

**BY-LAWS
ALPHA MU CHAPTER OF EPSILON SIGMA PHI
(A CORPORATION)**

ARTICLE I -- MEMBERSHIP

SECTION 1 -- ELIGIBILITY

- A. All Extension staff are eligible for full annual membership in Epsilon Sigma Phi upon hire.
- B. Extension Service employees joining Epsilon Sigma Phi may be involved in Extension and Outreach programming and/or leadership.

ARTICLE II -- DUES AND ASSESSMENTS

SECTION 1 -- INITIATION FEE

The new member fee for the Alpha Mu Chapter shall be established by the Executive Committee and payable to National Epsilon Sigma Phi as part of the annual dues.

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. Both national and state membership is required.

SECTION 3 -- DUE DATE

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

Section 4 – LIFE MEMBERSHIP OPTION

Members who retire may obtain a life membership by paying the designated life member dues amount established by National Epsilon Sigma Phi. Life members hold equal rights and privileges to those paying annual dues.

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-elect shall be elected at an annual meeting and shall serve a two (2) year term, serving the first year as president-elect and the second year as president.
- 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 immediate past president shall 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 Recruitment and Retention Committee Chair shall serve as an ex-officio board member.

ARTICLE IV -- OFFICER'S DUTIES

SECTION 1 --PRESIDENT

The president shall:

- A. preside at all Executive Board meetings and all chapter meetings and prepare the agenda for annual and special meetings.
- B. appoint all standing and special committees subject to the approval of the Executive Board.
- C. represent the Chapter at the National Meeting and prepare any state reports requested by the National Executive Director.
- D. sign, with the secretary, all certificates and documents of Epsilon Sigma Phi, Alpha Mu Chapter.

SECTION 2 -- PRESIDENT-ELECT

The president-elect shall:

- A. preside and perform the duties of the president, in the absence or disability of the president.
- B. attend the National Meeting.
- C. fill annual Alpha Mu Chapter committee assignments.

SECTION 3 – SECRETARY

The secretary shall:

- A. keep a record of all meetings of the Alpha Mu Chapter and of the Executive Board.
- B. keep a record of years of service, recognition and such other records as are deemed necessary by the Executive Board.
- C. sign certificates and documents of Epsilon Sigma Phi, Alpha Mu Chapter, as needed with the president.

SECTION 4 -- TREASURER

The treasurer shall:

- A. receive and disburse all funds of Alpha Mu Chapter.
- B. keep a complete financial record of chapter activities.
- C. perform other duties as may be requested by the Executive Board.

SECTION 5 -- EXECUTIVE BOARD

The executive board shall:

- 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.
- E. vote by electronic means as needed.

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. A quorum for conducting the business affairs of the Alpha Mu Chapter shall be constituted by the members present at any properly scheduled meeting.
- B. Voting may be conducted by electronic means as needed.

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) years and may serve multiple terms.
- 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

There shall be four (4) standing committees appointed annually: Membership Recruitment and Retention; Scholarships, Grants, and Recognition; Nominating; and Resource Development and Management. All standing committees will consist of two-four staff members with a designated chairperson. Committee reports shall be completed and placed in the hands of the Executive Board for final action one (1) month prior to the annual meeting.

A. MEMBERSHIP RECRUITMENT AND RETENTION COMMITTEE. The Membership Recruitment and Retention Committee works to recruit and retain membership.

B. SCHOLARSHIPS, GRANTS, AND RECOGNITION COMMITTEE. This Scholarship, Grants, and Recognition Committee conveys membership benefits programs; and solicits, reviews and selects scholarship, chapter recognition, and Friends of Extension winners. Appointment to the Scholarships, Grants, and Recognition Committee shall be for a two (2) year term on a rotating basis.

C. NOMINATING COMMITTEE. The Nominating Committee shall work to fill the annual Alpha Mu Chapter officer slate.

D. RESOURCE DEVELOPMENT AND MANAGEMENT COMMITTEE. The Resource Development and Management Committee works with the chapter treasurer on the state budget proposal, implements plans for increasing financial resources of the organization and related financial issues. This committee shall audit the treasurer's books.

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 the Executive Board.

A. GLOBAL RELATIONS. The Global Relations Committee works to support international work of ESP members and the extension system to build the capacity of extension professionals to help local communities better understand their communities in a global context.

B. PROFESSIONAL DEVELOPMENT. The Professional Development Committee plans and conducts chapter learning experiences and related activities.

C. PUBLIC ISSUES. The Public Issues Committee provides input to develop support for Extension and advises the Executive Board on strategies for marketing ESP to potential members and to promote the ESP organization and image.

D. Other committees will be established as needed to promote the work of the Alpha Mu Chapter.

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 ballot providing all aforesaid requirements are met.