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

Article III Membership and Dues

Section 1. Any Extension professional having at least 30 percent (30%) Extension appointment, regardless of funding source, may become a member without regard to race, color, sex, age, handicap, and national or ethnic origin.

Section 2. Membership categories:

- **Active:** Members who are actively employed in Extension, per Section 1 of this Article, 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 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 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.

Section 3. Membership Dues and Initiation Fees (for new members) shall be set, and paid, in accordance with requirements of the National Fraternity and will be assessed annually.

Section 4. Fiscal Year:

The fiscal year shall be from January 1 through December 31.
Article IV. Officers

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

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

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

Section 4. A President-Elect shall be elected each year and serve as 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.

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.

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.

If a vacancy occurs in the office of President-Elect, the President will appoint a President-Elect and be ratified by a majority vote of the Executive Committee. This position will need to be ratified by the general membership at the next Annual Meeting.

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 and be ratified by general membership at the next Annual Meeting.

Section 6. The Executive Secretary shall be appointed by the Executive Committee as an ex-officio member of the Executive Committee for a 3-year term.

Section 7. REMOVAL. An officer may, for cause, be removed from office by a majority vote at the Annual Meeting, or special meeting of the Executive Committee called for that purpose, at which a minimum of thirty percent (30%) of the members shall be present. No Zeta Chapter ESP officer shall be removed unless in the notice of such meeting it has been stated that his/her removal is to be considered. A Zeta Chapter ESP officer shall be informed that his/her removal is to be considered and a hearing shall be given such an Officer, in person or by representation at the meeting.
Article V. Officer Duties

Section 1. President:

- Chairs all meetings of executive committee/board and chapter.
- Schedules regular meetings and plans agenda for executive committee/board and chapter meetings.
- Appoints Committee Chairs and solicits volunteers for membership of special committees.
- Submits Officer and Committee Chair changes to National Office.
- Chairs Annual Meeting, sets agenda, reminds all officers and committees about their expected participation. Works with President –Elect in arranging program.
- Gives President's report at Annual Meeting.
- Authorizes payment of non-recurring bills.
- Signs all certificates of recognition and awards.
- Oversees balloting for national recognition.
- Attends National ESP Conference, funds permitting, as chapter voting delegate for National Council.
- Attend Western Regional Leadership Conference (JCEP), funds permitting.
- Transfers records of the office to the next President at the end of the Annual Meeting.

Section 2. President-Elect:

- Exercises some administrative powers and duties as a learning/preparation experience.
- Functions at the direction of, and in the absence of, the President.
- Recruits membership for committees and provides each committee with a list of responsibilities.
- Attends the National Public Issues Leadership Development (PILD) conference and Western Regional Leadership Conference (JCEP), funds permitting.
- Transfers records of the office to the next President-Elect at the end of the Annual Meeting.

Section 3. Treasurer:

- Maintains chapter checking, savings, and special fund accounts.
- Keeps record of all chapter income and expenses using approved accounting procedures.
- Collect dues, life member payments, and initiation fees.
- Works with Executive Secretary to submit membership dues and fees to the National Executive Director by deadline.
- Pays non-recurring bills authorized by President; pays recurring bills routinely.
- Works with audit committee in having financial records audited immediately after close of chapter fiscal year and, if possible, before the annual meeting.
- Works with budget committee in developing budget for upcoming year immediately after close of chapter fiscal year and, if possible, before the annual meeting.
- Corresponds with the President on all matters relating to the finances of the chapter.
- Gives the treasurer's report at the annual meeting, including a written annual financial summary.
- Transfers all records of the office to the newly elected Treasurer following the annual meeting in which a successor is elected by the membership.
Section 4. Secretary:

- Records complete official minutes of Annual, Executive Committee, and any special chapter meetings.
- Handles all official correspondence, except financial, on behalf of the chapter.
- Presents Secretary's minutes at Executive Committee and Annual Meetings.
- Invites all life members to annual meeting by individual invitation or through newsletter article and recognizes them during the meeting.
- Invites all retiring members to annual meeting by individual invitation or through newsletter article and recognizes them during the meeting.
- Maintains electronic list serv of membership.
- Transfers records of the office to the newly elected Secretary following the Annual Meeting in which a successor is elected by the membership.

Section 5. Past-President:

- Continues to attend and actively participate in Executive Committee and chapter meetings.
- Contributes consulting and support to committees as requested and/or delegated by the President.
- Chairs the nominating committee to select a slate of officers for coming year.
- Conducts installation of officers at the annual meeting.
- Serves as Chapter Parliamentarian.
- Transfers records of the office to the next Past-President at the conclusion of the Annual Meeting.

Section 6. Executive Secretary

- Serves and works with the guidance and direction of the Executive Committee of the chapter.
- Records the membership numbers.
- Maintains and prepares membership lists and reports.
- Works with Treasurer to submit membership dues and fees to the National Executive Director by deadline.
- Orders awards/plaques for Annual Recognition Ceremony.
- Sends membership list (current and retired) to Secretary to update list serve.
- Coordinates efforts with chapter Recruitment & Retention Committee to contact chapter "drop- outs" and encourage them to re-join.
- Sends annual notice to President 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.
- Maintains a supply of various locally produced recognition certificate forms that may be needed by the chapter recognition committee.
- Maintains an adequate supply of certificate frames (8-1/2 x 11) for use by the membership, recognition, and other committees.
Article VI. Standing Committees

Section 1. Chairs of standing committees are appointed by the President; and the President Elect helps recruit members. Details for the committees are in the Zeta Chapter Operational Guidelines.

Section 2. Standing committees shall be:

- Membership Recruitment & Retention
- Scholarship, Grants and Recognition
- Professional Development
- Public Issues
- Global Relations
- Resource Development and Management (Budget & Audit)
- Bylaws
- Nominating

Article VII. Meetings

Section 1. An Annual Meeting of the Zeta Chapter shall be held during Colorado State University 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%) of the membership.

Article VIII. Quorum

Section 1. A minimum of thirty percent (30%) of the membership in session shall constitute a quorum for the transaction of business where a general membership vote is required.

Section 2. A majority of the Executive Committee shall constitute a quorum for the transaction of business where a vote by general membership is not required.

Article IX. Amendments to the Bylaws

Section 1. Grammar and formatting changes to the Bylaws can be implemented by the Executive Committee without membership voting.

Section 2. Content changes to the bylaws shall be proposed via the Bylaw Committee, 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 3. Changes to the Bylaws shall be effective immediately upon passage by a two-thirds (2/3) vote of the membership present at the Annual Meeting.
Article X. 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 XI. 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 XII. 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.