

**Epsilon Sigma Phi, Zeta Chapter**  
**Operational Guidelines**  
Initially Approved at Annual Business Meeting  
28 September 2000  
Revisions 2012, 2014, 2017, 2019, 2020, 2021  
APPROVED 2020 by ESP Zeta Executive Committee

Zeta Chapter's Operational Guidelines may be amended by a majority vote of the Executive Committee at any meeting of the Committee. Operational Guidelines shall be formally reviewed every year 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.

Officers' Duties:

Officers' duties shall be as outlined in the Bylaws and shall also include the duties listed below.

President

- Schedule regular meetings and plan agenda for executive committee/board and chapter meetings.
- Solicit for committee chairs at or before the annual meeting in cooperation with president-elect Submit Officer and Committee Chair changes to National Office.
- Chair Annual Meeting, set agenda, and remind all officers and committees about their expected participation. Work with President –Elect in arranging program.
- Give President's report at Annual Meeting.
- Authorize payment for any non-budgeted expenses over \$100.
- Sign all certificates of recognition and awards.
- Oversee balloting for national recognition.
- Attend National ESP Conference, funds permitting, as chapter voting delegate for National Council.
- Represent Zeta Chapter at JCEP Leadership Conference, funds permitting, or designate another officer to represent the Chapter.
- Transfer records of the office to the next President at the end of the Annual Meeting.

President Elect

- Exercise some administrative powers and duties as a learning/preparation experience.
- Function at the direction of, and in the absence of, the President.
- Recruit membership for committees and provide each committee with a list of responsibilities.
- Attend the National Public Issues Leadership Development (PILD) conference, funds permitting.
- If designated by President, represent Zeta Chapter at JCEP Leadership Conference, funds permitting.
- Transfer records of the office to the next President-Elect at the end of the Annual Meeting.

## Treasurer

- Keep record of all chapter income and expenses using approved accounting procedures.
- Collect dues and life member payments.
- Submit membership dues and fees to the National Executive Director by deadline.
- Pay bills as authorized.
- Work with Resource Development and Management committee for a review of financial records immediately after close of chapter fiscal year.
- Work with Resource Development and Management committee in developing budget for upcoming year for presentation and approval at the annual meeting.
- Correspond with the President on all matters relating to the finances of the chapter.
- Give the treasurer's report at the annual meeting, including a written annual financial summary.
- Report regularly on the financial status of the Chapter to the Executive Committee.
- Transfer all records of the office to the newly elected Treasurer as soon as possible after the annual meeting in which a successor is elected by the membership.
- Work with the newly elected Treasurer to close out the fiscal year and ensure payment of bills until the transfer of bank paperwork is completed and the new treasurer can sign checks.
- Work side-by-side for training purposes to ensure the new treasurer is prepared to take on the role.

## Past President

- Contribute consulting and support to committees as requested and/or delegated by the President.
- Coordinate efforts with chapter Recruitment & Retention Committee to contact chapter "drop-outs" and encourage them to re-join. Conduct installation of officers at the annual meeting.
- Serve as Chapter Parliamentarian.
- Transfer records of the office to the next Past-President at the conclusion of the Annual Meeting.

## Secretary

- Record minutes of all board and member meetings, and ensure official minutes are posted to the Zeta Chapter web site.
- Provide a list of Zeta Chapter members in response to requests.
- Invite all retiring members to annual meeting by individual invitation or through newsletter article and recognize them during the meeting.
- Transfer records of the office to the newly elected Secretary following the Annual Meeting in which a successor is elected by the membership.

## Executive Secretary

- Maintain national ESP member database
- Maintain electronic list serv of all active and life members.
- Invite all life members to annual meeting by individual invitation or through newsletter article and recognize them during the meeting.
- Serve as a liaison between Retirees, Life members and Zeta Chapter.
- In conjunction with Awards, Grants and Recognition Committee, obtain awards/plaques for Annual Recognition Ceremony.
- Work with committees to maintain supplies needed by the membership, recognition, and other committees.

## Representation at National Conferences

It is expected that officers will represent Zeta chapter at national ESP, PILD OR JCEP meetings. An amount to assist with the cost of travel will be included in the annual proposed budget. The distribution of those funds among the officers will be determined annually by a vote of the Executive Committee based upon schedules, priorities and available funds. (See Resource Development and Management Committee duties for additional clarification.)

Committees:

A. Standing Committees of the Zeta Chapter shall be:

- Global Relations
- Scholarships, Grants and Recognition Committee
- 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. Scholarships, Grants and Recognition Committee shall:

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; committee members 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. In cooperation with Zeta Chapter President, evaluate and provide Zeta input on the western region and national award nominees

D. Membership Recruitment and Retention Committee shall:

1. Be chaired by Past President.
2. Recruit members for active and life membership. Contact any non-renewing members and encourage them to renew.
3. Invite prospective members to join ESP and provide information on how to join. Support the Past President in conducting an induction ceremony at the Annual Meeting. Certificates of Membership should be prepared prior to the induction ceremony (coordinate with Executive Secretary).
4. Present new (and transfer) members with:
  - ESP lapel pin or tie tack.
  - Extension Professionals' Creed.
  - Membership certificate.
5. Not sell, nor otherwise distribute, the membership list.

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.
5. Encourage and solicit applications for mini-grants and scholarships if funds available.
6. 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 reimbursement request is sent to the treasurer for disbursement.
- Each applicant attending shall submit a budget for the event -- and the source(s) of funds to cover the budget. An accounting of all budgeted expenses should be submitted prior to receiving payment from professional development scholarships funds.

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. Following each PILD conference identify the most critical and likely to be influenced Public Issues, create a report to share with all of CSU Extension so that issues can be addressed and worked on throughout the year.

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.
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 when included in the annual budget or approved by the Executive Committee. To obtain the budgeted funds for officer travel, the officer must have attended the event and participated in any official meetings where chapter participation is required.
  - Officers who attend a national event may supplement the cost of the conference by applying for CSUE professional development funds, applying for ESP Zeta professional development funds, and/or

applying for ESP National scholarships. Each officer attending shall submit a budget for the event --- and the source(s) of funds to cover the budget. An accounting of all budgeted expenses should be submitted prior to receiving payment from officer travel funds. ESP Zeta is not responsible for covering additional costs above the initial APPROVED budgeted amount. The balance not covered by such funds/scholarships must be paid by the officers' county or personally.

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 in accordance with National ESP requirements.
- 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. \$95 for active and transfer membership.
  2. \$85 for new active members.
  3. Associate members for Zeta Chapter shall pay Zeta Chapter Dues.
  4. Zeta Chapter life member dues are established by National ESP, at a rate of five (5) times the 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.