting is called by the President.
- Section 8. **CONDUCTING BUSINESS.** The National ESP Board may conduct business by mail, electronic mail, or telephone when necessary. Minutes will be kept and approved for any such meetings.

Article VI **DUTIES OF NATIONAL ESP BOARD**

- Section 1. **MANAGEMENT.** The National ESP Board shall direct the business affairs of the National Council of Epsilon Sigma Phi. They shall make the necessary rules and regulations which are consistent with the law under which Epsilon Sigma Phi is incorporated, or with the Constitution and Bylaws of Epsilon Sigma Phi. The National ESP Board shall be empowered to employ a non-voting National ESP Executive Director and any other personnel on a full or part-time basis as is needed to carry out special activities and programs of Epsilon Sigma Phi. The National ESP Board shall determine their duties and fix their wages, and have power to dismiss such employees when they are no longer needed, or if they are ineffective.
- Section 2. **BOND OF EMPLOYEES.** The National ESP Board shall require the National ESP Executive Director, and any others handling Epsilon Sigma Phi funds, to be bonded. Such bonds shall be furnished by a responsible bonding company, and the cost thereof shall be paid by Epsilon Sigma Phi.
- Section 3. **AUDITS.** The National ESP Board shall examine the accounts of Epsilon Sigma Phi at their meetings, and shall in addition have the books audited at least once a year by an impartial competent accountant. The annual audit shall be made by May 1 of each year. A report of the audit shall be submitted to the delegates at the National ESP Council Meeting. The report shall include a statement of income and expenses for the year and provide such other data as may have been requested by the National ESP Board, or may have been ordered by vote of the members of the National ESP Council at the previous meeting. The National ESP Board of Epsilon Sigma Phi shall have the authority to have the books audited more frequently than once a year if it is deemed necessary or advisable.

Section 4. **EVALUATION OF NATIONAL ESP EXECUTIVE DIRECTOR.** The National ESP Board shall hold an annual evaluation of the National ESP Executive Director. Input from the National ESP Board, National Committees, and chapters shall be solicited.

Article VII
DUTIES OF OFFICERS

Section 1. **PRESIDENT.** The president shall:

- a. Provide direction and leadership for Epsilon Sigma Phi activities and programs.
- b. Work with National ESP Board in coordinating their efforts in carrying out Epsilon Sigma Phi's purposes and programs.
- c. Preside over all meetings of the National ESP Council and the National ESP Board.
- d. Serve as a member of the Board of Directors of the Joint Council of Extension Professionals (JCEP).
- e. Move into the role of Past President at the end of their term.
- f. Perform other duties as assigned by the National ESP Board.

Section 2. **PRESIDENT-ELECT/VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT.** The President-Elect/Vice President for Professional Development shall:

- a. Perform the duties of the President in his/her absence or disability.
- b. Serve as Chair of the Professional Development Committee.
- c. Be responsible for coordinating the planning, implementation and evaluation of the national conference.
- d. Arrange for the national committees to meet during the national meeting and coordinate the development of the plan of work for the coming year.
- e. Serve as a member of the Board of Directors of the Joint Council of Extension Professionals (JCEP).
- f. Plan and implement the regional workshops with the Regional Vice Presidents.
- g. Move into the role of President at the end of the term.
- h. Perform other duties as assigned by the President.

Section 3. **SECOND VICE PRESIDENT FOR CHAPTER RELATIONS.** The Second Vice President For Chapter Relations shall:

- a. Serve as chapter relations' liaison.
- b. Appoint committees with approval of the National ESP Board.
- c. Move into the role of President-Elect/Vice President for Professional Development at the end of the national conference.
- d. Serve as Chair of the ESP Marketing Committee.
- e. Conduct site visit and begin preparing for the national conference to be held during the year of service as Vice President for Professional Development.
- f. Perform other duties as assigned by the President.

Section 4. **IMMEDIATE PAST PRESIDENT.** The Immediate Past President shall:

- a. Serve as Chair of the Membership Recruitment and Retention Committee.
- b. Chair the Nominating Committee.
- c. Be responsible for Constitution and Bylaws revisions and Chapter Handbook revisions.
- d. Serve as a member of the Board of Directors of the Joint Council of Extension Professionals (JCEP).
- e. Chair evaluation of National ESP Executive Director procedure.
- f. Serve as parliamentarian at meetings of the National ESP Board.
- g. Perform other duties as assigned by the President.

Section 5. **VICE PRESIDENT FOR RESOURCE DEVELOPMENT AND MANAGEMENT.** The Vice President for Resource Development and Management shall:

- a. Serve as Chair of the Resource Development and Management Committee.
- b. Represent the region from which elected.
- c. Assist with local arrangements when overall planning for regional workshops is Epsilon Sigma Phi's responsibility.
- d. Perform other duties as assigned by the President.

Section 6. **VICE PRESIDENT FOR MEMBER SERVICES.** The Vice President for Member Services shall:

- a. Serve as Chair of the Member Services Committee.
- b. Represent the region from which elected.
- c. Assist with local arrangements when overall planning for regional workshops is Epsilon Sigma Phi's responsibility.
- d. Perform other duties as assigned by the President.

Section 7. **VICE PRESIDENT FOR GLOBAL RELATIONS.** The Vice President for Global Relations shall:

- a. Serve as Chair of the Global Relations Committee.
- b. Represent the region from which elected.
- c. Assist with local arrangements when overall planning for regional workshops is Epsilon Sigma Phi's responsibility.
- d. Perform other duties as assigned by the President.

Section 8. **VICE PRESIDENT FOR PUBLIC ISSUES.** The Vice President for Public Issues shall:

- a. Serve as Chair of the Public Issues Committee.
- b. Represent the region from which elected.
- c. Represent Epsilon Sigma Phi on any special task forces relating to public issues.
- d. Assist with local arrangements when overall planning for regional workshops is Epsilon Sigma Phi's responsibility.
- e. Perform other duties as assigned by the President.

Section 9. **NATIONAL ESP EXECUTIVE DIRECTOR.** The National ESP Executive Director shall:

- a. Keep a complete record of the meetings of the National ESP Council and the National ESP Board.

- b. Serve all notices required in the Bylaws.
- c. Submit at the National ESP Council meeting a complete report of the year's activities of Epsilon Sigma Phi, except such special reports as are presented by officers.
- d. Receive and disburse all funds of Epsilon Sigma Phi and keep a complete record and have records audited annually by a qualified accountant by March 1 of each year.
- e. Perform such other duties as may be required by the National ESP Board.

Article VIII
NATIONAL COMMITTEES

- Section 1. **APPOINTMENT OF NATIONAL COMMITTEES.** The National ESP Board of Epsilon Sigma Phi shall designate national committees to carry out organization activities. The Second Vice-President shall make national committee appointments and notify appointees no later than one month prior to the National ESP Council meeting. All persons appointed to such national committees shall be members in good standing. Committee members shall become active at the national conference in the year their appointment is made.
- Section 2. **NATIONAL COMMITTEES.** National committee appointments are for one year. A committee member may be reappointed for each of two successive years. National committees shall report to the National ESP Board and make recommendations for National ESP Board and National ESP Council action.
- Section 3. **SPECIAL TASK FORCES.** The National ESP Board shall designate special task forces as needed. Appointments are made by the National ESP President. *(Amended by the National ESP Council, September 14, 2007).*
- Section 4. **NATIONAL COMMITTEE CHAIRS.** The respective elected vice presidents shall serve as national committee chairs, with Past President serving as Chair of Membership Recruitment & Retention Committee.

Article IX
FINANCING

- Section 1. **MEMBERSHIP DUES.** Dues are to be paid to the National ESP Executive Director between October 1 and January 1.
- a. **ANNUAL DUES.** Members shall pay annual dues through their chapter or in the case of members-at-large, dues should be paid directly to the National Office.
 - b. **LIFE MEMBERSHIP.** Members, retired from an entity of the Cooperative Extension System, may obtain a paid-up life membership by paying an amount equal to five times the annual dues.
 - c. **AMOUNT.** The dues for annual membership shall be established by the voting delegates at the National ESP Council meeting. Proposed changes in dues shall be made known 30 days prior to the National ESP Council meeting at which the vote is taken. Any increase in dues voted upon at a National ESP Council meeting shall become effective one year after action by the National ESP Council.

- Section 2. **MEMBER INITIATION FEE.** Each chapter shall pay to the National ESP Executive Director a member initiation fee for each new member. The amount of the initiation fee is listed in the Chapter Handbook. This is in addition to national and chapter dues.
- Section 3. **CHAPTER MEMBERSHIP DUES.** In addition to the national dues, chapters may assess dues at their discretion.
- Section 4. **EPSILON SIGMA PHI DEVELOPMENT FUND.** Contributions may be accepted by the Epsilon Sigma Phi Development Fund from affiliated chapters, individual members, and from other groups and individuals who are interested in furthering the purpose of Epsilon Sigma Phi.
- Section 5. **SPECIAL PROJECTS.** To enlarge the program and to increase the effectiveness of Epsilon Sigma Phi, the National ESP Council may arrange for special projects including publications for which a charge may be made.

Article X

EMBLEMS AND RECOGNITION AWARDS

- Section 1. **EMBLEMS.** The official emblem shall be the one prescribed by the National ESP Council. Emblems may be jeweled on the basis of the following lengths of service: one diamond in the upper-right corner upon completion of fifteen (15) years service; a second diamond upon completion of twenty-five (25) years service; and a third diamond at thirty (30) years. Chapters are responsible for emblem diamond jewellery of the Ruby DSA pin. The National Office only prepares the Ruby DSA with the ruby jewel.
- Section 2. **RECOGNITION AWARDS.** Recognition may be given at National, Regional and State levels. Details on eligibility and numbers of awards are provided in the Chapter Handbook.

Article XI

CREED

The official creed of the organization shall be that prescribed by the National ESP Council and a copy of the same shall be furnished to each chapter to be displayed at each chapter meeting. Each chapter is urged to use the creed in its initiation ceremony and to provide a copy to each new member.

Article XII

MEMBERSHIP CARD

Upon receipt of the initiation fee each member of the organization shall be furnished a membership card signed by the National ESP Executive Director and the Secretary of the chapter.

Article XIII
CHAPTER VISITATION

National ESP Board members are available to visit chapters, to speak at annual meetings, to conduct chapter workshops and to assist in other ways. Chapters are encouraged to request one such visit each five (5) years. The National ESP Council and the host chapter are each responsible for certain travel expenses as noted in the Chapter Handbook.

Article XIV
RULES OF ORDER

The "guidelines" as set forth in these Bylaws shall be carefully followed in directing and carrying out the program and activities of Epsilon Sigma Phi and in conducting the meetings of the National ESP Council and the National ESP Board. Supplementary standing rules may be adopted by the National ESP Council if appropriate. For the details of meeting procedures not covered in these "guidelines", Roberts Rules of Order, Revised shall apply.

Article XV
AMENDMENTS

The Bylaws may be amended by two-thirds (2/3) vote of the ballots cast by the National ESP Council in session or by mail. Notice of proposed amendments shall be sent to chapter presidents at least thirty (30) days before balloting.

STANDING RULES (That relate to chapters)

1. Each chapter may determine procedures for defining membership within Article IV, Section 1.
2. Annual National dues will be \$40. Each chapter shall collect these dues and pay them to the National ESP Executive Director by February 1 of each year. *(Passed by the National ESP Council, November 17, 2006)*. National ESP Executive Director
3. Members-at- large shall pay \$40.00 annual dues directly to the National ESP Executive Director. *(Passed by the National ESP Council, November 17, 2006)*.
4. Paid- up life memberships are five times the annual dues. Each chapter shall collect these dues and submit them to the National ESP Executive Director. These life memberships are only available to retirees from the Extension System. Life memberships may be purchased anytime following retirement.
5. An initiation fee of \$5.00 will be assessed each chapter for each new initiate.
6. New chapters shall pay an affiliation fee of \$20.00.
7. Dues cannot be refunded.
8. Epsilon Sigma Phi's membership list is not to be sold.
9. A member may transfer to another chapter when the National ESP Executive Director receives notice from the secretary of the chapter accepting the transfer.

10. 11. 12. ESP members who have not paid dues in the previous three consecutive years will be automatically moved to the “past member” database in the National Office (*Passed by the National ESP Council, September 2004*).
13. Epsilon Sigma Phi shall not affiliate with any other organization without recommendation of the National ESP Board and the consent of a majority of voting delegates present at a National ESP Council Meeting.
14. The formula to determine the number of voting delegates per chapter and the total group of members-at-large to the National ESP Council is: One voting delegate per 150 members or fraction thereof. (*Passed by the National ESP Council December 4, 1999*)

POLICIES (That relate to chapters)

Joint Council of Extension Professionals

- * Joint Council of Extension Professionals--Epsilon Sigma Phi believes in and strongly supports the Joint Council.
- * The National President, President-Elect, and Past President serve as Epsilon Sigma Phi's representatives on the JCEP Board of Directors.

Officer Nomination and Election Process

The total National ESP Board composition should include a representation that is typical of the racial, gender and age diversity of Epsilon Sigma Phi that reflects linkages to state Extension administration, Extension off-campus faculty/staff, Extension specialists and the other four Extension professional associations.

Criteria for Members of National Board

- a. Nominees must be current Epsilon Sigma Phi members with leadership skills.
- b. Nominees must be willing to make the tenure commitments of the position (Second VP starts a 4 year progression and; Regional Vice President for 2 years or until a successor is elected.)
- c. Nominees should have experiences within Epsilon Sigma Phi as a chapter officer, service on a committee(s) or served in some other leadership capacity for this organization.
- d. Support in writing from Director of Extension or their designee in the state where the nominee holds membership must be sent to the National Office to meet the nomination deadline.

Nominations

- a. Nominations made by chapters.
- b. Submit nomination forms to the National ESP Office.

- c. Nomination process will be overseen by the Past National President for 2nd Vice President, and by the President Elect and/or Regional Vice President for the regional Vice President positions.

Campaigning for the national board offices is limited to the followings:

- a. Nominees' resume material will be made available to voting delegates at national conference or regional workshops.
- b. It is recommended that candidates be present (in person) and will be introduced in alpha order at meeting where the election is held to give a position statement/response to question not to exceed 5 (five) minutes.

Election Process

- a. Ballots are to be printed in advance by the past president, president elect or regional vice president with names of all known nominees in alpha order. Blank lines will be provided for other nominations from the floor or write-ins. The presiding officer will call for further nominations from the floor.
- b. The presiding officer will appoint tellers to distribute and collect ballots, count the votes, and announce the results. If no nominee receives a majority vote, the vote count will be announced and voting repeated. The ballots are destroyed following the election.
- c. The number of votes per candidate is never announced after the election becomes final.
- d. In the event the regularly scheduled meeting where the election would take place is cancelled and/or the election is postponed, the members who have been designated as voting delegates for the National ESP Council or for the Regional Meeting shall be polled electronically (email or fax) to obtain their election votes. All other normal procedures will be followed.

Miscellaneous

- * Individuals and/or chapters pay for and/or reimburse National ESP Office for express mail charges that are caused by them.
- * Chapters using the national display pay for return shipping.
- * At the time of nomination for recognition, or positions on the National ESP Board or National ESP Committees, current year dues must be paid to the National ESP Executive Director.
- * Chapters are encouraged to obtain an IRS tax identification number for their chapter accounts.
- * The National ESP Executive Director will maintain the current membership list which is to be used exclusively for Epsilon Sigma Phi business. He/she will make labels available to National Board and chapters, as requested.
- * Epsilon Sigma Phi shall in no way be liable for the acts of individual members, nor for the National ESP Board who may act beyond their authority. National ESP Board members

individually or collectively shall not be liable for Epsilon Sigma Phi unless they have acted beyond their authority. Epsilon Sigma Phi does carry National ESP Board liability insurance. *(Passed by action of the National Board on June 16, 2002.)*

BUILDING STRONG EPSILON SIGMA PHI CHAPTERS

Epsilon Sigma Phi is both an honorary and educational organization, with about 7000 committed career professionals, representing 46 active state/territory chapters. The strength of the national Extension Professionals' Organization rests largely on the strength of each respective chapter. Epsilon Sigma Phi is the only Extension-wide professional organization. **Its primary purpose is that of building and maintaining a strong profession.**

The National Board of Directors has identified the following factors that seem to contribute to the success of strong chapters. This list could serve as a basis for chapter assessment by your board of directors and committees:

- * Chapter constitution and by-laws which guide the workings of the chapter and are updated regularly.
- * Elected officers who are imaginative, committed, dedicated, and hard working in support of their Epsilon Sigma Phi.
- * Board members who provide strong two-way communication between the chapter members and the chapter board.
- * Chapter goals that are carefully defined, planned, evaluated, and updated by the Board members annually, and take into account the National Epsilon Sigma Phi goals and objectives.
- * Active committees that make use of the National Chapter Handbook. (Each chapter officer should have a copy, and relevant pages distributed to appropriate committees.)
- * Programs that emphasize recognition of outstanding leadership and program accomplishments of agents, specialists, supervisors, administrators, lay leaders, and secretaries.
- * Active scholarship and grant programs that have been established for furthering professional improvement.
- * Epsilon Sigma Phi officers meet with the leadership of the agents associations periodically and jointly with the state administration at least annually.
- * Retired/Life Epsilon Sigma Phi members are actively involved in all phases of the chapter activities.
- * Chapter Board meetings are held regularly and all committee reports submitted promptly.
- * An annual statewide chapter meeting with a recognition banquet, initiation of new members and other special features.
- * A regular chapter newsletter as one important means of keeping all members informed.
- * Active participation in regional and national/regional conferences and professional improvement workshops, and participation in national/regional/state recognition programs.
- * Membership dues in an amount that will financially support an aggressive chapter program.
- * Major chapter accomplishments are shared with all other Epsilon Sigma Phi members nationwide through articles submitted for inclusion in the ESP Connection.

LEADERSHIP TRAINING FOR CHAPTER LEADERS

There are several training opportunities which will help chapter leadership be better prepared and informed to carry-out their responsibilities.

- ❖ **JCEP Regional Workshops** are held in the Extension regions every winter. They provide an opportunity for all the Extension professional organizations to come together and share in leadership training and discussion about the Extension system. Additionally, each organization has the opportunity to provide training for their representatives. The respective Regional Vice Presidents and the President-Elect provide leadership for the ESP session. It is a great sharing opportunity for chapters in the region. Any chapter member can attend. Usually there is some special training for a particular facet of ESP. Some examples of previous training include Treasurers and Membership Chairs. Watch the ESP (<http://espnational.org>) and JCEP (<http://www.jcep.org>) websites for information. Each chapter receives a \$300 stipend from National ESP to attend.
- ❖ **National ESP Conference** is held every fall. The conference rotates the four regions of the country. A feature of the National Conference is the concurrent sessions and poster presentations. These presentations are selected through a juried process by the National Professional Development Committee. The Request for Proposals is distributed at the National Conference, through the *ESP Connection* newsletter and on the ESP website. This is the time when National Committees and the National Council Business Meeting are held. Special training opportunities are provided for the chapter leadership who attend. Each chapter has one voting delegate for each 150 members or fraction thereof. Voting delegates get a \$200 travel stipend to participate in the National Conference.
- ❖ **Public Issues Leadership Development** is held every spring in Washington, DC. This workshop is sponsored by JCEP and information is posted on the JCEP website. ESP provides four \$600 scholarships for ESP members who have not previously attended.
- ❖ **Reflection of Extension Leadership Series** began in the fall of 2005. A web-based seminar series entitled “Reflections on Extension Leadership” is to be offered at least. The seminars feature panel members, representing all facets and levels of Extension, who share their perspectives, experiences, and insights on leadership. This truly unique experience offers every professional the opportunity to enhance their leadership capacity! Registrants are charged a small registration fee to cover costs. Watch the ESP website for announcements and enrollment information.
- ❖ **Web-based Training Modules** can be found on the ESP website under the “Resources” Button. Topics include: Chapter Treasurer, Membership Recruitment and Retention, Orientation to ESP Chapter Leadership and Tips for Participating in the National Recognition Program. These PowerPoint presentations can be downloaded and reviewed at your leisure.

GUIDELINES FOR CHAPTER OFFICERS

(Chapters F and N of the National Handbook have additional resources to support the roles and responsibilities of the Chapter Officers and Committee Chairs)

These are suggestions for your consideration when establishing, reviewing, or revising the duty guidelines for chapter officers. This is an extensive listing and should be adapted and customized to fit your state's structure, expectations, and guidelines.

President:

- Chairs all meetings of executive committee/board, board of directors, and chapter. Schedules regular meetings and plans agenda for executive committee/board, board of directors, and chapter meetings.
- Appoints all committees and gives a list of responsibilities and any special tasks for year.
- Chairs annual business meeting, sets agenda, reminds all officers and committees about their expected participation.
- Gives President's report at annual business meeting.
- Chairs annual meeting (works with vice president or president-elect in arranging program).
- Authorizes payment of non-recurring bills.
- Signs all certificates of recognition to chapter members.
- Assists recognition committee in submitting nominations for national recognition.
- Provides for appropriate balloting for national recognition and makes sure secretary or recognition chair returns ballot to Executive Director.
- Sees that the chapter delegate(s) to the National Council is/are selected and the Executive Director notified.
- Serves on executive board/committee, as past president/advisor, during year following presidency.

Vice President/President -Elect:

- Functions as a president-elect, so exercises some administrative powers and duties as a learning/preparation experience.
- Succeeds to presidency on recommendation of nomination committee and vote of membership the following year.
- Functions at the direction of and in the absence of the president.
- Coordinates work of all committees.
- Serves as program chair for the annual meeting.
- Works with chapter directors and membership committee in contacting prospective new active and life members, "overdue", and dropout members.

Secretary (may be combined with Treasurer):

- Records complete official minutes of annual business, executive committee/board, board of directors, and any special state Epsilon Sigma Phi meetings.
- Handles all official correspondence on behalf of the chapter.
- Corresponds with Executive Director on behalf of chapter on all matters except financial.
- Supplies framed Extension Professionals' Creed, State Constitution/Bylaws, and National Constitution/Bylaws for each new member at annual initiation ceremony.

- Stores or orders from National Office ESP banner for annual business meeting and initiation.
- Presents secretary's minutes at executive committee/board, board of directors, and annual business meeting.
- Assists recognition committee in submitting nominees for national recognition.
- May attend National Meeting as a voting delegate, if authorized by chapter.
- May attend the Regional Workshop as an official delegate of the chapter.
- Invites all life members to annual meeting by individual invitation or through newsletter article; recognize them during the meeting.
- Invites all retiring members to annual meeting by individual invitation or through newsletter article; recognize them during the meeting.
- Handles printing of an adequate supply of letterhead paper and envelopes; distributes as needed to officers and committees.
- Maintains a supply of various locally produced recognition certificate forms that may be needed by the chapter recognition committee.
- Orders various certificate forms from Executive Director at the request of recognition committee.
- Maintains a supply of nationally supplied materials needed for chapter business (Extension Professionals' Creed, National Constitution, various leaflets, etc.).
- Maintains an adequate supply of certificate frames (8-1/2 x 11) for use by the membership, recognition, and other committees.
- Works with annalist in collecting materials for yearly historical records of chapter.
- Assists newsletter editor in mailing chapter newsletter.
- May cast the chapter's ballots for national recognition and send to the Executive Director.
- Submits names, supplied by memorial/necrology committee, of deceased members to Executive Director.
- Records the membership numbers.
- Prepares an annual report for distribution at annual business meeting that contains written summaries from all chapter officers and committees.

Treasurer (may be combined with Secretary):

- Maintains chapter checking, savings, and special fund accounts.
- Keeps record of all chapter income and expenses using approved accounting procedures.
- Collects membership dues; submits periodic and annual dues reports to Executive Director.
- Pays national dues by February 1.
- Pays non-recurring bills authorized by president; pays recurring bills routinely.
- Orders jewelry for members from Executive Director.
- Works with audit committee in having financial records audited immediately after close of chapter fiscal year, and if possible, before the annual business meeting.
- Works with budget committee in developing budget for upcoming year immediately after close of chapter fiscal year, and if possible, before the annual business meeting.
- Accepts initiation dues payments from new member candidates and forwards them to the Executive Director.
- Accepts life membership payments from retired chapter members, and forwards them to Executive Director.
- Corresponds with the Executive Director on all matters relating to the finances of the chapter.
- Gives the treasurer's report at the annual business meeting, including a written annual financial summary.

- Coordinates efforts with chapter directors and Recruitment & Retention Committee to contact chapter "drop-outs" and get them to re-join.
- Sends annual notice to Executive Director at the close of the chapter's fiscal year reporting all members who have been dropped for non-payment of dues.
- Sends official "drop" notices to members whose names have been removed from the rolls because of non-payment of dues.

Past President/Advisor:

- Continues to attend and actively participate in chapter executive committee/board and chapter meetings.
- Contributes consulting and support to chapter committees as requested and/or delegated by the president.
- Chairs the chapter nominating committee to select slate of officers/directors for the coming year.

Annalist/Historian:

- Maintains up-to-date computer membership roll of all members.
- Maintains data file on each member.
- Maintains a master computer record of all members who have been initiated into the chapter. Makes quarterly updated entries from information received from correspondence, the personnel office, and changes reported to the Executive Director.
- Prepares list of retirees each year in partnership with Member Recruitment & Retention Committee.
- Prepares list of tenure recipients of 25, 30, 35, and 40-year service certificates in partnership with Member Recruitment & Retention Committee..
- Prepares and updates annually (working with personnel office), a directory of all current Extension personnel showing the total number of years employed in Extension. Shares this information with membership committee.
- Maintains such historical records and memorabilia of chapter as deemed desirable, with assistance of other officers.
- Makes quarterly update of membership status changes on the current computer membership list and distributes copies to officers and committees who can use them. Makes necessary changes in mailing lists. Uses information to update the permanent membership file.

Director (District, Area):

- Works with membership committee in contacting prospective members. Writes a personal letter, make a phone call, or has a face-to-face conversation with each prospective candidate from own area.
- After initial report on who has accepted the invitation to join from the membership committee, takes this further action: a) sends a letter of congratulation to those who have joined from area; b) sends a follow-up letter encouraging those who have not joined to do so.
- Works with treasurer in following-up "drop-outs" and potential dropouts in own area, thus encouraging members to remain active by paying dues, or re-joining.
- Supports the awards and recognition committee in making sure that all tenure awardees in own area are identified, and complimented on reaching tenure milestones--25, 30, 35, and 40 years of service.
- Assists the awards and recognition committee by making sure that nominations for state awards to worthy candidates within own area are prepared and submitted by Epsilon Sigma Phi members for other Epsilon Sigma Phi members in area.

Newsletter Editor:

- Edits and publishes at least two issues of chapter newsletter.
- Works with annalist in mailing newsletters and keeping mailing list up-to-date.
- Edits and publishes any additional issues as deemed necessary by executive board.
- Edits and publishes awards and recognition program booklet; works with various committees in assembling, laying out the booklet.
- Delivers copies of program booklet to annual meeting committee for use at the event; sends extra copies to chapter secretary for later use, including mailing to retirees who ask for them.
- Sends a copy of each newsletter to each National Board Member and the National Office.

GUIDELINES FOR CHAPTER COMMITTEES

These are suggestions for your consideration when establishing, reviewing, or revising the guidelines for chapter committees. This is an extensive listing and should be adapted and customized to fit the state's structure, expectations, and guidelines. **NOTE:** A chapter may choose to develop additional committees as needed.

Recognition Committee (One or separate committees) (Nationally - Membership Services): (Section E of the National ESP Handbook contains detailed information about national and chapter member recognition programs, mini-grants, and scholarship application forms. The brochure “Benefits Packages for an Expanded Membership Experience” is available on the ESP website and from the National ESP Office.)

- Considers nominations from chapter for national recognition; follows through on selection process and submitting entries to Executive Director.
- Considers nominations for nationally supported state recognition; follows through on selection process, securing certificates, and making presentations.
- Considers nominations for any chapter-originated state recognition; follows through on selection process, securing certificates, and making presentations. (“Generic” certificates available at National Office.)
- Searches records and identifies members who have completed 25, 30, 35, and 40 years of professional service in Extension.
- Arranges for appropriate tenure recognition ceremonies, written summaries for use in newsletters and/or program booklets, certificates, and/or other appropriate mementos.

Budget and Audit Committee (One or separate committees)
(Nationally - Resource Development & Management):

- Develops a budget for coming year for chapter, using past income and expenditures as a guide.
- Confers with officers and committees who can identify sources of income and project probable expenses in the year ahead.
- Presents budget recommendations to board and chapter members.
- Makes annual audit of previous year's financial records and attests to the accuracy and completeness of the treasurer's report at the end of the chapter's fiscal year.
- Makes recommendations for changes in procedures that might contribute to better efficiency and accountability in the future.

Constitution and Bylaws Committee:

- Studies the National Constitution and Bylaws, the National Council minutes (as published in Annual Report), and the State Constitution and Bylaws to make sure national and state guidelines are being followed. Suggests revisions in State Constitution, Bylaws, and procedures to keep up with changing trends.
- When a revision of State Constitution or Bylaws are necessary, takes the necessary steps to present the changes to the membership, and handles the necessary voting procedures to bring the matters to a vote.
- Studies national and state officer and committee guidelines and suggests revisions in state guidelines when necessary.

Development Fund:

- Develop methods to generate funds for special needs and projects.
- Makes recommendations to the board for proposed actions.

Global Relations Committee (Nationally - Global Relations):

- Maintain list of chapter members who are or have been engaged in International Extension work. Provide this information, including name, type of work, duration, location, etc., to the National Global Relations Committee.
- Invite faculty members who have international extension experience to present a poster session, workshop, seminar or talk at the annual Extension conference, ESP annual meeting or other appropriate conferences in your state.
- Identify evaluation studies, research reports, dissertations, theses, or other resources in your state that demonstrate the value of international Extension work to domestic work.
- Nominate an individual and/or a team from your state, annually, for the ESP Diversity/Multicultural Recognition.
- Invite international faculty, hosted by your institution to be a guest or speaker at a chapter meeting and to become an associate member of your chapter.
- Invite an Agricultural Attaché or similar person in the U.S. to be a speaker at a special Epsilon Sigma Phi event in your state to discuss Extension work in his/her country-- request information on women, youth, and/or agricultural programs. (**NOTE:** Agricultural Attachés often visit Land Grant Universities.)

Legislative Committee (Nationally - Public Issues):

- Studies Federal and State legislative matters that affect Cooperative Extension and are of interest to Epsilon Sigma Phi. Keep the membership informed of these matters.
- Studies changes and proposed changes in State and Federal retirement programs.
- Makes recommendations to the National Board for proposed actions.

Membership Committee (Nationally - Membership Recruitment and Retention): (Sections F of the National ESP Handbook have additional helpful information for this position.)

- Obtains from annalist (or secretary) a list of eligible prospective members, in advance of chapter annual meeting.
- Sends letter of invitation (application form) to prospects.
- Collects initiation fee/dues from initiates and sends them to chapter treasurer.
- Conducts an induction ceremony at chapter annual meeting.
- Presents to new members: 1) Epsilon Sigma Phi lapel pin or tie tack; 2) National Constitution/ Bylaws; 3) State Constitution/Bylaws; 4) Extension Professionals' Creed; 5) Membership card.

Memorial/Necrology Committee:

- Determines (from Extension Personnel Office and other sources) names of deceased members and former members.
- Prepares a tribute to each deceased member and former member for chapter annual meeting program.
- Presents these tributes at chapter annual meeting.
- Sends sympathy card to deceased's relatives on behalf of chapter (when appropriate).
- Sends list of deceased members to state secretary and Executive Director.

Nomination Committee:

- Prepares a slate of potential officer and chapter/council director candidates each year, after contacting potential candidates, acquainting them with the duties of the respective offices, and determining their willingness to serve.
- Presents slate at chapter business meeting for consideration and approval.

Professionalism Committee (Nationally - Professional Development):

- Informs the membership of state scholarship and/or loan funds that are available for Epsilon Sigma Phi members for advanced professional study.
- Informs the membership of the national scholarships and mini-grants that are available for Extension professionals through Epsilon Sigma Phi and other professional organizations.
- Studies ways to promote and foster professional improvement at the chapter meeting of Epsilon Sigma Phi and other professional organizations to which Extension professionals belong.
- Encourages institution, individual and group subscriptions to *The Journal of Extension*.
- Encourages members to go on special study tours.
- Involves members to grow in the profession.

Retiree/Life Member Committee:

- Helps collect information about activities of retirees that the newsletter editor can use.
- Considers ways that individual retirees can become more involved in chapter activities.
- Encourages consideration, planning, and implementation of special activities related to interests of retiree's group within chapter.
- Helps with fellowship reception for retirees and friends prior to or following annual meeting.

NEW CHAPTER OFFICERS REPORT FORM
Submit annually in National Office immediately after election.

State: _____ Chapter: _____

Date Submitted (Month) _____ Year _____

PRESIDENT	Term	To	
Name: _____			
Extension Title: _____			
Address: _____			

City/State/Zip: _____			
Phone	FAX	INT	
V. PRESIDENT/ PRES. ELECT	Term	To	
Name: _____			
Extension Title: _____			
Address: _____			

City/State/Zip: _____			
Phone	FAX	INT	
SECRETARY/SEC.-TREAS.	Term	To	
Name: _____			
Extension Title: _____			
Address: _____			

City/State/Zip: _____			
Phone	FAX	INT	
TREASURER	Term	To	
Name: _____			
Extension Title: _____			
Address: _____			

City/State/Zip: _____			
Phone	FAX	INT	

Send form electronically to espoffice@esnational.org

NEW CHAPTER COMMITTEE CHAIRS REPORT FORM

Submit electronically to espoffice@esnational.org annually immediately after election.

Please provide the names of the committee chairs in your chapter. If the titles of your committees are not the same as those of National Epsilon Sigma Phi, list the names of persons in your chapter that you would like to receive the information. A copy of all information sent to committee chairs will also be sent to the chapter president and president-elect. Submit annually to the Executive Director by December 1 or immediately after selection.

GLOBAL RELATIONS

Name: _____
Extension Title: _____
Address: _____
Telephone: _____ Fax: _____ Internet: _____

PROFESSIONAL DEVELOPMENT

Name: _____
Extension Title: _____
Address: _____
Telephone: _____ Fax: _____ Internet: _____

MEMBER SERVICES

Name: _____
Extension Title: _____
Address: _____
Telephone: _____ Fax: _____ Internet: _____

PUBLIC ISSUES

Name: _____
Extension Title: _____
Address: _____
Telephone: _____ Fax: _____ Internet: _____

MEMBERSHIP RECRUITMENT AND RETENTION

Name: _____
Extension Title: _____
Address: _____
Telephone: _____ Fax: _____ Internet: _____

RESOURCE DEVELOPMENT AND MANAGEMENT

Name: _____
Extension Title: _____
Address: _____
Telephone: _____ Fax: _____ Internet: _____

SEND TO: espoffice@esnational.org

RELATIONSHIP OF CHAPTER OFFICERS TO NATIONAL OFFICE

The following duties of chapter officers relate only to their responsibilities to the National Organization. This in no way attempts to set forth all the duties of chapter officers.

Chapter President:

- * Takes responsibility for initiating nominations for National Recognition Program.
- * Provides for appropriate balloting for National Distinguished Service Ruby and National Recognition Nominees and make sure ballot is returned to the National ESP Executive Director by **May 15**.
- * Sees that chapter delegate(s) to National ESP Council is/are selected and National ESP Executive Director notified by **September 1 or earlier if requested**.
- * Supplies the National ESP Executive Director, immediately following your annual election, information about all chapter officers including office held, name, title (both Extension and Epsilon Sigma Phi), address, zip code, telephone number, FAX number, and e-mail address.
- * Responds promptly to correspondence from National ESP officers and committees.
- * Signs all certificates of recognition given to chapter members.
- * Responds to evaluation of National ESP Executive Director by **March 1**.

Chapter Secretary-Treasurer: *If this office is divided between two officers (a secretary and treasurer), be sure the following duties and responsibilities are divided to assure that all are accomplished:*

- * Provides National ESP Executive Director with names of all members who are in good standing, along with their National I.D. Number, mailing and e-mail address.
- * Collects National annual dues (\$40) from all members and submit to the Executive Director by **February 1**. Total current membership dues paid should correspond with the total number of annual member names on your chapter's current computer printout.
- * Provides the National ESP Office with names, mailing and e-mail addresses of new members. Collect from new initiates the National initiation fee (currently \$5), plus the National annual dues (\$40) for the year initiated, and submit both to the Executive Director.
- * Prepares all member certificates received from the National ESP Executive Director and distributes them to new annual members and life members. Be sure to record the ID# of each annual member in the permanent chapter membership records.
- * Responds to evaluation of National ESP Executive Director by **March 1**.
- * Reports names and membership numbers of deceased members to the National ESP Executive Director as they occur so they can be included in the National ESP Memorial Service.
- * Keeps members advised of the availability of ESP emblems and jewelry, takes orders for items, collects monies, and sends to the National ESP Office.
- * Advises members planning for study leave of the availability of scholarships provided by National ESP.
- * Submits information on Standing Chapter Committees of National ESP to the ESP National Office when the request is made.
- * Chapters are encouraged to obtain their own IRS tax identification number for their chapter accounts as the National ESP Board cannot be liable.

POLICY FOR PAYMENT OF NATIONAL DUES

The governance documents for Epsilon Sigma Phi, The Extension Professionals' Organization, sets January 1 through December 31, as the fiscal and membership year for the organization.

The fact that chapters may observe other time periods for their fiscal years does not alter the obligation for the chapters to pay their National Epsilon Sigma Phi dues on the basis of the National fiscal and membership year. A Chapter's National Dues for a given year are to be paid by February 1.

Dues should be collected for the approaching year in the final quarter of a given year. The first payments from a chapter can be submitted as they are collected. Most treasurers will hopefully submit dues on a monthly basis or more frequently. Paid-up life time memberships may be submitted at anytime.

The number of national voting delegates, for a year, is based on national dues submitted to the national office by February 1 of each year.

RECORDS TO KEEP AND TO PASS ON TO INCOMING CHAIR/OFFICER

Purpose: To assist in the smooth transition from one committee year to another.

- * To build upon previous committee efforts (rather than reinventing the wheel).
- * To give continuity.
- * To enable committees to take advantage of the thinking and vision of previous committees.
- * To increase effectiveness and efficiency.

Suggested items to pass on:

- * List of committee members, addresses, phone numbers, fax numbers, E- mail and internet numbers, etc.
- * Purpose of the committee.
- * Responsibilities and guidelines for the committee.
- * Expectations of the committee for the coming year.
- * Copy of previous year's committee goals.
- * Blank committee report forms.
- * Copies of previous year's reports
- * Copies of forms and other information that pertain to committee business.
- * Copies of minutes of previous year's committee meeting(s).
- * Copy of Chapter goals and objectives.
- * Other information as deemed appropriate.

CHAPTER SELF-EVALUATION

How well is your chapter of Epsilon Sigma Phi doing in providing services and information to your members? A thorough and objective self-assessment can help your present and future membership feel that Epsilon Sigma Phi makes a valuable contribution to their professional career. Please check those where you feel you are meeting the criteria.

Criteria

1. Chapter objectives have been defined in writing and communicated to all members.
2. National goals have been reviewed with Chapter Board members and some goals included as part of the chapter plan of work.
3. A newsletter is mailed regularly to all members.
4. A newsletter is mailed annually to all Extension staff members as a way of informing them about Epsilon Sigma Phi.
5. Letters (personal contact) are mailed to eligible staff members encouraging them to join.
6. Letters (personal contact) are mailed to all retirees encouraging them to become life members.
7. Follow- up letters (personal contacts) are mailed to any staff members who did not initially join and to retirees who did not initially become a life member.
8. Our chapter has had members receive mini- grants.
9. Our chapter has had members receive a scholarship.
10. We fulfilled our commitment to support the Development Fund.
11. Recognitions are provided for our members.
12. Nominations are made by our chapter for the various national recognition programs.
13. Our chapter nominated people to serve on national committees.
14. Our chapter dues were paid by February 1.
15. Our chapter was represented at the ESP National Conference.
16. Our chapter was represented at the JCEP Regional Workshop.
17. Our chapter will have at least one participant at the Public Issues Leadership Development Conference (PILD) in the spring.
18. We hold professional improvement workshop/seminars for our active and retired members.
19. We have an annual chapter meeting.
20. The National Chapter handbook (all or parts) has been given to all chapter officers and committee chairs.
21. Epsilon Sigma Phi officers meet with the leadership of the other agent associations periodically and jointly with the state administration annually.
22. Board meetings are held regularly and all committee reports are submitted promptly.
23. Membership changes are reported to the Executive Director promptly.
24. Committee contacts are reported to the Executive Director promptly.
25. Newly elected officers are reported to the Executive Director promptly.

Please indicate the number or percent for the following questions:

26. We have retirees serving on a state committee or as a state officer.
27. Of the eligible staff members, we have percent as members.
28. During the past year, ___percent of our retired members who were eligible became life members.
29. Our membership has increased ___percent or decreased ___percent during the past three years.
30. Please list one goal that you will implement in your chapter between now and the National Meeting.
31. Please list one or more items that you feel need attention by the National Board.

**EPSILON SIGMA PHI SUPPLIES/RESOURCES
AVAILABLE FROM NATIONAL OFFICE**

Use Supply/Resource Form, pages P-5 and P-6, to order these items.

Excel File of Address Labels for Chapter Members: Cost: Free

Bookmark Listing National Board: Each year a bookmark listing names, addresses, phone, FAX and e-mail address of National Board is released. These are available for all members upon request. Cost: Free.

Brochures:

YOUR BENEFITS PACKAGE FOR A UNIQUE EXPERIENCE -

Lists all the scholarships, recognitions, loans and mini-grants. (Redesigned 2004). Posted on the website and up to 100 copies provided to chapters.

EPSILON SIGMA PHI – GENERIC MEMBERSHIP. Membership brochure which introduces all types of ESP membership. Developed in 2006 for general recruitment. Posted on the website and up to 100 copies provided to chapters.

EPSILON SIGMA PHI - MEMBERSHIP – Brochure for recruitment of annual members. (Redesigned 2004). Posted on the website and provided free to chapters.

EPSILON SIGMA PHI – LIFE MEMBERSHIP – Life Membership recruitment brochure. (New in 2004). Posted on the website and provided free to chapters.

EPSILON SIGMA PHI – MEMBER AT LARGE – Recruitment brochure for potential ESP members in states where there is not an ESP chapter. (New in 2004). Posted on the website and provided free to chapters.

Chapter Certificates of Recognition: Certificates for State Distinguished Service, Friend of Extension, Administrative Leadership, Diversity, Meritorious Support Service, Mid-Career Service, Early Career Service, Team, 25 Year Tenure Awards, Visionary Leadership, International Service, Continued Excellence, Generic State Award, and Retirement Recognition. Cost: Unlettered certificates, \$1.00 each; (use Chapter Certificate Order Form).

Chapter Membership Records: Membership records (name, ID number, year of initiation) that go back to "Year 1" are kept for each chapter. Upon request, one copy will be sent to Chapter officer. Free.

Chapter Handbook: Downloaded from web site (<http://espnational.org>). Free.

Computer Printout of Chapter Members: Current list of chapter membership as recorded at the National Office, supplied on request.

Constitution and Bylaws (2007 Edition): Available under the "Handbook" button, Section B on the ESP website at <http://espnational.org>. Free.

Epsilon Sigma Phi Banner (horizontal): Usually attached to wall behind speaker/head table. For local use on special occasions. Free, for short-term loan only. Chapter pays return postage to the National Office. (New in 2002)

Epsilon Sigma Phi Banner (vertical): For local use on special occasions. Free, for short-term loan only. Chapter pays return postage to the National Office. (New in 1998)

Epsilon Sigma Phi Exhibit Panel: This exhibit is one panel which pulls like a window shade and hooks to a free standing frame. It can be borrowed from the National ESP Office. Shipping charges to return the exhibit are to be paid by the chapter. The exhibit can be viewed on the ESP website under the “Resources” button.

Epsilon Sigma Phi Pocket Folder: Double pocket folder, ivory colored with Epsilon Sigma Phi key on the cover. Often used to present certificates and other brochures to new members. Cost: \$ 1.00 each.

Epsilon Sigma Phi Jewelry & Custom Imprinted Promotional Items. Order from ESP National Office. Order form posted on the ESP website.

Extension Professionals' Creed: 8-1/2 x 11 size creed suitable for framing. Often presented to new members as part of initiation ceremony. Cost: \$.50 each.

Membership Cards: Billfold size cards automatically issued to new members and to new lifetime members. They are sent directly to the member with a letter from the National ESP President. Free.

National Epsilon Sigma Phi Newsletter: ESP Connection Annual members receive an electronic notification of posting on the website at <http://espnational.org>. It is sent surface mail three times a year to all life members. Past copies are posted under “Archives” button.

New Annual Member and Life Member Certificates: Certificates for chapter presentation to new annual or life members (use Chapter Certificate Order Form). Cost: Free.

Peel-Off Epsilon Sigma Phi Emblem Seals: Green on gold (1-1/2 x 3/4). Great for name tags, place cards, host ribbons, envelope seals, etc. Cost: \$4.50 per 100.

Retirement Certificates: Chapters may purchase a certificate to present to members at the event of their retirement. Use the Certificates Order form to order these certificates.

CHAPTER RECOGNITION PROGRAMS

The participation and activity at the chapter level are the strength of Epsilon Sigma Phi. Those states having a strong chapter, which provides meaningful opportunities for their members, are the states with growth in our organization and strong memberships. There are two annual recognition programs available to distinguish chapters for exemplary efforts...Achievement in Chapter Membership and Chapter of Merit.

The **Achievement in Chapter Membership** (N13-16, ESP Handbook) is a judged recognition by the Membership Recruitment and Retention Committee. The top chapter in each region is recognized at the National ESP Conference with a gift certificate for merchandise from the National ESP Office. Chapters do a self-assessment of their membership trends and recruitment and retention efforts. There are three parts to the programs:

- ESP Member Recruitment and Retention Score Card
- Recruitment and Retention: How Does Your Chapter Score?
- Documentation of Chapter Membership Efforts

The **Chapter of Merit** (N-11-12, ESP Handbook) recognition program was developed by the National ESP Board to provide recognition for those chapters who have put forth an exemplary effort to forward the cause of the Extension system and to provide professional development opportunities for their members. Quite often members or potential members when approached to renew membership or to become members ask the question, “What is in it for me?” Those chapters with a strong program can provide an answer to this question that will demonstrate to individuals a good reason to either become members or to continue membership in ESP at the local level.

The purpose of the Chapter of Merit Program is to provide a way for the National ESP Board to recognize those chapters who have excellent programs to service their members in harmony with the national goals and objective of Epsilon Sigma Phi.

The National ESP Board recognizes that not all chapters have the same opportunity to serve their members and as such have created a recognition system that will recognize chapters for their efforts without regard to the number of members or the resources available.

By categorizing the awards in a Platinum, Gold, Silver or Bronze groups, chapters have an opportunity to be recognized by their effort not necessarily based on the number of members or resources available.

The categories evaluated reflect areas identified as important to develop and maintain a strong chapter within the states.

The following page serves as an application for consideration as a Chapter of Merit and at the same time serves as a guide of the important chapter activities and programs to insure well rounded professional development opportunities that would appeal to members. The time frame for the ESP Chapter of Merit recognition is March 1 – February 28th of each year.

The report form should be submitted to the National ESP Office, PO Box 357340, Gainesville, FL 32635-7340 by May 1. The form requires the signature of the individual submitting the form.

ESP Chapter of Merit Program Chapter

Organization/Leadership: _____

1. Chapter has Constitution/By-Laws in place (1point Yes – 0 points No)
2. Chapter has President, President-Elect, Secretary and Treasurer (1point Yes – 0 points No)
3. Chapter has the following Committees:
 - a. Member Services (Scholarships and Recognition) (1point Yes – 0 points No)
 - b. Public Issues (1point Yes – 0 points No)
 - c. Member Recruitment and Retention (1point Yes – 0 points No)
 - d. Global Issues (1point Yes – 0 points No)
 - e. Resource Development and Management (1point Yes – 0 points No)
 - f. Professional Development (1point Yes – 0 points No)
4. Officers are elected on a regular schedule (1point Yes – 0 points No)
5. Executive Board meets at least twice per year (1point Yes – 0 points No)
6. Leadership participates in the JCEP Regional workshops (1 point/attendee)
7. Leadership participates in the ESP National Council (1 point for all delegates in attendance)
8. Chapter dues are paid by the February 1 deadline (1point Yes – 0 points No)
9. Chapter participates in e-mentoring of other ESP Chapters.

Member Services: _____

1. Chapter provides recognition for membership in the following areas:
 - a. Distinguished Service (1 point Yes)
 - b. International Service (1 point Yes)
 - c. Mid -Career (1 point Yes)
 - d. Early Career (1 point Yes)
 - e. Visionary Leadership (1 point Yes)
 - f. Team Award (1 point Yes)
 - g. Retiree Service (1 point Yes)
 - h. Diversity Individual (1 point Yes)
 - j. Diversity Team (1 point Yes)
 - k. Administrative Leadership (1 point Yes)
 - l. Continued Excellence (1 point Yes)
2. Chapter provides recognition for Friends of Extension (1point Yes – 0 points No)
3. Chapter presents Meritorious Support Recognition (1point Yes – 0 points No)
4. Chapter submits nominees for the National Recognition Program (1point Yes – 0 points No)
5. Chapter votes in the National Recognition Program (1point Yes – 0 points No)
6. Chapter has submitted a requested/received a mini-grant (1point Yes – 0 points No)

Member Recruitment and Retention _____

1. Chapter initiates new members every year (1point Yes – 0 points No)
2. Chapter actively recruits new life members from retiring members (1point Yes – 0 points No)
3. Chapter collects annual dues from membership in a timely manner (1point Yes – 0 points No)
4. Chapter has a website for membership information (1point Yes – 0 points No)

Professional Development: _____

1. Members participate in the ESP National Meeting (1 point/member)
2. Members submit proposals to present at the ESP National Meeting (1point Yes – 0 points No)
3. Members participate in JCEP Regional Leadership Workshops (1point Yes – 0 points No)
3. Chapter publishes a newsletter (1 point/issue)

Public Issues: _____

Membership participates in Public Issues Leadership Development (PILD) (1point Yes – 0 points No)

Resource Development: _____

1. Chapter provides scholarships for members (1point Yes – 0 points No)
2. Chapter supports the ESP Development Fund through the auction/donation (1point Yes – 0 points No)
3. Chapter uses good financial practices in managing the chapter's resources (1point Yes – 0 points No).

Global Relations: _____

Chapter recognizes members for work in Global Issues (1point Yes – 0 points No)

Point Total Platinum Standard (40+) Gold Standard (35-40) Silver Standard (28-34) Bronze Standard (20-27)

Signature of Individual Submitting the Form _____

EPSILON SIGMA PHI ANNUAL CALENDAR

JAN 1 Opening of fiscal year and dues year

JAN 1 Nominations for Regional Vice President due at National ESP Office in even years (2008, 2010 and 2012).

JAN 1 News copy deadline for Winter *ESP Connection* Newsletter

JAN/FEB Regional Workshops (dates and locations announced yearly)

FEB 1 National dues for all chapter members due to National ESP Office. Data on deaths and members leaving Extension should be submitted throughout the year. Each chapter's total membership number will be used to determine the chapter's voting delegate representation for the next 12 months.

FEB 1 ESP Mini- Grant Application Deadline for the current year. Submit electronically to the National ESP Office.

FEB 1 Applications for Public Issues Leadership and McKinney Scholarships deadline. Submit electronically to the Chair of Member Services and National ESP Office.

FEB Chapter Report to National ESP Office, Regional Vice President and to participating Chapters in JCEP Regional Leadership Conference.

FEB Chapter list of committee chairs requested at regional workshops

FEB Recruit National Committee members at regional workshops

FEB Input obtained from chapters for five-year goals and annual objectives at regional workshops

FEB Regional Vice Presidents elected (even years) (2008, 2010, 2012)

MAR 1 Recognition nominations due to National ESP Office (use National Recognition Nomination Transmittal Form): Recognition nominations are submitted on CD to the National ESP Office by March 1 of each year. Each nomination can be no more than two pages long and must be in a Word or Adobe format. The categories for national recognition are:

- National Distinguished Service Ruby Recognition
- National Friend of Extension Recognition
- Distinguished Service Recognition
- Administrative Leadership
- Diversity Individual
- Diversity Team
- Mid-Career Service Recognition

- Early Career Recognition
- International Service Recognition
- Team Recognition
- Continued Excellence Recognition
- Visionary Leadership Recognition

MAR 1 Scholarships submitted electronically to the Chair of Member Services and the National ESP Office:

- Richard R. Angus Professionalism Scholarship
- Administrative Leadership Scholarship Program

MAR 1 Evaluation of National ESP Executive Director Form sent to Chapter Officer(s), National ESP Board members, and National ESP Executive Director and Staff

MAR 1 National Committee Mid-Year Reports due to National ESP Executive Director (use National Committee Report Form)

MAR 1 News copy deadline for Spring *ESP Connection* Newsletter

APR 1 Nominations due to Second Vice-President for individuals to serve on National Committees (use National Committee Nomination and Re-Appointment Forms)

APR 1 Evaluation of National ESP Executive Director Form (See handbook Section N) due to National Epsilon Sigma Phi Past President

MAY 1 Achievement in Chapter Membership Recognition due to National ESP Office

- Chapter of Merit Nomination Form due to National Office

MAY 1 News copy deadline for *ESP Connection* Newsletter

APR/MAY Public Issues/Leadership Development Seminar

MAY 15 News Copy Deadline for Spring *ESP Connection* Newsletter

- Deadline for state chapters recognition ballots at National Office for:
 - National Distinguished Service Ruby Recognition
 - Distinguished Service Recognition
 - Administrative Leadership Recognition
 - Diversity Individual Recognition
 - Diversity Team Recognition
 - Mid-Career Recognition
 - Early Career Recognition
 - International Service Recognition
 - Team Recognition
 - Continued Excellence Recognition
 - Visionary Leadership Recognition

Ballots postmarked after May 15 will not be counted

MID-YEAR Five-year goals and annual objectives identified by National Board

MID-YEAR Date and location for National Meeting three years hence determined by National Board (2007 in Western Region for 2010 Conference)

MID-YEAR Evaluation interview with Executive Director conducted by President, President-Elect, and Past President. Report prepared for mid-year National Board Meeting

MID-YEAR National Committees approved by National Board

MID-YEAR Committees appointed by Second Vice-President

JUNE Registration due for National Conference

JULY 1 Nomination for National 2nd Vice President due to National Office (S-2008, W-2009, NC- 2010, NE - 2011). Use Form J-7

JULY 1 News copy deadline for *ESP Connection* Newsletter

AUG 1 Year-end reports from National Committees due to National ESP Executive Director to ensure inclusion in Annual Report for National ESP Council

FALL Meeting of National ESP Board in conjunction with the National ESP Conference. Committee preliminary plan of work presented at pre-board meeting of National Meeting (use National Committee Plan of Work Form, handbook section C)

FALL National Committee year begins at National Conference

FALL National Committees meet with participants at National Conference to discuss committee plans

FALL National Committee plan of work approved at board meeting immediately following National Conference

SEPT 1 News copy deadline for Fall *ESP Connection* Newsletter

NOV 1 News copy deadline for *ESP Connection* Newsletter

DEC 31 Close of fiscal year.

BASIC PARLIAMENTARY PROCEDURES

Handling a motion

Three steps by which a motion is brought before the group

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the question on the motion.

Three steps in the consideration of a motion

1. The members debate the motion (unless no member claims the floor for that purpose).
2. The chair puts the question to a vote.
 - A. The chair restates the question.
 - B. The chair takes the vote:
"All in favor of the motion say aye."
"Those opposed, say no."
3. The chair announces the result of a vote. A complete announcement should include:
 - A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
 - B. Declaration that the motion is adopted or lost.
 - C. Statement indicating the effect of the vote or ordering its execution.
 - D. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

Boards and Committees

The rules for small committee and board meetings are different from the rules which apply to large meetings of assemblies or plenary bodies.

- Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- Motions need not be seconded.
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally are not allowed. [*Note: In practice, even these motions are in fact usually allowed.*]
- Informal discussion of a subject is permitted while no motion is pending.
- The chair can speak in discussion, make motions, and usually votes on all questions.
- Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed by general consent, however, all proposed actions of a committee must be approved by vote under the same rules as an assembly.

Making Committees Work

A committee, as understood in parliamentary law, is a body of one or more persons, elected or appointed by an assembly to consider, investigate, or take action on certain matters or subjects, or to do all these.

To function effectively, a committee, and especially its chair, needs to have

- A list of committee members.
- A copy of the motion or problem referred to the committee.
- Special instructions to the committee, if any. These instructions should include a statement of exactly what the committee is expected to do, and whether the question is referred to it for discussion, study, hearings, investigations, recommendations, or action.
- A statement of the powers and duties of the committee.
- Copies of all papers or correspondence relating to the subject assigned to the committee.
- Copies of any rules, policies, or decisions of the organization relating to the subject.
- Information on the type of report desired and the date set for its presentation.

Reports from committees should minimally contain

- A statement of the charge to the committee
- A statement of the methods employed by the committee in accomplishing its charge.
- A summary of information gathered or work done.
- A statement of conclusions or findings.
- A specific recommendation, together with a rationale for that recommendation.
- The names of the members on the committee.
- A summary (often called an "executive summary" at the beginning of the report is helpful for long reports.

Minutes

1. Minutes are the official record of the proceedings of a deliberative assembly, board, or committee.
2. Robert's says that minutes "should contain a record of what was *done* at a meeting, not what was *said* by the members."
3. Minutes should serve the needs of the organization and its special character. It is not necessary to put the flow of discussion and debate into minutes,
4. The minutes are the property of the assembly, board, or committee. As such, after the minutes are submitted to the members at a meeting, the members approve the minutes (by a formal vote or by consent as when the chair says, "If there are no corrections or objections, then the minutes will be approved as distributed"). In practice often a draft of minutes is circulated among the members and interested parties (such as a person who presented a report at a meeting from a subcommittee) for corrections and improvements before the final and official minutes are distributed and acted upon by the group.
5. Each minutes should have the name of the group (board or committee), the date, time, and place of the meeting, the name of the chair and recorder for the meeting, a record of those attending the meeting, and whether the minutes of the previous meeting was approved (as read or as corrected). The body of the minutes should contain a separate paragraph for each subject matter. Motions and decisions should be clearly stated. The secretary or recorder signs the minutes (especially the official record).

Table of Rules related to Motions

John A. Cagle, 2001 -- Based on Robert's Rules of Order Newly Revised

Motions

MOTION (by order of precedence)	Interrupt	Second	Debatable	Amendable	Vote
Adjourn	No	Yes	No	No	Majority
Recess	No	Yes	Sometimes	Yes	Majority
Question of Privilege	Yes	No	No	No	Chair
Personal Privilege	Yes	No	No	No	Chair
Parliamentary Inquiry	Yes	No	No	No	Chair
Point of Information	Yes	No	No	No	Chair
Orders of the Day	No	No	No	No	Chair
Lay on the table	No	Yes	No	No	Majority (2/3)
Previous Question	No	Yes	No	No	2/3
Limit or extend debate	No	Yes	No	Yes	2/3
Postpone to a certain time	No	Yes	Yes	Yes	Majority
Refer to committee	No	Yes	Yes	Yes	Majority
Amend	No	Yes	If motion is	Yes	Majority
Postpone Indefinitely	No	Yes	Yes	No	Majority
MAIN MOTION	No	Yes	Yes	Yes	Majority
RECONSIDER	Yes	Yes	If motion is	No	Majority
RESCIND	No	Yes	Yes	No	2/3 (majority)
AMEND MOTION PREVIOUSLY ADOPTED	No	Yes	Yes	Yes	2/3 (majority)

INCIDENTAL MOTIONS -- NO ORDER OF PRECEDENCE

MOTION (no order of precedence)	Interrupt	Second	Debatable	Amendable	Vote
Appeal from decision of chair	Yes	Yes	Sometimes	No	Majority
Suspend the rules	No	Yes	No	No	2/3
Object to consideration	Yes	No	No	No	2/3 against con.
Point of order	Yes	No	No	No	Chair
Withdraw a motion	Yes	Yes	No	No	Majority
Division of question	No	Yes	No	Yes	Majority
Division of assembly	Yes	No	No	No	None

GUIDELINES FOR RE-ACTIVATING A CHAPTER

The following guidelines should be used.

* The Vice President from the region where a chapter is re-activating, the President-Elect, or Past President should be the person involved.

* The person assigned should take on only one chapter at a time in this re-activation process.

* Process and Procedures

-- Extension staff member should be identified who will be the initial contact person in the state with an inactive chapter. The person should have indicated an interest and desire to have the chapter re-established and must have the respect of administration and colleagues.

-- Information about Epsilon Sigma Phi should be sent to the identified person including brochures, Constitution and Bylaws, together with an outline of the steps in the process to reactivate a chapter. Also, within two or three months a telephone contact will be made to determine the degree of interest and the next steps and strategy.

-- Plans for an on-site visit should be made within six months of the phone call. This visit should include: planning time with the contact person; visit with the Extension Director; planning time with a small group called together by the contact person (persons in this group should come from various staff categories), one or more life members and representatives of the other Extension professional associations. The meeting with the small group could be a breakfast or luncheon meeting. An essential result of this visit is to reach a decision to move forward to re-activate, put the decision on hold, or drop the idea.

-- Assuming the decision reached is to move forward to re-activate the chapter, a second essential step during the on-site visit is to establish a Chapter Organization Committee and to agree on the committee chair and committee members.

-- The following topics would provide preliminary discussion during the on-site visit.

.. The timing/date of organizational meeting.

.. Who to invite to the organizational meeting.

.. Review of Chapter Handbook--to be brought by the National Officer and left with the local committee.

.. Membership and dues requirements.

.. Status of a constitution.

.. Keeping Extension administration informed to maintain continued support.

.. Officer and committee needs

.. Resources to request from the Executive Director -- brochures, past issues of the Epsilon Sigma Phi Newsletter, Chapter's charter if original has been lost.

.. Benefits and programs of Epsilon Sigma Phi and develop a marketing strategy.

-- A monthly telephone contact will be made with the Chapter Organization Committee Chair to provide continued support and to discuss and refine plans for the organizational meeting.

-- Shortly after the organizational meeting, a call will be made to hear about results, listen to frustrations, and to determine the kinds of continued support that are most essential.

-- Phone contacts will be continued every three or four months and a chapter visit by a National Board member of their choice offered for their first annual meeting following re-activation.

-- Epsilon Sigma Phi financial resources are available for National Officer travel and per diem for the on-site visit; and costs associated with the breakfast or luncheon meeting during the on-site visit for a small group/committee only.

National dues will not be required for a period of two years (from the date of the organizational meeting) or until there is \$500.00 in the chapter treasury, whichever comes first.

National Officer travel and per diem for the annual meeting visit.

-- The National Office could do short term secretarial services for the re-activating chapter such as letters and direct mailing to members for interest in maintaining a chapter, invitation to the annual meeting, or invitation to life or at-large members to attend the organizational meeting.

Suggested steps to re-activate a chapter (for use by members of organizing/steering committee)

- Establish an organizing/steering committee--involve several life members.
- Request and obtain support of Extension administration.
- Draft a proposed structure--officers, committees, membership criteria, and dues.
- Draft a proposed program emphasis/focus for the first year-something with which prospective members will identify.
- Keep potential members informed.
- Call an organizational meeting and invite participation of potential members.
- At the organizational meeting review and discuss the proposed structure and program emphasis; make a decision -- to re-activate or not. If affirmative, elect an interim executive committee and decide membership criteria and dues.

The interim executive committee should:

- Draft the constitution and bylaws.
- .. Recruit members.
- .. Recruit committee chairs.
- .. Make plans for an annual meeting.
- .. Invite member of the National Board to attend/speak at the annual meeting.
- .. Invite National Board member to meet with the Chapter Steering Committee and the Extension Director.
- At the annual meeting
 - .. Discuss/approve constitution and bylaws.
 - .. Elect officers.
 - .. Introduce committee chairs and recruit committee members.
 - .. Initiate new members and introduce life members.
 - .. Discuss and approve annual chapter goals/objectives.
 - .. Have presentation by National Board member.
- Throughout the process, keep National Office informed so they can be helpful.
- .. Names, addresses, phone numbers of steering committee, interim executive committee, and elected officers so they receive appropriate communication.
- .. Progress, problems, questions.
- .. Names and addresses of members when known, so they can be entered into the computer file and receive the Epsilon Sigma Phi Newsletter.

CEREMONIES

NEW MEMBER INITIATION CEREMONY

The following is offered as a suggestion. It is not intended to replace a ceremony that is traditional to your chapter and fits your situation. Adapt/change/add to this ceremony--to meet your needs.

Staging the Ceremony:

- * Ask the new members to come to the front of the room as each is introduced.
- * A display of Epsilon Sigma Phi symbols is appropriate--such as a banner, or a 35mm slide--which can be borrowed from the Executive Director if necessary.
- * Have a packet of materials assembled in an Epsilon Sigma Phi pocket folder for each new member. Suggested contents: New Member Certificate, Epsilon Sigma Phi brochures, recent issues of newsletter (chapter and national), and the Extension Professionals' Creed.

The Ceremony:

Presider:

- * Building human capital means increasing the ability to people to reach their full potential through involvement in families, organizations, communities, and the work place.
- * Investments in human capital provide people with the skills, ability, and understanding to function effectively in a complex and changing society. Our role in Epsilon Sigma Phi is to build human capital within an organization in the work place.
- * The _____ Chapter will provide you with an opportunity to build interpersonal relationships, increase your sense of self worth, and build creative independence within the organization.
- * Today, we welcome Extension professionals who are qualified to become members of the _____ Chapter of Epsilon Sigma Phi, as well as members who have reinstated their membership.

Speaker 2:

- * The purpose of our organization is to improve the image of Extension, as well as an opportunity to work together as an interdisciplinary team to promote the organization through national and state committees.
- * These committees are concerned with Awards and Recognition, Professionalism, Public Affairs, Membership, International, and Retirees. They will provide you with an opportunity for service within the organization, at both the chapter and national levels.

- * The Greek letters of our honor society symbolize that you are a veteran in the Extension Service. Epsilon stands for Extension, Sigma for Service, and Phi for veteran. As a member, you will no longer be the "new kid on the block".
- * **(Optional)** I ask _____ to present each candidate with a framed copy of the Extension Professionals' Creed. Hang this Creed in your office to remind you of the goals we live by as Extension professionals.

Presider:

- * New members, will you please repeat after me, in unison, this membership pledge:
 - "I (say your name) / hereby subscribe to and accept the Extension Professionals' Creed / as an expression of my idealism as an Extension professional.

I will endeavor at all times / to conform to it in thought, word and action / and to promote its spirit among those with whom I am associated.

I pledge my loyalty / to the members of this organization of Extension professionals / and I will promote the work and goals / in which we are commonly engaged.

All this I pledge on my honor."

Speaker 2:

- * We congratulate you on your professionalism, your desire to build human capital within the ranks, and to reach your full potential through your work and our association with each other.
- * Belonging to the _____ Chapter will help you "make a statement" about the value of our work and appreciation of co-workers, who, by their accomplishments and supportive spirit, renew our energies and faith in the total Extension team.
- * Let us close this ceremony now by welcoming our new members with applause, followed by expressions of personal welcome as the opportunity presents itself.

INSTALLATION OF CHAPTER OFFICERS

The installing officer may be the chapter-outgoing president, or a visiting national officer. Request new officers to stand and face the installing officer.

Officer:

- * Epsilon Sigma Phi, the Extension Professionals' Organization, comprised of approximately 7,000 members nationwide, has made a significant difference in enhancing the competence of Extension professionals.

- * The _____ Chapter, organized in ____, stands tall in its contribution to the national purposes of promoting a team approach among its members, maintaining the ideals of the organization and establishing working relationships of genuine regard.
- * The quality and quantity of the new members just initiated addresses the leadership style of the officers you have elected to provide leadership for this chapter. They have demonstrated their ability to be professional educators, individually and collectively, by building opportunities to strengthen relationships with all of you within the Extension System.
- * Standing together they symbolize the way the officers of this chapter have worked together as an interdisciplinary team in the past, and will do so in the future. Through this kind of teamwork, lies their great power for accomplishment.
- * This is the time when we feel the spirit of re-dedication; when we renew our loyalties, and once again pledge support to the officers you have elected.
- * By the authority vested in me, it is my privilege to install each of you in the office to which you've been elected.
(Say each person's name and the office. Also, if the chapter has a gavel, make a brief comment as the gavel is presented to the president.)
- * And now, each of you members has a responsibility to promote within the _____ Chapter an attitude of confidence, sincerity, and creativity. I challenge each of you to:
 - *Remember every kindness done to you whatever its measure.*
 - *Remember praise by others won and pass it on with pleasure.*
 - *Remember every promise made and keep it to the letter.*
 - *Remember those who lend you aid and be a grateful debtor.*
 - *Remember all the happiness that comes your way in living.*
 - *Forget each worry and distress; be joyful and forgiving.*
 - *Remember good, remember truth, and you will find through age and youth, true joys and hearts to love you.*
- * Please join me now in congratulating the duly installed officers of _____ Chapter of Epsilon Sigma Phi, the Extension Professionals' Organization.

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2007EPSILON SIGMA PHI NATIONAL OFFICERS

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(Chapter Name) of Epsilon Sigma Phi Board Meeting Agenda
Location
Date

Call to Order

Thought for the Day

Adoption of Agenda

Approval of Minutes

Officer Reports

Committee Chair Reports

Unfinished Business

New Business

Other Business

Announcements

Adjournment

(Chapter Name) COMMITTEE REPORT

Name of Committee:

Committee Members:

Overall Goal(s):

Specific Objective(s) for this Year:

Progress and/or Accomplishments:

Recommendations for Board Action:

Future Projects/Suggestions:

Number of copies needed: _____

**(Date) PROGRAM OF WORK
(Chapter Name)**

GOAL #1:

OBJECTIVE:

ACTIONS:

ACTION OWNERS:

OBJECTIVE:

ACTIONS:

ACTION OWNERS:

Funding Requested: _____

Officer/Committee Chair: _____

Epsilon Sigma Phi State Chapter Report

JCEP Regional Leadership Workshop

Name and State of Chapter: _____

Chapter reports will be presented by a chapter representative at the ESP session. Additionally, **send report in electronic format to the ESP National Office at esoffice@esnational.org.**

Your Chapter in Review:

1. Membership Numbers: Annual: _____ Life: _____
2. Membership Requirement(s):
3. Dues Structure: (indicate amount collected **above** \$40 national dues)
 - a. Annual: _____
 - b. Life: _____
 - c. Initiation: _____
4. Chapter Activities:
5. Life Member Activities or Involvement:
6. Chapter Financial Resources to support recognition programs, professional development and scholarships. (How were funds generated and utilized?)
7. How does the Extension organization in your State define an Extension Professional?
8. Brief report on Committee Activity in the Chapter:
 - Professional Development:
 - Member Services:
 - Global Relations:
 - Member Recruitment/Retention:
 - Resource Development:
 - Public Issues:
9. Describe programming efforts in the area of Global Relations. Bring samples to share as appropriate.
10. What marketing efforts does your Chapter conduct to recruit new members and promote the benefits of ESP to all Extension professionals within your state?
Please list.