

BYLAWS

EPSILON SIGMA PHI



ALPHA ZETA CHAPTER

National Extension Professionals' Organization

Approved November 29, 2010

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Article I. Name

The name of this association shall be the Alpha Zeta Chapter, Epsilon Sigma Phi, National Extension Professionals' Organization.

Article II. 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 III. Purpose

The purpose of the organization shall be to maintain the morale, prestige, and respect of the AgriLife Extension System; developing an effective working relationship among the present and former Extension System professionals. Providing opportunities for networking, fellowship, collaboration, leadership development, and mentoring in the philosophy and professional practice of Extension education that will help develop the Extension professional and profession.

Article IV. Membership

Section 1. The membership of this organization shall consist of professional and administrative faculty who hold or have held full or part-time Extension appointments. Membership is open to qualifying individuals regardless of race, color, sex, religion, disability or national origin.

Section 2. A person may withdraw from membership by notifying the Vice-President - Membership in writing. Any member failing to pay annual dues as prescribed by the Bylaws shall be dropped from membership and duly notified by the Vice-President-Membership. Upon payment of current year's annual dues, said member may be reinstated to membership.

Section 3. Annual membership will be for the period from January 1 through December 31.

Article V. Chapter Officers

Section 1. The chapter officers shall consist of President, President-Elect, Vice President - Membership, Secretary, Treasurer and Past President. The President-Elect and Secretary shall be elected annually and serve a one year term. The Vice-President-Membership and the Treasurer shall be elected for two-year terms. Officers shall be elected by a simple majority of the membership returning ballots by the specified deadline. In the absence of the President, the President-Elect shall preside. In the absence of both, members present at the meeting may elect a temporary chairman, who shall perform the duties during such emergency. The term of office for chapter officers begins January 1 and ends December 31 for both one-year and two-year terms.

Section 2. The President shall serve a one year term, preside at all meetings of the chapter and shall perform the duties usually incumbent upon an executive officer. The President shall participate in the annual Joint Council of Extension Professionals Southern Region Leadership Training Workshop. It is recommended that the president attend the Joint Council of Extension Professionals' Public Issues Leadership Development Training. Upon completion of the term of President, the President shall serve the following year as Past President. The President shall also serve as a voting delegate to the national meeting or appoint an alternate delegate.

Section 3. The President-elect shall be elected annually. Upon completion of the one-year term, the president-elect shall serve as President of the organization the following term. The President-elect will serve as chairman of the bylaws committee and shall attend the Joint Council of Extension Professionals Southern Region Leadership Training. The President-elect shall serve as a voting delegate to the national meeting; an alternate delegate can be appointed by the president.

Section 4. The Vice President - Membership shall maintain an accurate membership database and shall coordinate closely with the Treasurer. In consultation with the Treasurer, the Texas AgriLife Extension benefits and personnel offices, the Vice President - Membership shall provide Chapter Directors with a list of current ESP members, current Extension employees who may be qualified for initiation into ESP, and ESP members who are retired and therefore eligible for life membership in ESP. The Vice President - Membership shall assist Chapter Directors in making contact with Extension professionals for initiation into ESP, advise on membership status changes and dues collection. The Vice President - Membership serves as chair of the Member Recruitment and Retention Committee and works to fulfill the committee's roles stated in Article IX, Section 2.

Section 5. The Secretary shall keep the minutes of all official business including Executive Committee meetings and meetings of the State Board of Directors, maintain records of official non-financial business of the fraternity for future reference by the chapter and update the annual history of the organization.

Section 6. The Treasurer shall receive all initiation fees, dues, assessments, and donations, pay all bills, keep an accurate account of all receipts and expenditures with supplementary vouchers, record and credit donations, develop the initial budget draft, and make an annual report to the chapter, and coordinate closely with the Vice President - Membership. The books shall be subject to an annual audit by the Audit Committee. The Treasurer of the chapter shall remit to the Treasurer of the National Council each year dues for each member of the chapter as determined by the National Council.

Section 7. The immediate Past President shall chair the nominating committee.

Section 8. When an officer resigns or leaves the Texas Alpha Zeta Chapter (for failure to pay annual/life dues), the President shall appoint an interim officer to serve for the remainder of that office's elected term. When an elected officer fails to perform the duties or responsibilities of the office to which he/she was elected, the ESP Board of Directors may call for removal from the office. An action of removal must be approved by a simple majority of Board members, with a minimum of thirty (30) days notice of impending action against the officer.

Article VI. Executive Committee

Executive Committee: The Executive Committee shall consist of the President, President-Elect, Vice President - Membership, Secretary, Treasurer, and Past-President. The committee shall be the principal decision-making body of the state chapter. The Executive Committee shall meet at the request of the president to decide on matters relating to the operation and maintenance of the chapter.

The committee shall seek, as is practical and prudent, the advice and consent of the State Board of Directors as necessary but may otherwise act on behalf of and in the best interest of the membership of the chapter in any matter of chapter business requiring action unless otherwise proscribed by the Bylaws. The Executive Committee shall develop and approve an annual chapter budget, using past expenditures as a guide and consulting with state committee chairs to identify sources of income and project probable expenses for the year ahead. The Executive Committee shall approve expenditures based on the annual budget as needed to conduct chapter business. The Executive Committee shall ensure the chapter maintains all appropriate and necessary correspondence with the National Council.

The Executive Committee shall appoint individuals to fulfill vacancies for officers and committee chairman for unexpired terms as needed.

Article VII. Chapter Directors

Section 1. The ESP membership in each Extension district (which shall include all district-based Extension professionals) shall select two Chapter Directors from their membership whose terms shall alternate. ESP members based on the campus of Texas A&M University in College Station, Texas shall elect two Chapter Directors from their membership whose terms shall alternate and who shall share responsibilities for the ESP unit referred to as the "Headquarters Unit" with a third Chapter Director elected by ESP members from the Prairie View A&M University campus in Prairie View, Texas. The term of office for all Chapter Directors shall be two years and shall begin January 1. Chapter Directors may succeed themselves in office but rotation of the office among the membership is encouraged.

Section 2. Chapter Directors shall have joint responsibility for collection of annual dues from active members within their district unit, recruiting and initiating new members, arranging for and presiding over meetings within their district/unit, and developing and carrying out programs and activities of interest to their members that support the mission and objectives of the chapter.

Chapter Directors shall, with the assistance of the Vice President - Membership, extend an invitation, in writing, to each Extension employee eligible for ESP membership. Each prospective member must complete an application for membership, accompanied by the initiation fee and one year's dues.

Section 3. Chapter Directors shall serve as members of the State Board of Directors which shall be the general governing body of the chapter.

Section 4. Chapter Directors shall maintain all necessary communications with chapter officers and state committee chairs to effectively act for the chapter at the district/unit level in furtherance of the mission and objectives of the chapter.

Article VIII. State Board of Directors

The State Board of Directors shall be the general governing body of the state chapter. This body shall include the Executive Committee, the state committee chairs, two Chapter Directors from each Texas AgriLife Extension district and three Chapter Directors from the headquarters unit. The state appointed committee chairs shall serve ex-officio with no voting powers. The board shall meet in person in the winter each year to provide general oversight and consider matters related to chapter organization and maintenance, such as adoption of the annual budget prepared by the Executive Committee, formulation of amendments to the Bylaws for official vote by the general membership, form committees or task forces as needed to address special issues, hear reports from and provide advice to state committee chairs, consider recommendations from the Executive Committee, pass resolutions to strengthen the organization, and discuss matters as needed to promote the general health and well-being of the organization. Additional board meetings may be called by the president as needed.

Article IX. State Standing Committees

Section 1. State standing committees shall include: 1) Member Recruitment and Retention, 2) Scholarships, Grants & Recognition, 3) Professional Development, 4) Nominating, 5) Marketing, 6) Resource Development & Management, 7) Global Relations, 8) Public Issues, and 9) Life Members and Retirees.

State standing committee chairs shall be appointed by the Executive Committee to serve one year terms beginning January 1 each year. Each chair shall prepare and submit a budget of expected expenses and revenues for their committee's activities planned for the upcoming year on or before November 1. Chairs shall be responsible for identifying, recruiting, training and directing their own committee members. Unfilled vacancies in state committee chairs shall be filled by the Executive Committee at the direction of the president. Committee chairs may succeed themselves, serving multiple terms with consent from the Executive Committee. Outgoing Committee Chairs shall recommend a qualified member of their Committee to the Executive Committee for consideration as their replacement.

Section 2. The Member Recruitment and Retention Committee has the following responsibilities: 1) The Vice President - Membership serves as chair of the committee and primary contact with the national membership recruitment and retention committee in order for communication to flow between state and national committees, 2) Provides ideas for member involvement, including retirees, 3) Keep Membership Handbook available on web site (<http://esptexas.tamu.edu>), 4) Keep updated list of members posted on web site (<http://esptexas.tamu.edu>), 5) Communicate directly with local, state, and national Extension administration regarding Epsilon Sigma Phi activities and accomplishments in order to gain and keep their support, 6) Develop and maintain a membership recruitment and retention program, 7) Keep all membership recruitment and retention brochures current, 8) Develop other materials (such as displays, PowerPoint presentations, etc.) to promote Epsilon Sigma Phi and attract and retain members, 9) Submit annual report to the State Board for use at the winter board meeting, 10) Carry out any other responsibilities assigned by the State Board, and 11) Where appropriate coordinating work with the Chapter Relations Committee.

Section 3. The Resource Development & Management Committee annually audits the financial records of the chapter. The committee shall send a report to the Executive Committee annually within ninety

days of the close of the fraternity's fiscal year ending December 31. The audit shall be presented by the Resource Development & Management Committee to the State Board of Directors at their spring board meeting. The committee, based on their audit, attests to the accuracy and completeness of the Treasurer's report. Finally, the committee makes recommendations for changes in fiscal procedures that might contribute to better efficiency and accountability in the future. Other responsibilities include:

- 1) Committee chair serves as the contact with the national resource development & management committee in order for communication to flow between state and national committees, 2) develop a plan that includes short and long term resource development and management goals, and submit to the State Board of Directors, 3) Review budget and expenditures annually and provide recommendations to the State Board of Directors, 4) Explore opportunities for and obtain new financial resources for the Alpha Zeta Chapter of Epsilon Sigma Phi, 5) Work with the ESP Professional Development Committee to obtain financial support for professional development opportunities, 6) Monitor ESP investments regularly and make recommendations to the State Board of Directors,
- 7) Communicate with the Epsilon Sigma Phi membership through newsletter articles and the chapter president, 8) Submit annual report to the State Board for use at the winter board meeting, and 9) Carry out any other responsibilities assigned by the State Board

Section 4. The Nominating Committee, chaired by the immediate past-president, shall identify prospective chapter officers from the membership, determine their willingness to serve as officers, get their commitment to serve, and present the Nominating Committee's report to the Executive Board. Upon approval by the Executive Board, the slate of officers will be presented to the membership for balloting.

Section 5. The Marketing Committee shall be responsible for increasing visibility of the organization through the promotion of member services, preparation and dissemination of brochures and success stories, preparation of an exhibit to be displayed at other Extension professional organization state meetings, and other means as designated by the Executive Board or State Board of Directors. Help identify, share, and promote "best practices" in marketing among our chapters across the country.

Section 6. The Professional Development Committee roles and responsibilities include:

- 1) Committee chair serves as the contact with the national professional development committee in order for communication to flow between state and national committees, 2) Inform the membership of state scholarships, grants, and awards which are available for advanced professional study, 3) Informs the membership of national scholarships, grants, and awards for professional development from ESP and other professional organizations., 4) Study ways to promote and foster professional improvement at state and district/unit meetings of ESP and other professional meetings to which Extension professionals belong, 5) Encourages members to attend national ESP meetings and professional improvement workshops and tours sponsored by ESP, 6) Encourage ESP members to develop growth in the profession, 7) Develop seminars, workshops, conferences, and distance learning models that provide professional development opportunities, 8) Provide leadership for mentoring activities conducted through Epsilon Sigma Phi, 9) Submit annual report to the State Board for use at the winter board meeting, and 10) Carry out any other responsibilities assigned by the State Board.

Section 7. The Scholarships, Grants & Recognition Committee solicits and considers nominations from the chapter for national and regional awards; follows through on selection process and submission of entries to the national office. Solicits and considers nominations for nationally-supported state awards; follows through on selection process, securing awards, framing certificates and making presentations. Solicits and considers nominations for all chapter-originated state awards; follows through on selection process, securing awards, framing certificates and making presentations. Arranges for appropriate tenure recognition ceremonies, written summaries for use in newsletters and/or program booklets, certificates, and/or other appropriate mementos. Orders ESP state awards and responds to requests for certificates from Chapter Directors. Other responsibilities include: 1) Committee chair serves as the contact with the national scholarships, grants & recognition committee in order for communication to flow between state and national committees, 2) Study and make recommendations to the State Board of Directors on ways to improve ESP's scholarships, mini-grants, and recognition programs, including potential sources of funding and criteria for selection, 3) Provide publicity for scholarships, mini-grants and award recipients, 4) Submit annual report to the State Board for use at the winter board meeting, and 5) Carry out any other responsibilities assigned by the State Board.

Section 8. The role of the Global Relations Committee is to make contact and promote affiliations to ESP professional from the United States serving on international assignments. The committee provides suggestions for strengthening Extension's International programming. The committee promotes international involvement at the state and national level of the ESP organization. Other responsibilities include: 1) Committee chair serves as the contact with the national global relations committee in order for communication to flow between state and national committees, 2) The committee works to obtain recognition on a state or national basis for international programming, 3) Develop proposals for international orientation and program development support in Epsilon Sigma Phi, 4) Submit annual report to the State Board for use at the winter board meeting, and 5) Carry out any other responsibilities assigned by the State Board.

Section 9. The role of the Public Issues Committee is to 1) Encourage and promote participation in the National Public Issues Leadership Development Conference (PILD). PILD is a professional development opportunity designed to promote leadership, communication and cooperation among Extension professionals in the area of Public Issues Education, 2) Keep abreast of legislative matters and public issues that are of interest to Epsilon Sigma Phi members and to keep the membership informed of these matters, 3) Keep abreast of changes or proposed changes in the retirement programs, 4) Encourage active participation in legislative and public issues as a private citizen, 5) Keep the State Board informed about public issues and legislative issues, 6) Develop educational opportunities and resource materials on public issues, as needed, 7) Committee chair serves as the contact with the national public issues committee in order for communication to flow between state and national committees, 8) Submit annual report to the State Board for use at the winter board meeting, and 9) Carry out any other responsibilities assigned by the State Board.

Section 10. The role of the Life Members and Retirees Committee is to provide opportunities to retirees in the areas of Senior Issues, Leisure-time opportunities, and Service. The role of the committee is to: 1) Monitor changes in retirement and healthcare programs that impact Extension retirees, 2) Develop information on retirement planning, investments, healthcare planning, and other

related issues, 3) Plan and host events and activities directed to the leisure and recreational needs of Life Members such as group cruises, tours, and other opportunities, 4) Encourage Life Members to attend and participate at the annual ESP National Conference, 5) Provide support for local, state, and national issues impacting Extension Education and Epsilon Sigma Phi, 6) Assist with fund-raising and sponsorships, 7) Submit annual report to the State Board for use at the winter board meeting, and 8) Carry out any other responsibilities assigned by the State Board.

Article X. Meetings

Section 1. When the state hosts the National ESP meeting, all paid members are encouraged to attend. A specific time will be set aside for the state members to meet during that activity.

Section 2. District meetings may be held as needed and upon call by their Chapter Directors.

Section 3. Chapter Directors shall preside over an annual business meeting held in their district/unit each year to conduct the primary business of the district/unit including but not limited to; initiating new members, presenting ESP awards including two certificates of meritorious service in each district as appropriate, electing and/or installing new Chapter Directors, collecting dues, and presenting information that will inform the membership about district/unit and state chapter activities. A professional development activity associated with the district/unit annual meeting is encouraged. A memorial service should be held to remember those who have died since the last district meeting.

Section 4. Special meetings may be held upon call of the President or upon written request of twenty percent of the members. The President or a special task force appointed by the President will set the agenda for the meeting after soliciting input from the State Board of Directors, the Executive Committee, and the state standing committees.

Article XI. Fees and Dues

Section 1. The first year's dues shall include the annual dues plus an initiation fee set by the National Council and are submitted with the membership application to the Treasurer as described in Article V, Section 6.

Section 2. Annual dues shall include state chapter dues as determined by the membership and national dues as specified by the National Council.

Section 3. Retired members may obtain lifetime membership by paying a one-time fee equal to five times the annual dues (state chapter dues plus national dues).

Article XII. Non-Profit Organization

Alpha Zeta Chapter, Epsilon Sigma Phi, shall be a non-profit organization under Section 501(c)(3) of the Internal Revenue Code.

Article XIII. Dissolution

If the of Alpha Zeta Chapter of Epsilon Sigma Phi becomes inactive, the assets of the organization will be donated to the Texas 4-H Youth Development Foundation, a corporation chartered by the State of Texas and organized as a tax exempt educational agency.

Article XIV. Quorum

For transaction of state wide business a quorum shall consist of the members present that include a minimum of two officers listed in Article V. For transaction of district and campus chapter business a quorum consist of the members present.

Article XV. Amendments

Amendments to these Bylaws may be made by a majority vote of members returning a ballot. The ballot shall be mailed or otherwise provided to members so as to allow at least fifteen days for members to respond. Adopted changes become effective immediately.

Article XVI. Liability

Alpha Zeta Chapter shall not be liable for the acts of individual members of Epsilon Sigma Phi nor for officers who may act beyond their authority. Officers individually or collectively shall not be liable for Epsilon Sigma Phi, unless they have acted beyond their authority as officers.