

**Epsilon Sigma Phi, Zeta Chapter**  
**Operational Guidelines**  
approved at Annual Business Meeting  
28 September 2000

Zeta Chapter's Operational Guidelines may be amended and adopted by a two-thirds (2/3) vote of the membership present at the Annual Meeting without giving previous notice or by a majority vote after previous notice. Operational Guidelines may be suspended temporarily by a majority vote of the membership in session. Operational Guidelines shall be formally reviewed every other year (even numbered years) by the Executive Committee.

Executive Committee:

- A. Meetings shall be held at times and locations convenient to all committee members. The President shall arrange for accommodations. Conference calls may be used in lieu of meetings when appropriate.
- B. A formal meeting agenda shall be developed by the President and distributed to the Executive Committee no less than seven (7) days prior to the scheduled meeting.
- C. Each officer shall obtain the documents and information necessary for the transfer of duties and records to successors to the office.

Committees:

- A. Standing Committees of the Zeta Chapter shall be:
  - Global Relations
  - Member Services: Awards
  - Membership Recruitment and Retention
  - Retirees and Life Members
  - Professional Development: Scholarships, Loans, and Grants
  - Public Issues
  - Special Projects / Resource Development
  - Bylaws
  - Nominating
  - Budget
  - Audit
  - Awards Banquet
- B. Global Relations committee shall:
  1. Promote awareness and enthusiasm for international Cooperative Extension programs among Zeta Chapter members.
  2. Establish a communication system via the internet and create a hot link to various international organizations.
  3. Solicit applicants for the Regional International Service Award.

C. Member Services: Awards committee shall:

1. Inform membership of availability of awards via email, websites, publications, and/or mail.
2. Consider nominations for chapter, regional, and national awards; select the best awards applications; and submit entries to the National Executive Director and arrange for presentation of award(s).
3. Consider nominations for nationally supported state awards; select the best awards applications; secure awards; and arrange for presentation of award(s).
4. Consider nominations for Chapter originated state awards; select the best awards applications; secure awards; and arrange for presentation of award(s).
5. Send list of award recipient(s) to Cooperative Extension Director for approval.
6. Identify members having 25, 30, 35, and 40 years of professional service in Cooperative Extension.
7. Arrange for appropriate tenure recognition ceremony, written summaries for use in newsletters, program booklets, certificates, and/or other appropriate mementos.
8. Work with media regarding appropriate announcements of award recipient(s).
9. Work with appropriate Zeta Chapter officers to procure awards, certificates, and/or plaques.

D. Membership Recruitment and Retention committee shall:

1. Be chaired by the Past President.
2. Recruit members for active, associate, and life membership.
3. Obtain a list of prospective members from the Personnel Office prior to the Annual Meeting.
4. Invite prospective members to join ESP and assist them in completing application forms.
5. Provide the Executive Committee with a list of new members no less than three weeks (21 calendar days) prior to the Annual Meeting.
6. Conduct an induction ceremony at the Annual Meeting. Certificates of Membership should be prepared prior to the induction ceremony.
7. Present new (and transfer) members with:
  - ESP lapel pin or tie tack.
  - National Fraternity constitution/bylaws.
  - Zeta Chapter constitution/bylaws.
  - Extension Professionals' Creed.
  - Membership card.
8. Not sell, nor otherwise distribute, the membership list.

E. Retirees and Life Members committee shall:

1. Serve as a liaison between Life members and Zeta Chapter.
2. Organize a summer barbeque or similar activity for retirees and Life members.
3. Host a social activity at the annual Extension Forum.
4. Write a column in Zeta Chapter newsletters relative to Life members.

F. Professional Development committee shall:

1. Solicit proposals for concurrent presentations and/or workshops at the National Meeting.
2. Encourage and solicit applications for loans, mini-grants, and scholarships.

G. Public Issues committee shall:

1. Be chaired by the Vice President.

2. Encourage members to attend the national Public Issues Leadership Development (PILD) conference.
3. Submit to the Chapter President an article regarding PILD conference for distribution to the membership via newsletters, websites, and/or email.
4. Keep membership informed as to public issues and legislation affecting Cooperative Extension.
5. Keep membership informed as to changes and proposed changes to the various retirement systems used by Cooperative Extension professionals.

H. Special Projects and Resource Development committee shall:

1. Monitor ESP funds and make recommendations regarding use of said funds.
2. Conduct activities to increase monies available for professional development.

I. Bylaws committee shall:

1. Review the National constitution and bylaws, National Council minutes, and Zeta Chapter bylaws for consistency.
2. Recommend revisions of Chapter Bylaws and Operational Guidelines to the Executive Committee, according to deadlines determined by the President.

J. Nominating committee shall:

1. Solicit nominations for potential officers from membership (available from Treasurer).
2. Prioritize the list of potential candidates and determine the willingness of candidates to be nominated for office according to the prioritized list. Good faith attempts should be made to maintain appropriate balances on the Executive Committee regarding gender and county/regional/state/administrative/other responsibilities.
3. Solicit a biography (not to exceed 150 words) from each candidate.
4. Conduct the election of officers at the annual meeting.
  - Present slate of candidates for each office, including the reading of each candidate's biography.
  - Entertain nominations from the floor.
  - Tabulate the ballots and provide the President with election winners.
  - The President shall announce the name of the person elected to the office.

K. Budget committee shall:

1. Develop a budget for the next year.
2. Present budget recommendations to the Executive Committee no later than fifteen (15) calendar days prior to the annual business meeting.
3. Serve as a resource for the Treasurer.

L. Audit Committee shall:

1. Review all accounts for accuracy and completeness by a date prior to the annual business meeting which is mutually agreeable to the Treasurer and committee chairperson.
2. Work with the Treasurer to correct and clarify any problems in the financial records and accounts.
3. Provide a report of the financial review to the membership at the annual business meeting.

M. Awards/Banquet committee shall:

1. Work with the Cooperative Extension Director's office to plan the annual awards banquet.
2. Work with the Member Services committee and Cooperative Extension Director to conduct appropriate recognition of retirees and award recipients.
3. Decorate the banquet facility.

Dues:

- A. Annual dues are to be collected prior to the Annual Meeting.
  - B. Arrangements shall be made to collect dues in conjunction with registration to Cooperative Extension's annual forum. The Executive Committee shall work with the appropriate Cooperative Extension personnel to develop a means by which members can pay annual membership dues regardless of their participation at the annual forum.
  - C. Annual dues shall be:
    1. \$30 for active and associate membership.
    2. \$5 initiation fee for new active and associate members.
    3. Five (5) times national dues at the time of application for life members.
  - D. The Treasurer shall submit national dues to the National office according to deadlines established by the National Fraternity.
  - E. Dues shall not be refunded.
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