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

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 Chapter International Service Award.
C. Scholarship, Grants and Recognition:
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 applications; secure awards; and arrange for presentation of award(s).
5. Send list of award recipient(s) Extension Director for approval.
6. Work with media regarding appropriate announcements of award recipient(s).
7. Work with appropriate Zeta Chapter officers (Executive Secretary) to procure awards, certificates, and/or plaques.
8. Encourage and solicit applications for mini-grants and scholarships if funds available.
9. Approve and request distribution of professional development scholarships as appropriate and as requested. The Executive Committee will convey to the Chair of the Committee the amount that will be available to members for the year.
   • Professional development funds can be used to enhance an Extension Professional in their professional development and are not limited to ESP functions.
   • A scholarship application is submitted to the Chair of the Awards Committee for approval (which can be found on the website: http://esp.colostate.edu).
   • If the Chair of the Awards Committee wants to access funds, the scholarship application will be sent to the President for approval.
   • After approval, the request is sent to the treasurer for disbursal.

D. Membership Recruitment and Retention committee shall:
1. Recruit members for active and life membership. Obtain a list of prospective members from the Personnel Office prior to the Annual Meeting.
2. Invite prospective members to join ESP and assist them in completing application forms.
3. Provide the Executive Committee with a list of new members prior to the Annual Meeting.
4. Past President conducts an induction ceremony at the Annual Meeting. Certificates of Membership should be prepared prior to the induction ceremony (coordinate with Executive Secretary).
5. Present new (and transfer) members with:
   • ESP lapel pin or tie tack.
   • Extension Professionals’ Creed.
   • Membership certificate.
6. Not sell, nor otherwise distribute, the membership list.
7. Serve as a liaison between Retirees, Life members and Zeta Chapter.
8. Organize a summer barbeque or similar activity for retirees and life members.
9. Host a social activity at the annual Extension Forum for retirees and life members.
10. Write a column in Zeta Chapter newsletters relative to Life members.

E. Professional Development committee shall:
1. Solicit proposals for concurrent presentations and/or workshops at the National Meeting.
2. Solicit ideas from the membership on what training opportunities they would like at the Chapter level.
3. Coordinate and provide professional development training to the membership either face-to-face or at a distance using technology at least twice during the year.
4. Conduct activities to increase monies available for professional development.
F. Public Issues committee shall:
1. Be chaired by the President-Elect.
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 Extension.

G. 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. Proposed bylaw changes must be sent to membership no less than 30 days prior to the annual meeting.

H. Nominating committee shall:
1. Be chaired by the Past President.
2. Solicit nominations for potential officers from membership (available from Secretary).
3. 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.
4. Conduct the election of officers at the annual meeting.
   • Present slate of candidates for each office.
   • 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.

I. Resource Development and Management committee shall:
1. Be chaired by the Treasurer.
2. Develop a budget for the next year.
3. Present budget recommendations to the Executive Committee no later than fifteen (15) calendar days prior to the annual business meeting.
4. Monitor ESP funds and make recommendations regarding use of said funds.
5. Review Officer Travel Requests and disburse as appropriate.
   • Officer will fill out the Scholarship Application and send to the Treasurer for approval. Treasurer will identify another appropriate Executive Committee (EC) to approve request. Two EC Committee member approvals are required for each request.
   • After approval, Treasurer disburses funds as appropriate to the individual after they have participated in the event.
6. Serve as a resource for the Treasurer.
7. Review all accounts for accuracy and completeness prior to the annual business meeting.
8. Work with the Treasurer to correct and clarify any problems in the financial records and accounts.
9. Provide a report of the financial review to the membership at the annual business meeting.
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 Extension’s annual Forum. The Executive Committee shall work with the appropriate 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. $75 for active, associate and transfer membership.
   2. $65 for new active members.
   3. $200 for life members which is five (5) times national dues at the time of application.

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.