

BY-LAWS FOR ALPHA BETA CHAPTER, EPSILON SIGMA PHI

Article I NAME

The name of this fraternity shall be Alpha Beta Chapter, Epsilon Sigma Phi. It is an affiliate of Epsilon Sigma Phi, the National Honorary Fraternity, Inc.

Article II PURPOSE

Section 1. The purpose of this Fraternity shall be to maintain the standards and ideals, uphold the morals, prestige and respect of the Cooperative Extension Service; to develop an effective working relationship and a spirit of fraternal fellowship among the present and former employees of the Cooperative Extension Service and to provide professionalism with Extension.

EMBLEMS

Section 2. The official emblem shall be the one adopted by the Grand Council at its meeting in Reno, Nevada, July 12, 1927. An artist's drawing of the emblem is on file in the archives of the fraternity. Only members in good standing may wear the fraternity emblem. Emblems may be jeweled on the basis of the following lengths of service; one diamond in the upper-right corner upon completion of fifteen (15) years of service; a second diamond upon completion of twenty-five (25) years service; and a third diamond for over thirty (30) years.

CREED

Section 3. The official creed of Alpha Beta Chapter shall be that prescribed by the Grand Council and a copy of same shall be furnished each new member.

Article III MEMBERSHIP QUALIFICATIONS

Section 1. Any person who has performed satisfactory service as a professional in Cooperative Extension for three or more years as of August 31 of that calendar year shall be eligible for

membership in Alpha Beta Chapter, Epsilon Sigma Phi. A potential member must be working full-time. A potential member having worked in another state Extension Service would be credited with that time. Satisfactory service shall be determined on the basis of the following conditions:

- a. The candidate has exhibited a cooperative and helpful attitude toward his fellow Extension employees.
- b. The candidate shall have demonstrated competency in his assigned field of responsibility.
- c. The candidate shall have demonstrated competency in educational techniques essential to the conduct of an effective Extension program.
- d. A member in good standing in another state may be accepted into the Georgia Chapter.
- e. A member in good standing who has left the profession may be accepted as a member again upon returning.

Section 2. FINANCING

- a. **MEMBERSHIP DUES:** The annual membership dues shall be determined by the majority of members present and voting at the annual meeting. The amount of dues shall be sufficient to cover individual dues to the National Council of Epsilon Sigma Phi and the amount necessary to operate the Alpha Beta Chapter of Epsilon Sigma Phi.
- b. **LIFETIME MEMBERSHIP DUES:** Members who retire may pay dues either on an annual basis or may obtain a lifetime membership by paying an amount equal to six times the annual National dues at the time application is made for lifetime membership.

Section 3. TERMINATION OF MEMBERSHIP

A member may be terminated when he does not support the purpose of Alpha Beta Chapter of Epsilon Sigma Phi as set forth in Article II.

Section 4. FISCAL YEAR

The fiscal year of Alpha Beta Chapter shall be established by the Board of Directors as deemed appropriate.

Article IV OFFICERS

Section 1. There will be a set rotation of the office of second vice-president, first vice-president, and president. The officers of Alpha Beta Chapter shall consist of the following:

- a. **ELECTED OFFICERS**
President
1st Vice-President

2nd Vice-President
Secretary
Treasurer

- b. APPOINTED OFFICER
Parliamentarian (Immediate Past President)
- c. EXECUTIVE COMMITTEE
The Executive Committee shall consist of the President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and Parliamentarian.
- d. DIRECTORS The directors shall consist of two persons representing each of the sub-chapter units. (Extension Regions, State Staff, and Life Members/Retirees).
- e. STATE BOARD The elected and appointed officers, directors and standing committee chairman shall constitute the State Board.

Section 2. QUALIFICATIONS OF OFFICERS AND DIRECTORS.

All officers and directors shall be members in good standing of Alpha Beta Chapter, Epsilon Sigma Phi.

Section 3. DUTIES OF OFFICERS.

1. PRESIDENT. The President Shall:

- a. Preside over all meetings of Alpha Beta Chapter, the State Board and the Executive Committee.
- b. Appoint all committees and the Parliamentarian.
- c. Attend the National Council meeting as a voting delegate or arrange for another representative to attend as a voting delegate.
- d. Arrange for meeting facilities and the agenda for all Board meetings and assist the first vice-president with programs for all State meetings.
- e. Represent or arrange representation of Alpha Beta Chapter at invited and/or official functions.
- f. Serve as ex-officio member of all standing committees.
- g. Make an annual written and/or verbal report of Alpha Beta Chapter at the State and National meetings.
- h. Sign with the secretary all certificates and documents of Alpha Beta Chapter.

2. 1st VICE-PRESIDENT. The 1st Vice-President shall:

- a. In the absence or disability of the President, preside and perform the duties of the President.
- b. Attend the National Council Annual Meeting.

- c. Provide liaison between Alpha Beta Chapter and the National Council.
- d. Serve as Chairman of the Professional Development committee.

3. 2nd VICE-PRESIDENT. The 2nd Vice-President shall:

- a. In the absence or disability of the president and the 1st Vice-President, preside and perform the duties of the president.
- b. Serve as chair of the Membership committee.

4. SECRETARY. The Secretary shall:

- a. Keep a complete record of the meetings of Alpha Beta Chapter, the Executive Committee, and the State Board.
- b. Order and sign as secretary, with the president, all certificates and documents of Alpha Beta Chapter.
- c. Establish and maintain a permanent file of pertinent historical data on Alpha Beta Chapter. This shall include a record of all awards, recognitions, and deceased members.
- d. Work with the State Meeting program committee in holding a Memorial Service for deceased members.
- e. Perform such other duties as may be required by the State Board.

5. TREASURER. The Treasurer shall:

- a. Receive and disburse all funds of Alpha Beta Chapter and keep a complete financial record to be filed with the Annual Report, including a list of members in good standing.
- b. Serve as chairman of the Budget and Finance committee.
- c. Perform such other duties as may be required by the State Board.

6. PARLIAMENTARIAN. The Parliamentarian shall:

- a. Advise when requested by the President.
- b. Give interpretation upon which the President bases a ruling on procedure.
- c. Provide a copy of the Constitution, By-Laws, and Standing Rules for each officers and director.
- d. Serve as chairman of the Nominating and Election committee. Seek administration approval of nominees.
- e. Prepare the ballot and conduct the election.

7. DIRECTORS. The Directors shall:

- a. Serve with the officers to constitute the State Board.
- b. Conduct the business of the sub-chapter unit, including arrangements for sub-unit meetings and special activities.
- c. The Senior Director is responsible for collecting dues and for involving the Junior Director in this process.

- d. The Senior Director shall nominate sub-chapter candidates for awards and offices, with input from the Junior Director.
- e. Conduct drive for new members in sub-chapter and submit nominees at designated Board meetings of Alpha Beta Chapter. The Junior Director submits candidates for nomination to the Nomination and Election Committee.

Section 4. COMMITTEES.

APPOINTMENT OF COMMITTEES. The President of Alpha Beta Chapter, with the cooperation of the State Board shall appoint the necessary committees to carry out Alpha Beta Chapter activities. All persons appointed to such committees shall be members in good-standing of Alpha Beta Chapter. There shall be one member from the State Board and one member from each of the sub-chapter units included in the membership of each committee as a means of accomplishing maximum coordination in Alpha Beta Chapter.

STANDING COMMITTEES. The membership of each Standing Committee shall be selected as soon as possible following the Annual Meeting of the Alpha Beta Chapter. The following Standing Committee shall function continuously and be prepared to submit a report at the State Meeting.

- a. **MEMBERSHIP.** This committee shall consist of the Junior Director from each sub-chapter unit. They shall review the eligibility of candidates for membership and make recommendations to the Board for presentation to and consideration by the Chapter. The 2nd Vice-President shall serve as chair of this committee.
- b. **AWARDS AND RECOGNITION.** This committee shall recommend an appropriate awards program directed toward strengthening Epsilon Sigma Phi. It will distribute, collect, and review all applications for special awards. It will select and recommend to the Board worthy recipients. Recognition will be given by Alpha Beta Chapter at the Annual State Meeting.
- c. **PROFESSIONAL DEVELOPMENT.** This committee shall plan a continuing program of activities for Alpha Beta Chapter in keeping with the purpose set forth in Article II. The committee shall make arrangements for the State Meeting, plan the State Meeting program, and notify the membership 30 days prior to the meeting. The 1st Vice-President shall serve as Chair of this committee.
- d. **AUDIT.** This committee shall be composed of three members and shall review the Treasurer's record during the month prior to the Annual State Meeting and report to the State Board their findings.
- e. **BUDGET AND FINANCE.** This committee shall prepare a budget to be presented at the first Board Meeting. The Treasurer shall serve as chair of this committee.
- f. **NOMINATING AND ELECTION COMMITTEE.** This committee shall conduct the annual Election of Officers. It shall be composed of the Parliamentarian as chair and the Senior Directors from each of the sub-chapter units.

SPECIAL COMMITTEES. The Executive Board shall arrange for any special committees that will further and give maximum effectiveness to the program of Alpha Beta Chapter of Epsilon Sigma Phi.

Section 5. ELECTIONS.

1. OFFICERS.

- a. Officers shall be elected prior to the Annual Meeting by distributed ballot.
- b. The Nomination and Election Committee, consisting of the Parliamentarian and the Senior Directors for each sub-chapter unit, shall nominate one or more candidate for each of the offices of 2nd Vice-President, Secretary, and Treasurer.
- c. The ballot shall be prepared and distributed to the active membership prior to the Annual State Meeting. Qualified candidates may be written in on the ballot.
- d. After one year in office, the 2nd Vice-President will succeed the 1st Vice-President who will succeed the President.

2. DIRECTORS.

- a. Directors of Alpha Beta Chapter shall be composed of two persons representing the subchapter units (Extension Regions, State Staff, and Life Members/Retirees).
- b. Directors shall serve a two-year term. The newly elected director each year shall be known as the Junior Director. The returning Director is designated Senior Director.
- c. The Senior Director submits candidates for nomination to the Nomination and Election Committee after consultation with the Administration.

3. VACANCIES.

Vacancies on the State Board of Alpha Beta Chapter shall be filled by appointment of the State Board for the unexpired term.

Article V MEETINGS

Section 1. ANNUAL STATE MEETING. The Annual State Meeting of Alpha Beta Chapter, Epsilon Sigma Phi, shall be held at a time and place specified by the State Board Meetings of sub-chapter units of Alpha Beta will be held when called by the Senior Director of that sub-chapter unit.

Section 2. STATE BOARD MEETINGS. When practical, the State Board shall meet quarterly, the first meeting to be held as soon as possible after the beginning of the organized years.

Section 3. NATIONAL MEETINGS. The President and the 1st Vice-President (or designated alternates) appointed by the President shall be the official chapter representative to meetings of the National Council.

Section 4. SPECIAL MEETINGS. Special meetings of the State Board may be called by five members of the Board of Directors and one officer. Business conducted at special meetings shall be restricted to that or which the meeting was called.

Section 5. NOTICE OF MEETINGS. Written notice of all State and special meetings shall be given to members concerned at least thirty (30) days before the date of the meeting.

Section 6. VOTING AND QUORUM.

- a. VOTING. Each member of the Alpha Beta Chapter shall be entitled to one vote. In order to exercise his right to vote, the member must be present at the annual meeting except in the case of mail-in-ballots. A simple majority vote except for By-Law Revision shall be needed to pass an issue. For By-Law Revision, a two-thirds vote is required.
- b. QUORUM. Members present at a meeting shall constitute a quorum for the transaction of all business.

Article VI PARLIAMENTARY AUTHORITY

The guidelines as set forth in these by-laws and standing rules shall be carefully followed in carrying out the program and activities of Alpha Beta Chapter of Epsilon Sigma Phi. For details of meeting procedures not covered in these guidelines Roberts Rules of Order, Revised shall apply.

Article VII AMENDMENTS

These by-laws may be amended in whole or in part at any special meeting of the members of Alpha Beta Chapter provided that such action has been duly announced in the notice of meeting, at least thirty (30) days before the meeting. A two-thirds majority of members present and voting at a special meeting or an Annual State Meeting will be necessary to amend these by-laws.

STANDING RULES

ALPHA BETA CHAPTER, EPSILON SIGMA PHI

1. **MEMBERSHIP.** A candidate for membership in Alpha Beta Chapter shall be recommended by an active member of his/her sub-chapter unit no later than May 10 or as agreed upon by the Board, and submitted to the Junior Director of that sub-chapter unit. The Executive Board shall act upon these recommendations at the next Board Meeting and/or via electronic vote.

- a. Any member who does not pay membership dues to Alpha Beta Chapter for the current year will be placed on inactive status. He/she may be reinstated as a member in good standing by payment of the current year's dues. Any member returning to the profession will not be held responsible for interim years' dues. Only members in good standing by the annual member deadline will be eligible for awards for the following year.

2. **DUES.**

- a. **ANNUAL MEMBERSHIP DUES:** The annual membership dues shall be \$80.00, \$55.00 of which will be sent to the ESP National, and \$25.00 for Alpha Beta Chapter dues.

Annual - National Dues	\$55.00
Annual Alpha Beta Dues	\$25.00
Annual Dues TOTAL	\$80.00
Life Member – National Dues	\$275.00
Life Member – Alpha Beta Dues	\$55.00
Life Member Dues TOTAL	\$330.00

Annual membership dues shall be due and payable by the deadline set by National ESP. Retirees may elect to pay lifetime dues. Lifetime membership dues are six (6) times the annual National membership dues – currently \$330.00 of which one sixth (\$55.00) will be for Alpha Beta Chapter lifetime dues and five-sixths (\$275) for ESP National.

3. **GUIDELINES FOR OFFICERS.** Each officer and director will maintain a reasonable set of guidelines in the Alpha Beta Chapter notebook for the operation of his office. These shall be turned over to the successor when the tenure of office is completed.

4. **AWARDS.**

a. **MEMBERSHIP AWARDS.**

Members of Alpha Beta Chapter will be eligible for recommendation for national awards of Epsilon Sigma Phi. A certificate of recognition will be awarded new members. Special recognition will be provided as individual situations warrant.

b. AWARDS.

State Early Career Service Award (less than 10 years of service)
Mid-Career Service Award (10-20 years of service)
Distinguished Service Award (more than 20 years service)
Team Award
State Retiree Service Award
State Visionary Leadership Recognition Award
Meritorious Support Services Award
Friend of Extension Award
International Service Award
State Tenure Award
New Extension Professional Award

c. SCHOLARSHIPS.

National ESP Early Career Scholarship
National ESP Professionalism Scholarship
JCEP Public Issue and Leadership Development Seminar
National ESP Retirees Scholarship
National ESP Administrative Leadership Scholarship
State Scholarships (Tal C. Duvall Fellowship; ESP Professional Improvement Fellowships (2); Sid G. Chandler Memorial Scholarship)

5. ELECTION OF OFFICERS. The election will be conducted by an electronic ballot prior to the Annual State Meeting. The ballot will be prepared from candidates nominated by the Nomination and Election committee; however, qualified candidates may be written in and will be counted. The committee will set deadlines and guidelines. Installation Service will be held at the Annual State Meeting. The Treasurer will be installed at the Annual Meeting, but will assume the duties of the office April 1.

- a. Officer Rotation (see appendix)
- b. Schedule for Election of Alpha Beta Directors (see appendix)

6. SPECIAL PROJECTS. Alpha Beta Chapter will annually conduct the following:

- a. 4-H DONOR: Alpha Beta Chapter shall contribute \$1,000 annually in support of the Leadership in Action project.
- b. LEGISLATIVE ACTIVITY: Alpha Beta Chapter shall cooperate with other agent associations in financing and hosting Legislative activities for members of the General Assembly of Georgia (Senate and House).
- c. OTHER ACTIVITIES: Alpha Beta Chapter will conduct other special projects as determined by the State Board.

7. ORDER OF BUSINESS. In so far as practical, the order of business at the meetings of Alpha Beta Chapter, Epsilon Sigma Phi shall be as follows:

- 1) Proof of notice of meeting
- 2) Reading and disposal of all unapproved minutes
- 3) Reports of officers and committees
- 4) Unfinished business
- 5) New business
- 6) Adjournment

By-Laws revised August 2021 as approved by the ESP membership electronically prior to the 2021 ESP Annual Conference. This version replaces the previous revision which was approved at 2019 state meeting.

Standing Rules revised August 2020 and approved by the ESP Board at the August 27, 2020 ESP Board meeting.

SCHEDULE FOR ELECTIONS

Rotation for 2nd Vice President of Alpha Beta Chapter, ESP:

NE, SS, SE, NW, SW

Responsibility for Coordinating Joint Professional Association Activities rotates among the following Extension professional associations (not necessarily in this order):

GAEFCS, ANREP, GAE4-HYDP, ESP, GACAA