

BYLAWS

ZETA CHAPTER OF EPSILON SIGMA PHI

THE NATIONAL HONORARY EXTENSION FRATERNITY, INC. *Approved October 2019*

Article I Name

The name of this organization shall be the ZETA CHAPTER OF EPSILON SIGMA PHI, THE NATIONAL HONORARY EXTENSION FRATERNITY.

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, regardless of funding source, may become a member without regard to race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression.

Individuals who have a partnership, collaboration or other direct connection with Colorado State University Extension may be invited by a member to become a Zeta Chapter Associate Member.

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. Members who have retired from active employment in Extension and have paid their dues for the year in which they retire hold the rights and privileges of Active members throughout that year.
- Associate: Members who are not actively employed to work in program efforts for Colorado State University Extension, but who have been invited to join Zeta Chapter by an Active Member because they have a partnership, collaboration or other direct connection with Extension. These members may not hold office and do not have voting privileges. They may hold other rights and privileges as defined in the Operational Guidelines.
- 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 shall be set, and paid, in accordance with requirements of the National Fraternity and will be assessed annually. Zeta Chapter dues over and above those required for national membership shall be set upon approval of the membership and 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 of the membership, between Annual Meetings.

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

Section 4. TERMS 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.

Terms of officers elected in any year shall begin immediately following their election at the annual meeting.

Section 5. VACANCY 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. EXECUTIVE SECRETARY 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 quorum 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 to such an Officer, in person or by representation at the meeting.

Article V. Officer Duties

Other than the duties listed within, responsibilities and duties of the Zeta Chapter Officers will be determined by the Zeta Chapter Executive Committee or as outlined in the Zeta Chapter Operational Guidelines.

Section 1. President:

- Provide direction and leadership for Epsilon Sigma Phi activities and programs.
- Work with the National ESP Board in coordinating their efforts in carrying out Epsilon Sigma Phi's purposes and programs
- Preside over all meetings of executive committee/board and chapter.
- Move into the role of Past President at the end of their term.
- Perform other duties as outlined in the Operational Guidelines.

Section 2. President-Elect:

- Perform the duties of the President in his/her absence or disability.
- Move into the role of President at the end of the term.
- Perform other duties as outlined in the Operational Guidelines.

Section 3. Treasurer:

- Maintain chapter checking, savings, and special fund accounts.
- Work with the resource development and management committee to review the financial records annually. A review of financial records will be conducted by non-members of the organization when a new treasurer assumes the office.
- Report regularly to Executive Committee on Chapter's financial status. Perform other duties as outlined in the Operational Guidelines.

Section 4. Secretary:

- Record complete official minutes of Annual, Executive Committee, and any special chapter meetings.
- Handle all official correspondence, except financial, on behalf of the chapter.
- Present Secretary's minutes at Executive Committee and Annual Meetings.
- Perform other duties as outlined in the Operational Guidelines.

Section 5. Past-President:

- Continue to attend and actively participate in Executive Committee and chapter meetings.
- Chair the Nominating Committee.
- In consultation with the Executive Committee and Bylaws Committee, be responsible for review of Bylaws and Operating Guidelines to ensure revision as needed.
- Perform other duties as outlined in the Operational Guidelines.

Section 6. Executive Secretary

- Serve with and work under the guidance and direction of the Executive Committee of the chapter.
- Perform other duties as outlined in the Operational Guidelines.

Article VI. Standing Committees

Section 1. Chairs of standing committees are appointed by the President; and the President Elect helps recruit members. Details for committee responsibilities 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.

Section 3. Notice of Meetings. All members of Zeta Chapter shall be notified at least 14 days in advance of the annual and all special meetings. Notice shall be provided through written or electronic means and shall include the agenda and/or purpose of the meeting.

Section 4. In case of an emergency, the President, with the approval of the Executive Committee, may cancel a meeting. Members shall be notified in as expedient way as possible.

Article VIII. Quorum

Section 1. A minimum of thirty percent (30%) of the membership 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 Bylaws Committee, reviewed by the Executive Committee and distributed to the membership through written or electronic means, 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 approval by a vote of two-thirds (2/3) of the members 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 the current edition of Robert's Rules of Order shall govern the fraternity in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Updated:

- *November 2015 Annual Meeting*
- *October 2017 Annual Meeting.*
- *October 2019 Annual Meeting*