

**BY-LAWS**  
**ALPHA MU CHAPTER OF EPSILON SIGMA PHI**  
**(Amended Oct 2010)**  
**ARTICLE I -- MEMBERSHIP**

**SECTION 1 -- ELIGIBILITY**

A. New Extension staff may join Epsilon Sigma Phi as an associate member (at the state dues level) their first year of employment at the first annual meeting after their employment date and are eligible for full membership at the following annual meeting.

B. The findings of the Membership Committee will be arrived at after consultation with the Extension Service administrative offices and shall then submit the report to the Executive Board for action. The Executive Board action shall be reported at the annual meeting of the Alpha Mu Chapter for consideration and action by the membership.

**SECTION 2 -- CRITERIA**

A. An Extension Service employee shall have performed satisfactory service and exhibited a cooperative and helpful attitude toward fellow extension employees.

B. The candidate shall have demonstrated competency in the assigned field of responsibility and in educational techniques essential to the conduct of an effective extension program.

**ARTICLE II -- DUES AND ASSESSMENTS**

**SECTION 1 -- INITIATION FEE**

The initiation fee for the Alpha Mu Chapter shall be established by the Executive Committee and payable in advance. A portion of this initiation fee for each new member shall be used to pay the National Chapter fees of the initiate.

**SECTION 2 -- ANNUAL DUES**

The amount of annual dues for the Alpha Mu Chapter shall be determined at the annual meeting and shall remain in effect until revised by the membership at any annual meeting. Alpha Mu Chapter will collect and remit national dues. Both national and state membership is required.

**SECTION 3 -- DUE DATE**

The annual membership dues are due and payable prior to December 1, after which time the membership dues become delinquent.

**SECTION 4 --LIFE MEMBERSHIP OPTION**

Members who retire may pay dues annually or a life membership may be purchased by paying five (5) times the annual dues at the time of application for lifetime membership. Life members have all the rights and privileges of active members.

**SECTION 5 -- DELINQUENT DUES**

Any member who fails to pay dues for the current year is automatically dropped from membership in the Alpha Mu Chapter. Reinstatement as a member in good standing shall be contingent upon the payment of current dues.

**SECTION 6 -- SPECIAL MEMBERSHIP ASSESSMENTS**

Special membership assessments will be made only if the Executive Board deems it necessary to carry out the purposes and objectives of the Alpha Mu Chapter. Said assessments may be only upon unanimous approval of the Executive Board.

**ARTICLE III -- ORGANIZATION**

## SECTION 1 -- OFFICERS

- A. The president and president-elect shall be elected at each annual meeting and shall serve one (1) year terms.
- B. The secretary shall be elected for a two (2) year term, but may be re-elected for one successive two (2) year term. The secretary shall be elected at the annual meeting in odd years.
- C. The treasurer shall be elected for a two (2) year term, but may be re-elected for one successive two (2) year term. The treasurer shall be elected at the annual meeting in even years.
- D. The outgoing president shall be automatically presented by the nominating committee to serve a one (1) year term on the Executive Board as one of the two (2) members-at-large.
- E. The term of office begins upon the conclusion the annual meeting.

## SECTION 2 -- THE EXECUTIVE BOARD

- A. Members of the Executive Board shall be members in good standing of this chapter.
- B. The affairs of the Alpha Mu Chapter shall be governed by the Executive Board designated in Article V of the Articles of Incorporation.
- C. Two Executive Board members shall serve as members-at-large. The immediate past president shall serve as a member-at-large as outlined in Section 1-D above. One Executive Board member shall be elected at the annual meeting in even years to serve a two (2) year term as a member-at-large, but may be re-elected for one successive two (2) year term.
- D. One Executive Board member shall be elected from those holding life membership in the corporation to serve a two (2) year term at the annual meeting on odd years, but may be re-elected for one successive two (2) year term.
- E. In case a vacancy occurs in the Executive Board, the remaining members shall, so long as a quorum remains, appoint a member in good standing to complete the unexpired term of office. If no quorum remains in office, such vacancies shall be filled by special election.
- F. The Membership Committee Chair shall serve as an ex-officio board member.

## ARTICLE IV -- OFFICER'S DUTIES

### SECTION 1 --PRESIDENT

- A. The president shall preside at all Executive Board meetings and all chapter meetings; appoint all standing and special committees subject to the approval of the Executive Board; prepare the agenda for annual and special meetings. The President will represent the Chapter at the Regional Meeting and prepare any state reports requested by the Regional Director.
- B. Sign, as president, with the secretary, all certificates and documents of Epsilon Sigma Phi.

4

### SECTION 2 -- PRESIDENT-ELECT

- A. In the absence or disability of the president, the president-elect shall preside and perform the duties of the president. The president-elect will also attend the Regional Meeting

### SECTION 3 -- SECRETARY

- A. The secretary shall keep a record of all meetings of the Alpha Mu Chapter and of the Executive Board, and a record of tenure, recognition and such other records as are deemed necessary by the Executive Board.
- B. Sign as secretary, with the president, all certificates and documents of Epsilon Sigma Phi, Alpha Mu Chapter.

### SECTION 4 -- TREASURER

- A. The treasurer shall receive and disburse all funds of Alpha Mu Chapter and keep a complete financial record and a record of membership. Perform such other duties as may be required by the Executive Board.

B. Submit to the National Council of Epsilon Sigma Phi a complete record of each year's membership.

#### SECTION 5 -- EXECUTIVE BOARD DUTIES

- A. Govern the affairs of the Chapter.
- B. Take action on all committee reports submitted for consideration and review committee appointments recommended by the president.
- C. Fill any vacancies which may occur on the Executive Board.
- D. Supply each standing committee a written outline or general guidelines under which the committee is to function.

### ARTICLE V -- CONDUCTING BUSINESS

#### SECTION 1 --ANNUAL MEETING

The annual meeting of the Alpha Mu Chapter shall be held at the time and place determined by the Executive Board. Each member shall be given written notice as to the date, time and place of the annual meeting at least thirty (30) days in advance.

#### SECTION 2 -- SPECIAL MEETINGS

Special meetings of the Chapter may be called if deemed necessary by the Executive Board providing at least two (2) weeks advance notice of such special meetings shall be given. All items of business may be transacted at any such special meeting with the exception of the election of officers and the change of membership dues.

#### SECTION 3 - FISCAL YEAR

The business affairs of the Alpha Mu Chapter shall be operated on a fiscal year basis, October 1 through September 30.

#### SECTION 4 -- QUORUM

A quorum for conducting the business affairs of the Alpha Mu Chapter shall be constituted by a majority of the members present at any properly scheduled meeting. Voting may also be conducted by electronic means or by mailed ballot.

#### SECTION 5 -- PARLIAMENTARY AUTHORITY

The work of all meetings shall be governed by the rules contained in the latest edition of Robert's Rules of Order in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation and By-laws of Alpha Mu Chapter, Epsilon Sigma Phi.

### ARTICLE VI -- COMMITTEES

#### SECTION 1 -- APPOINTMENT AND TENURE

- A. All standing committees shall be appointed at the beginning of each year by the president with the approval of the Executive Board of Alpha Mu Chapter.
- B. Insofar as feasible, committee appointments should be made so that each person appointed to a standing committee serves a term of two (2) or more years.
- C. Each committee should file a written report with the president prior to any necessary deadlines that might be set by the president or Executive Board. The president will then file these reports with the secretary.

#### SECTION 2 -- STANDING COMMITTEES

- A. There shall be four (4) standing committees appointed annually as follows: Membership, Recognition and Awards, Nominating and Auditing. . 6

B. MEMBERSHIP COMMITTEE. The Membership Committee shall be composed of four (4) staff members. The Membership Committee report shall be completed and placed in the hands of the Executive Board for final action two (2) months prior to the annual meeting.

C. RECOGNITION AND AWARDS COMMITTEE. This committee shall be composed of four (4) staff members. Appointment to the Recognition and Awards Committee shall be for a two (2) year term on a rotating basis in staggered terms.

D. NOMINATING COMMITTEE. The four (4) member Nominating Committee report shall be submitted to the Executive Board at least two (2) months in advance of the annual meeting.

E. AUDITING COMMITTEE. The Auditing Committee shall be composed of two (2) members and shall audit the treasurer's books within one (1) month prior to the annual meeting.

#### SECTION 3 -- SPECIAL COMMITTEES

The Executive Board shall arrange for special committees that will further the effectiveness of the program of the Alpha Mu Chapter. The committee report shall be submitted to the Executive Board or at the annual meeting as directed by that Executive Board.

#### ARTICLE VII -- AMENDMENTS

These By-laws may be amended, or new amendments added, by a two-thirds (2/3) majority vote of Chapter members present at any annual meeting of the Chapter, providing notification has been given as provided in the Articles of Incorporation, Article VII. Voting may also be by a mailed or electronic ballot providing all aforesaid requirements are met.