

BYLAWS

***ALPHA SIGMA CHAPTER OF EPSILON SIGMA PHI* THE NATIONAL COOPERATIVE EXTENSION PROFESSIONALS' ORGANIZATION, INCORPORATED**

Revised April, 1986
Revised March,
1989

Revised March,
1993

Revised April, 1995

Revised July 13,
1999

Revised May, 2002

Revised March 31,
2005

ARTICLE I: NAME

The name of this organization shall be the Alpha Sigma Chapter of Epsilon Sigma Phi. The national Extension organization and this chapter shall operate in accordance with the articles of incorporation, bylaws, and regulations of the national organization.

Revised April 1,
2009

ARTICLE II: PURPOSE

The purpose of this organization is to:

- a. Maintain high standards and ideals of the Cooperative Extension Service;
- b. Uphold the morale, prestige, and respect of its members;
- c. Develop effective working relationships and organizational fellowship;
- d. Promote professionalism in the Cooperative Extension Service; and
- e. Support the Extension mission of outreach scholarship.

ARTICLE III: MEMBERSHIP

SECTION 1. The membership of this organization shall consist of employed and retired Extension professionals (i.e., faculty, academic staff and others) who have as a significant function the delivery of Cooperative Extension programs.

SECTION 2. A member in good standing is a person currently employed, retired, or resigned who has paid national and chapter dues. The membership year shall be the same as the fiscal year.

SECTION 3. Invitation for Membership. Prospective members are to be invited in writing by Membership Chair to become members at the annual meeting.

SECTION 4. Membership Transfer. Any Epsilon Sigma Phi member from another state chapter may, on request, become a member of Alpha Sigma Chapter.

ARTICLE IV: OFFICERS

SECTION 1. The officers of this Chapter shall consist of President, President-Elect, Past President, Secretary, Treasurer, and six (6) Directors, at least one of whom shall be a retiree. All officers take office immediately following the annual meeting in the year elected.

SECTION 2. The President-Elect is elected for a one-year term. The President-Elect shall accede to the office of President in the following year and shall serve as Past President in the third year.

SECTION 3. The Secretary and three (3) directors, one of whom shall be a retiree, shall be elected in odd years for a two-year term; the Treasurer and (3) Directors shall be elected in even years for a two-year term. The officers shall not serve consecutive terms in the same office, except for the Treasurer who may succeed him/herself.

ARTICLE V: DUTIES OF THE OFFICERS

SECTION 1. The President shall preside at all meetings of the organization and shall perform the duties usually incumbent upon an executive officer, including committee organization and appointments.

SECTION 2. The President-Elect shall preside at meetings in the absence of the President, and shall learn the responsibilities of the office of President.

SECTION 3. The Past President shall conduct an annual review of the bylaws and shall advise the Board as needed.

SECTION 4. The Secretary shall keep the minutes and records of official business of the organization.

SECTION 5. The Treasurer shall receive all funds and pay all bills, keep an accurate account of all receipts and expenditures, and assist the board in developing a budget for the next year.

SECTION 6. The Directors shall give guidance to the affairs of the organization and shall act as liaisons between the Board and standing committees of the organization.

SECTION 7. The Administrative Liaison is annually selected in consultation between the President and the Dean/Director of Cooperative Extension. The Administrative Liaison shall oversee use of membership for records and that communication within the organization is maintained. The Administrative Liaison will have voting rights.

ARTICLE VI: GOVERNING BODIES

SECTION 1. Board of Directors. The Board of Directors shall consist of all of the officers plus an Administrative Liaison. The duties of the Board of Directors shall be to carry on the work of the organization.

SECTION 2. Executive Committee. The Executive Committee shall consist of President, President-Elect, Past President, Secretary, and Treasurer. It shall have the powers of the Board of Directors in extenuating or time-sensitive circumstances and shall act at the call of the President.

ARTICLE VII: VACANCIES

Any vacancy on the Board of Directors with the exception of President or President-Elect shall be filled by appointment by the Board for the duration of the unexpired term. The President-Elect will automatically fill the President vacancy. A special election under the direction of the Board of Directors shall be held within ninety (90) days to fill the unexpired term of the President-Elect and/or President, if no President-Elect is available.

ARTICLE VIII: HISTORIAN

The Historian shall be appointed by the officers. The Historian shall have charge of past membership records and shall be responsible for the Chapter history. The Historian will be accountable to the Board of Directors and will serve as an ex-officio member of the Board.

ARTICLE IX: MEETINGS

The Board of Directors shall meet at least twice a year or more as deemed necessary. A quorum shall consist of at least seven voting members of the Board.

ARTICLE X: DUES

SECTION 1. Initiation Fee. There shall be an initiation fee for new members established by the Alpha Sigma Chapter and the National Council.

SECTION 2. Annual Dues. Annual dues of this organization shall consist of National dues determined by the National Council and Chapter dues determined by the Board of Directors based on the proposed annual budget.

SECTION 3. Retiree Membership. Members who retire may continue their membership by paying annual dues or by paying a lifetime membership.

ARTICLE XI: MEMBER REINSTATEMENT

When a membership has lapsed, a member can become reinstated to active status by paying the present year's dues.

ARTICLE XII: FINANCIAL ADVISOR

The Financial Advisor, the Cooperative Extension Financial Officer, will serve on the audit committee, and advise the Treasurer and Board on financial matters.

ARTICLE XIII: AUDITS

At the close of each fiscal year, or at such time as the Board of Directors shall determine, the books and accounts of the Chapter shall be examined by either a qualified auditor or a committee named by the Board of Directors who shall make a written report.

ARTICLE XIV: FISCAL YEAR

The fiscal year of the Chapter shall begin on the first day of March, and end the last day of February in each year.

ARTICLE XV: STANDING COMMITTEES

SECTION 1. The Board shall recognize the following standing committees annually upon recommendation of the President:

a. *AWARDS*

Promote, review, and present ESP State and National Awards

b. *BENEFITS REVIEW*

Monitor proposed, pending, and enacted State and Federal legislation regarding Cooperative Extension, employee and retiree's economic benefits, and take appropriate action.

c. *GRANTS*

Promote, screen, and award grants to the membership which enhance the development and delivery of the Cooperative Extension programs.

d. *GLOBAL RELATIONS*

Work cooperatively with the UW-Extension International Committee in establishing International experiences for members.

e. *MEMBERSHIP* Recruit, initiate, and help retain eligible Extension staff & faculty in membership.

f. *NOMINATIONS*

Identify candidates for each open Board of Director position, gather biographical information, and facilitate elections.

g. *RESOURCE DEVELOPMENT*

Solicit funds for ESP Foundation and work closely with ESP Grants Committee and CES Financial Officer to oversee funds.

h. *RETIREE*

Coordinate and facilitate social functions and communication in ESP, and coordinate with Legislative Committee on matters affecting retirees.

SECTION 2. Each Standing Committee will normally consist of at least six members with three year terms with two new members appointed each year by the President.

a. The Vice-Chair will succeed the Chair the following year with a new vice-chair selected by the present committee.

b. Each committee will have a Board member liaison.

c. Representation from county, area, and state staff is encouraged on each committee, geographically dispersed throughout the state.

d. Retiree involvement is encouraged on the ESP committees.

SECTION 3. Standing Committee Chairs serve as ex-officio members of the Board. In conjunction with their appointed Board liaison, the Chair of each standing committee shall make regular reports to the Board.

ARTICLE XVI: NON-PROFIT ORGANIZATION

Epsilon Sigma Phi shall be a non-profit organization.

ARTICLE XVII: DISSOLUTION

In the event the membership votes to dissolve the Alpha Sigma Chapter of Epsilon Sigma Phi, the Treasurer will transfer the chapter's financial assets to the ESP Endowment Fund at the UW Foundation.

ARTICLE XVIII: PARLIMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Alpha Sigma Chapter in all cases not provided for in the bylaws.

ARTICLE XIX: AMENDMENTS

Amendments to these bylaws may be made at the annual meeting or by e-mail or surface mail by a two-thirds vote of the ballots cast by voting members. Written notice of proposed amendment(s) shall be sent to the membership at least thirty (30) days before the annual meeting.