

BYLAWS
ZETA CHAPTER
OF
EPSILON SIGMA PHI

THE NATIONAL HONORARY EXTENSION FRATERNITY, INC.

Article I Name

The name of this organization shall be the **ZETA CHAPTER OF EPSILON SIGMA PHI, THE NATIONAL HONORARY EXTENSION FRATERNITY, INC.**

Article II Purpose

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 Cooperative Extension professionals in the philosophy and professional practice of Cooperative Extension education; and facilitating professional development.

Article III Membership

Section 1. Any person may become a member without regard to race, color, sex, age, and handicap, national or ethnic origin.

Section 2. Any Extension Professional having a minimum of 50 percent Cooperative Extension appointment, regardless of source of funding, is invited to become an Active member at the Annual Meeting.

Section 3. Membership categories:

Active: Members who are actively employed in the Cooperative Extension and have paid dues for the current year by the current year's deadline as established by the National Fraternity.

Associate: Members who have retired from active employment in Cooperative Extension and have paid their dues for the current year by the current year's deadline as established by the National Fraternity. These members hold the rights and privileges of Active members.

Life: Members who have retired from active employment in Cooperative Extension and have paid the amount equal to five times the National dues at the time application is made for Life Membership. These members hold the rights and privileges of Active Members.

Article IV. Officers

Section 1. The officers of this organization shall be President, President-Elect, Vice President, Treasurer, Secretary, and Past-President.

Sections 2. Executive Committee: The Executive Committee shall be the President, President-Elect, Vice President, Treasurer, and Secretary. The Past-President shall be an ex officio member of the Executive Committee. This committee shall constitute a governing body to act on matters between business annual meetings of the membership.

Section 3. Election of Officers shall be held at the Annual Meeting.

Section 4. A Vice President shall be elected each year, and then serve as President-Elect, President, and Past-President in subsequent years.

The Treasurer and Secretary shall serve for terms of two (2) years. The Treasurer shall be elected in even numbered years and the Secretary elected in odd numbered years. This begins in the year 2000.

Section 5. If a vacancy occurs in the office of President, the President-Elect will automatically assume the presidency for the unexpired term and then serve another full term as President. The Vice President would in turn automatically assume the office of President-Elect for the unexpired term and then serve another full term as President-Elect. The office of vice President would remain vacant until the election at the following annual business meeting.

If a Past-President vacancy occurs, the previous Past-president may assume the position for the unexpired term upon recommendation by the President and ratification by the majority vote of the Executive Committee.

Any Vacancies in the offices of Treasurer and Secretary shall be filled upon recommendation of the President and ratified by a majority vote of the Executive Committee.

Article V. Officer Duties

Section 1. President:

- The term of the Office of the president shall be for one year
- Presides at all Executive Committee meetings and at the Annual Meeting.
- Appoints chairs of Standing Committees and solicits volunteers as committee members;
- Coordinates the annual newsletter to the membership.
- Prepares an annual report for the Western Regional Leadership Conference.
- Signs all documents, certificates and awards on behalf of the Zeta Chapter.
- Attends the National Epsilon Sigma Phi meeting, funds permitting
- Transfer records of the Office to the next President at the conclusion of the Annual Meeting.

Section 2. President-Elect:

- Performs the duties in the absence or disability of the President.
- Attends the Western Regional Leadership Conference, funds permitting.
- Prepares an article for the annual newsletter.
- Represents Epsilon Sigma Phi on the Extension forum Planning Committee.
- Transfers records of the office to the next President-Elect at the end of the Annual Meeting.

Section 3. Vice President:

- Appoints chairs of Standing Committees and solicits volunteers as committee members.
- Chairs the Public Issues committee.
- Attends the National Public Issues Leadership Development conference, funds permitting.
- Transfer records of the office to the next Vice President at the end of the annual business meeting.

Section 4. Treasurer:

- Maintains a list of all members.
- Keeps fiscally sound account of money collected and pays bills according to the approved budget.
- Invests Chapter monies in institutions recommended by the Executive Committee and approved by a majority vote if the membership at the annual business meeting.
- Books are to be closed prior to the annual meeting at a date mutually agreeable to the Treasurer and Chairperson of the Auditing Committee.
- Transfers all records of the office to the newly elected Treasurer following the annual business meeting in which a successor is elected by the membership. This transfer should occur as expeditiously as possible.

Section 5. Secretary:

- Records minutes of Executive Committee meetings and distributes minutes to Executive Committee members in a timely manner.
- Records minutes of the annual business meeting and distributes minutes to the membership via the next newsletter.
- Serves as liaison to the Bylaws Committee.
- Transfers records of the office to the newly elected Secretary following the annual business meeting in which a successor is elected by the membership. This transfer should occur as expeditiously as possible.

Section 6. Past-President:

- Chairs the Membership Retention Committee.
- Conducts installation of officers at the annual business meeting.
- Transfers records of the office to the next Past-President at the conclusion of the annual business meeting.

Article VI. Executive Secretary

Section 1. Appointed for a 3-year term.

Section 2. Serves on the Executive Committee and works with the guidance and direction of the elected officers of the chapter.

Section 3. Maintains and prepares membership lists and reports.

Section 4. Submits membership dues and fees to the National Executive Secretary.

Section 5. Orders awards/plaques.

Article VII. Standing Committees

Section 1. Chairs of standing committees are appointed by the President. Guidelines for the committees are in the Zeta Chapter operational guidelines.

Section 2. Standing committees shall be:

- Global Relations.
- Member Services (Awards).
- Membership Recruitment and Retention.
- Retirees and Life Members.
- Professional Development
- Public Issues.
- Special Projects and Resource Development.
- Bylaws.
- Nominating.
- Budget.
- Auditing.
- Annual Banquet.

Article VIII. Meetings

Section 1. One business meeting of the Zeta Chapter shall be held annually, and shall be conducted during Colorado State University Cooperative Extension's Annual Forum, or other appropriate time.

Section 2. Special meetings may be called by the President or by written request by twenty percent (20.00%) of the membership.

Article IX. Initiation Fees and Membership Dues

Section 1. Initiation fees shall be set in accordance with requirements of the National Fraternity.

Section 2. Membership dues shall be assessed annually and paid in full according to deadlines established by the National Fraternity.

Article X. Dues

Dues shall be assessed annually and paid in full by December 31.

Article XI. Quorum

Section 1. A majority of the membership in session shall constitute a quorum for the transaction of business.

Article XII. Amendments to the Bylaws

Section 1. Changes to the Bylaws shall be reviewed by the Executive Committee and distributed to the membership no less than 30 calendar days prior to any vote on the proposed changes.

Section 2. Changes to the Bylaws shall take effect immediately upon passage by a two-thirds (2/3) vote of the membership in session at the business meeting.

Article XIII. Liability

Section 1. Epsilon Sigma Phi shall in no way be liable for the acts of individual members or for officers who may act beyond their authority. Officers individually or collectively shall not be liable for Epsilon Sigma Phi, unless they have acted beyond their authority as officers.

Article XIV. Funds

Section 1. Any funds administered by Zeta Chapter shall be to carry out its stated purpose and shall not accrue to the benefit of individual members.

Section 2. If Zeta Chapter is ever dissolved, and assets exceeding the outstanding obligations shall be disseminated to an organization whose stated purpose is educational and/or charitable, as selected by the Executive Committee.

Article XIV. Parliamentary Authority

Section 1. The rules contained in Robert's Rules of Order, Revised shall govern the fraternity in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.