

## BY-LAWS

### ALPHA TAU CHAPTER OF EPSILON SIGMA PHI

The Honorary Extension Fraternity, Inc.

Revised and Accepted November 2, 2011

#### ARTICLE I. NAME

The name of this fraternity shall be the Alpha Tau Chapter of Epsilon Sigma Phi, which is the Missouri unit of Epsilon Sigma Phi -- The National Honorary Extension Fraternity, Inc.

#### ARTICLE II. PURPOSE

The purpose of this Fraternity shall be to maintain the ideals and to uphold the morale, prestige and respect of University of Missouri Extension, University of Missouri and Lincoln University; and to develop a spirit of fraternal fellowship and professionalism among the members.

#### ARTICLE III. MEMBERSHIP

Section 1. Qualifications: A person having an Extension appointment who has performed satisfactorily for three or more years shall be eligible for membership. Years of service shall be calculated as of August 31 of the current year. For purposes of this Fraternity, Extension personnel shall be defined as one with an Extension appointment of 50% or more.

Section 2. Classes: Membership shall be divided into two classes: (1) Active and (2) Life. (1) Active members are those now actively employed in Extension and who have an aggregate period of satisfactory service of three or more years. (2) Life members are those active members, who upon retirement, indicate to the treasurer that they desire life membership, and pay the life membership fee.

Section 3. Election to Membership: The Committee on Membership shall, each year, prepare a list of Extension personnel who have met the requirements for membership. At the annual meeting those eligible and desiring membership will be recommended by the membership committee for induction.

Section 4. Resignation and Suspension: A person may resign from membership by notifying the Secretary in writing. When a member's dues are in arrears for two years, membership shall be automatically suspended.

Section 5. Reinstatement: A former member may be reinstated by paying dues for the current year.

#### ARTICLE IV. INITIATION FEES AND DUES

Section 1. Initiation Fee: The initiation fee for this Fraternity shall be nationally determined. All of this initiation fee for each member shall be sent to the National Treasurer of Epsilon

Sigma Phi. In addition, the initiates shall pay the current active membership dues. The treasurer is to make such collections.

Section 2. Dues: Dues shall consist of Alpha Tau Chapter dues plus the amount of established National dues. A lifetime membership is available at time of retirement. Dues are payable not later than two weeks prior to the national deadline submission date. Dues are to be submitted each year to the Treasurer of the local chapter. The treasurer shall remit dues to the National Treasurer by the national deadline submission date.

Section 3. State dues may be changed at any annual meeting by a two-thirds vote of the members present.

Section 4. The fiscal year shall be from September 1 through August 31.

## ARTICLE V. OFFICERS

Section 1. The elected officers of this Fraternity shall be a president, president-elect, secretary, annalist, and treasurer.

Section 2. Term of Office: The president and president-elect shall be elected for a term of one year or until their successors are elected. The secretary, treasurer and annalist shall be elected for a two-year term or until a successor is elected. The secretary and annalist shall be elected in even years and the treasurer shall be elected in odd years. Officers shall assume their duties at the close of the annual meeting at which they have been elected except the retiring treasurer who shall continue to perform the duties of that office until all funds and records are transferred to the new treasurer on or before January 1.

Section 3. A vacancy in any office, except that of president, shall be filled for the unexpired term by a member selected by the Executive Committee. A vacancy in the office of president shall be filled by the president-elect.

Section 4. Duties of Officers:

A. The president shall preside at all meetings of the Fraternity and shall perform the duties usually incumbent upon an executive officer. He/she will serve as a communication liaison between Alpha Tau chapter and the national Epsilon Sigma Phi chapter. The president may appoint special committees and make appointments of all standing committee replacements. This officer shall be an ex-officio member of all committees except the Nominations Committee.

B. The president-elect shall serve as a member of the Recognition and Awards Committee and assume duties and responsibilities assigned to the office by the president. After completing a term as president-elect, the president-elect shall automatically serve as the next president. In the event a vacancy occurs in the office of President, the president-elect shall immediately assume that office. The president-elect is responsible for publishing and distributing the newsletter. A minimum of three issues will be distributed each year.

C. The secretary shall keep the minutes of the meetings and the record of all official business; shall furnish each newly initiated member a copy of the creed, a copy of the by-laws, and a membership card; and shall work with the annalist to maintain historical records.

D. The treasurer shall have charge of the membership roll and receive all initiation fees, dues and assessments. The treasurer shall pay all bills and keep an accurate account of all receipts and expenditures with supplementary vouchers. In addition to an interim report at the annual meeting, a financial report shall be given at the close of the treasurer's term of office to the auditing committee appointed to audit the books of the treasurer. The treasurer shall provide a current membership roll to the Web master for posting on the ESP Web page.

E. The annalist shall gather, organize and maintain the historical records of the chapter such as minutes of the annual meeting, board minutes, list of officers, annual meeting programs, list of award recipients, etc. and shall be responsible for seeing that the website is being maintained for the Alpha Tau Chapter.

## ARTICLE VI. NOMINATIONS AND ELECTIONS

### Section 1. Nominations:

A. A Nominations Committee of three members, including the immediate past-president who shall serve as chairman of the committee, shall be appointed annually by the Executive Committee. A vacancy on this committee shall be filled by an appointee of the president.

B. It shall be the duty of the Nominations Committee to nominate a candidate for president-elect, secretary and annalist in even years and president-elect and treasurer in odd years. The office of president-elect alternates between field and campus positions. The consent of the nominee to serve, if elected, shall be secured. A list of the nominees shall be sent to the president to be included in the pre-annual meeting newsletter.

### Section 2. Elections:

A. Election of officers shall be held annually before or during the fall membership meeting.

B. Election may be conducted at a membership meeting or by electronic or mail ballot as determined by the Executive Committee.

## ARTICLE VII. MEETINGS

Section 1. An annual meeting will be held at a time and place designated by the Executive Committee.

Section 2. The purpose of the annual meeting shall be to conduct chapter business as determined by the Executive Committee.

Section 3. Initiation of the new members shall be held in connection with the annual meeting or at a time designated by the Executive Committee.

Section 4. Special meetings may be held upon the call of the president or upon written request of twenty percent of the members.

Section 5. The members present at the annual meeting shall constitute a quorum.

#### ARTICLE VIII. EXECUTIVE COMMITTEE

Section 1. The Executive Committee, consisting of the president, president-elect, secretary, treasurer, annalist, and the immediate past-president, shall have authority to act on behalf of this organization during the interim between its meetings so long as such action is consistent with the by-laws and any action taken at the annual meeting. Such action shall be reported to the membership in the next official communication.

Section 2.

A. The Executive Committee shall review and approve an annual budget proposed by the treasurer.

B. The Executive Committee shall appoint standing committees within one month after the members assume office.

Section 3. A vacancy occurring in any office except that of president, which shall be filled by the president-elect, shall be filled by the Executive Committee. The vote may be by mail or e-mail. A majority vote of the entire committee shall elect.

Section 4. A majority of the committee shall constitute a quorum.

#### ARTICLE IX. COMMITTEES

Section 1. The standing committees, which shall be appointed by the Executive Committee at its first meeting after assuming office, shall be Membership, Professional Improvement, Auditing, Life Member, Courtesy/Memorials, Nominations, Recognition and Awards, Loan and Fellowship Fund, Public Issues and Global Issues.

Section 2. Duties of Committees:

A. The Membership Committee shall consist of a chair, selected by the President, and representatives, selected by the chair, from each University of Missouri Extension region, each UM campus and Lincoln University. The chair shall serve for a term of two years. All matters relating to membership eligibility, including delinquent dues shall be referred to this committee for action. The committee shall annually identify eligible candidates for membership by verifying years of employment with MU Extension (projected to August 31) and in Extension work at other institutions. The Membership Committee will extend membership invitations to

those eligible within one month of the annual meeting.. The chairman of the membership committee shall be responsible for conducting the initiation ceremony for new members.

B. The Professional Improvement Committee shall promote professional improvement for the entire staff. It shall work in cooperation with like committees of other Extension organizations.

C. An Auditing Committee composed of three members shall be appointed to audit the books of the treasurer and report to the Executive Committee at its first meeting following the end of the treasurer's term.

D. The Life Member Committee shall provide information about/for retirees in the newsletter. The committee shall consider ways that retirees can become more involved in chapter activities and encourage consideration, planning and implementation of special activities for retirees.

E. The Courtesy /Memorials Committee determine (from Extension Personnel Office and other sources) names of deceased members and former members. The committee shall prepare memorials for deceased members to be presented at annual meeting. Such memorials shall be made a part of the annals.

F. A Nominations Committee shall be appointed by the Executive Committee to select a nominee for the offices of president-elect, secretary and annalist in even years, and president-elect and treasurer in odd years. The committee shall have three members including the immediate past-president who shall serve as chairman.

G. The Recognition and Awards Committee shall determine and carry out procedures for making the following awards:

- State Certificate of Recognition
  - Regional Faculty (Woman)
  - Regional Faculty (Man)
  - State Specialist
- Distinguished Service
- Friend of Extension
- Administrative Leadership
- Diversity/Multicultural (Individual and Team)
- Mid-Career Service
- Early Career Service
- International Service
- Team
- Continued Excellence
- Meritorious Support Service (for support staff)
- Retiree Service
- Visionary Leadership
- New/Active Member Certificate
- Life Member Certificate
- Retirement (Recognizing the Event of Retirement)

Every award may not be given each year. The president-elect shall serve as a member of the Recognition and Awards Committee.

H. A Loan and Fellowship Fund Committee shall be appointed to promote the University of Missouri Extension Loan and Fellowship Fund and to develop resources as deemed necessary by the Executive Board.

I. The Public Issues Committee shall monitor legislative matters that affect University of Missouri Extension and are of interest to Epsilon Sigma Phi and keep the membership informed of these matters.

J. The Global Issues Committee shall explore opportunities for University of Missouri Extension faculty and staff to get involved in international programs and keep the membership informed of these matters.

Section 3. The president shall be an ex-officio member of all committees except the Nominating Committee.

#### ARTICLE X. EMBLEM

The official emblem shall be that prescribed by the national Council of Epsilon Sigma Phi.

#### ARTICLE XI. DISSOLUTION

In the event of the dissolution of the Alpha Tau Chapter of Epsilon Sigma Phi, any assets remaining after obligations are met shall go to the University of Missouri Extension Loan and Fellowship Fund for the purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

#### ARTICLE XII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised, shall govern the Alpha Tau Chapter of Epsilon Sigma Phi in all cases in which they are applicable and in which they are not in conflict with these by-laws.

#### ARTICLE XIII. AMENDMENT OF BY-LAWS

These by-laws may be amended at any annual or special meeting of the Fraternity by a two-thirds vote of the membership present, provided notice of such meeting and proposed amendments have been sent to all members of the Fraternity at least three weeks previous to the time of such meeting.

Revised and accepted by membership vote November 2, 2011