**BYLAWS**April 2021 Proposal

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

Revised March 1993
Revised April 1995
Revised July 13, 1999
Revised May 2002
Revised March 31, 2005
Revised April 1, 2009
Revised April 6, 2011
Revised April 20, 2016

**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.

**ARTICLE II: PURPOSE**

The purpose of this organization is to develop the University of Wisconsin – Madison Division of Extension profession through:

1. Connecting all colleagues and retirees, both locally and nationally
2. Supporting professional development
3. Recognizing accomplishments of colleagues
4. Providing leadership opportunities
5. Monitoring and communicating employee and retiree benefits

**ARTICLE III: MEMBERSHIP**

**SECTION 1.**The membership of this organization shall consist of employed and retired Division of Extension faculty and staff (i.e. academic staff, administration, University staff, faculty and retirees)

**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 National ESP membership year.

**SECTION 3.**An annual membership drive is conducted to coincide with National ESP membership dues deadline for determining national conference delegates and recognition ballots. However, membership may occur throughout the year. New members are recognized at the Alpha Sigma Chapter 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: BOARD OF DIRECTORS**

**SECTION 1.**The Board of Directors of this Chapter shall consist of five (5) Officers, including the President, President-Elect, Past President, Secretary, and Treasurer and six (6) at-large board members, at least two (2) of whom shall be retirees.

**SECTION 2.**The duties of the Board of Directors shall be to carry on the work of the organization.

**SECTION 3.**Members of the Board of Directors must be current members of the Alpha Sigma Chapter of ESP.

**SECTION 4.**Elected members of the Board of Directors have voting rights.

**SECTION 5. Executive Committee.**The Executive Committee shall consist of the five (5) Officers: 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 V: ELECTION AND TERMS OF THE BOARD OF DIRECTORS**

**SECTION 1.**President-Elect, Secretary, Treasurer, and at-large board members are elected by the membership at the annual meeting and will 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) at-large board members, at least one of whom shall be a retiree, shall be elected in odd years for a two-year term; the Treasurer and (3) at-large board members, at least one of whom shall be a retiree, shall be elected in even years for a two-year term.

**SECTION 4.**Members of the Board of Directors, except for President, may serve up to two (2) consecutive terms.

**ARTICLE VI: DUTIES OF THE BOARD OF DIRECTORS**

**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. The President or their designee shall represent the Alpha Sigma Chapter of ESP at national conferences, i.e. ESP Conference, Public Issues Leadership Development Conference (PILD), Joint Council of Extension Professionals (JCEP) Extension Leadership Conference.

**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. The Past President shall also chair the nominating committee and solicit committee membership.

**SECTION 4.**The Secretary shall keep the minutes and records of official business of the organization and archive records at Steenbock Library.

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

**SECTION 6.**The at-large board members shall give guidance to the affairs of the organization and shall act as liaisons between the Board and standing committees of the organization.

**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(s) shall be appointed by the Board of Directors. The Historian(s) shall have charge of past membership records and shall be responsible for the Chapter history, held at Steenbock Library. The Historian(s) will be accountable to the Board of Directors and will serve as an ex-officio member/s 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 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 2. 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 Division of Extension Financial Officer serves as the Financial Advisor of the Chapter. The Financial Advisor supports the work of the Board and committees dealing with the ESP Endowment Fund. The advisor may serve on the audit committee.

**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 XV: 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:  COMMITTEES**

**SECTION 1. Standing Committees.**The Board shall recognize the following standing committees:

* **AWARDS**

Promote, review, and present ESP State and National Awards.

* **BENEFITS REVIEW**

Monitor proposed, pending, and enacted State and Federal legislation regarding Extension employee and retiree’s economic benefits and take appropriate action. A member of the Committee shall represent WI ESP on the Wisconsin Coalition of Annuitants.

* **GRANTS**

Promote, screen, and award grants from the Endowment Fund to Extension employees and retirees which enhance the development and delivery of Extension programs.

* **GLOBAL RELATIONS**

Encourage ESP members to increase cultural competence and global connections in Extension International Programming. Support participation in international opportunities for Extension personnel.

* **MEMBERSHIP**

Recruit, initiate, and help retain eligible Extension staff & faculty in membership. Coordinate with the National ESP office on Membership issues.

* **NOMINATIONS**

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

* **RESOURCE DEVELOPMENT**

Solicit funds for the ESP Endowment Fund at the University of Wisconsin Foundation and work closely with ESP Grants Committee and Extension Financial Officer to oversee funds. Maintain the Trees of Knowledge at the Pyle Center.

* **RETIREE**

Coordinate and facilitate communication to ESP members who are retired and coordinate with Benefits Review Committee on matters affecting retirees.

**SECTION 2. Standing Committee Membership.**Each Standing Committee will have sufficient members to accomplish the tasks of the committee. Committee members are appointed by the committee chair for three years terms. Members may serve consecutive terms.

1. The outgoing Chair will mentor the incoming Chair for one year prior to leaving the Chair position.
2. Each committee will have a Board member liaison.
3. Representation from county, area, and state staff is encouraged on each committee, geographically dispersed throughout the state.
4. Retiree involvement is encouraged on the ESP committees.
5. The Board and Committee Chairs are responsible for identifying new committee members.

**SECTION 3. Standing Committee Chairs.**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.

**SECTION 4. Ad-Hoc Committees.**The President can create and appoint members to Ad-Hoc committees for carrying out purposes of and report to the Board of Directors.

**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 University of Wisconsin Foundation. If this were to occur, the Dean and Director of Extension will provide oversight of these funds.

**ARTICLE XVIII: PARLIAMENTARY 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 be membership at least thirty (30) days before the annual meeting.