

**Ohio Joint Council of Extension Professionals
Constitution**

ARTICLE I – NAME

The name of the organization shall be the Ohio Joint Council of Extension Professionals (OJCEP). OJCEP shall be the Alpha Eta chapter of Epsilon Sigma Phi (ESP).

ARTICLE II – PURPOSE

The mission of the organization shall be to promote professional development and support professionals of Ohio State University Extension.

ARTICLE III – MEMBERSHIP

Section 1: Membership shall be Annual or Life member.

- A. Annual membership: Any Ohio State University Extension employee with an Administrative and Professional (A&P) or Faculty appointment and are current with their dues may be an annual member of this association.
- B. Life membership: Those members who have retired and have paid lifetime dues. Life membership to this association shall carry with it the right to attend all meetings and take part in all discussion.

Section 2: Voting. Voting privileges shall be extended to all Annual and Life members.

Section 3: All organization programs are available to members on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, age, disability or Vietnam-era veteran status.

ARTICLE IV – BOARD OF DIRECTORS STRUCTURE AND TERMS

Section 1:	<u>Position</u>	<u>Term</u>	<u>Term Limit</u>
	Immediate Past President (1)	1 year	
	President (1)	1 year	
	President-Elect (1)	1 year	
	Annalist (1)	2 year	2 term limit
	Secretary (1)	2 years	2 term limit
	Treasurer (1)	2 years	2 term limit
	Treasurer-Elect (1)	1 year	(non-voting member)
	State Association President (6)	1 year	
	State Association President-Elect (6)	1 year	
	Committee Chair (8)		
	Retiree/Life Member (1)	1 year	

Section 2: Duties of Board of Directors are listed in the By-Laws.

Section 3: All terms of office begin at installation.

ARTICLE V – MEETINGS

Section 1: A minimum of one annual meeting of the membership shall be held.

Section 2: Executive, Board and Special Meetings of the organization shall be held as specified in the By-Laws.

ARTICLE VI – AMENDMENTS

Section 1: The Constitution shall be amended, revised or repealed by two-thirds vote of the members of the organization participating in the membership meeting (electronic voting and teleconference meetings allowed).

Section 2: The amendments or revisions of the Constitution shall take effect as soon as adopted.

Section 3: The Constitution may be amended provided written notice stating the substance of the proposed amendments has been sent to each member at least fifteen (15) days in advance of the membership meeting.

**Ohio Joint Council of Extension Professionals
By-Laws**

ARTICLE I – NAME AND PRINCIPLE OFFICE

- Section 1: The name of the organization shall be the Ohio Joint Council of Extension Professionals (OJCEP).
- Section 2: The principle office of the organization will be housed at the Ohio State University Extension office of the current organization President.

ARTICLE II – MEMBERSHIP

- Section 1: Membership in the organization shall be from January 1 to December 31.
- Section 2: The membership dues deadline is October 31 and the dues are for the period January 1 to December 31 of the following year.
- Section 3: Change in rate of annual dues must be approved by the majority of the Board.
- Section 4: Membership includes membership in national Epsilon Sigma Phi (ESP).
- Section 5: To be eligible for awards or to run for elected office, members must have paid their membership dues by October 31 for the current membership year.
- Section 6: Those newly employed will be exempt from the previous year membership requirement.
- Section 7: Members must complete their membership form on-line and submit it electronically to the organization Treasurer.

ARTICLE III – BOARD OF DIRECTORS

- Section 1: Twenty-seven (27) Board of Directors shall consist of:
- President
 - President-Elect
 - Past President
 - Annalist
 - Secretary
 - Treasurer
 - State Association President: Six (6):
Association of Natural Resources Outreach Professionals (ANROP) State President, Epsilon Sigma Phi (ESP) State President, National Association of County Agriculture Agents (NACAA) State President, National Association of Community Development Extension Professionals (NACDEP) State President, National Association of Extension 4-H Agents (NAE4-HA) State

President, National Extension Association for Family and Consumer Sciences (NEAFCS) State President)

- State Association President-Elects: Six (6):
Refer to organizations listed above
- Committee Chair: Eight (8):
(Global Relations; Marketing; Membership Recruitment and Retention; Personnel; Professional Development; Public Issues; Resource Development and Management; and Scholarships, Grants and Recognition)
- Retiree/Life Member

Section 2: Terms on the Board of Directors shall be as follows:

- A. The President-Elect is elected annually. President-Elect is a three-year commitment and shall become President the year following the President-Elect term and become Immediate Past-President following the term as President.
- B. The Secretary and Treasurer are two-year terms and shall serve no more than two consecutive terms. The Secretary and Treasurer terms will be elected on alternate years.
- C. The Treasurer-Elect shall be elected the last year of the current Treasurer's term and serve no more than one year. In the event the current Treasurer does not fulfill their term, the Treasurer-Elect will assume the position of Treasurer.
- D. The Annalist shall be elected to a two-year term and serve no more than two consecutive terms.
- E. State Association President-Elect is a two-year commitment. State Association President-Elect officers are elected annually and shall become the State Association President the following year.
- F. Committee Chairs. Committee Chairs will be selected by membership of the committee and are voting members of the Board. There are no term limits on Committee Chair positions.
- G. Retiree/Life Member Representative –one year term from active life members appointed to Board.

Section 3: A member shall hold only one Board voting position at any one time.

Section 4: Vacancies shall be filled in the following manner:

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- A. Any position-elect shall assume the related position if those offices become vacant during the year. The Board shall appoint an appropriate representative to fill the remainder of the vacant position of any elected officer.
- B. In the case of non-elected positions, the Board will seek nominations from that organization or committee to fill the term of the vacant position.

ARTICLE IV – MEETINGS

- Section 1: Annual meetings shall be held as determined by the Board of Directors.
- Section 2: Regular meetings shall be called as deemed necessary by the President and/or the Board of Directors.
- Section 3: Special meetings shall be called as deemed necessary by the President and/or five (5) members of the Board of Directors.
- Section 4: Quorum of the Board of Directors shall consist of a minimum of fourteen (14) members.
- Section 5: Parliamentary Procedure shall (except as herein provided) be conducted according to Roberts Rules of Order, Modern Edition.
- Section 6: Each Board member shall have one vote and the President shall cast the deciding vote in the case of a tie.
- Section 7: Meeting attendance. Members of the Board of Directors may be dismissed for missing two consecutive meetings unless excused.

ARTICLE V – BOARD OF DIRECTOR DUTIES

- Section 1: The election of Board members shall be held annually as determined by the Executive Committee. The term of office shall coincide with the membership year as stated in Article II, Section 1 of the By-Laws.
- Section 2: The President shall perform such duties as pertain to this office: prepare agendas and preside at the annual meeting and all Board meetings, represent or appoint other members to represent OJCEP on committees or functions and keep lines of communication open among the OJCEP Board, national ESP, and Ohio State University Extension Administration.
- Section 3: The President-Elect shall make all arrangements for the annual meeting, assemble and distribute the OJCEP annual reports to members, channel suggestions from members to the attention of the officers and Board, preside over meetings in absence of the President.

- Section 4: The Past President shall work closely with the President, serve as chair of the Nominating committee, and conduct elections as determined by the Executive Committee.
- Section 5: The Secretary shall keep full and accurate records of proceedings and attendance of all meetings of the OJCEP, receive and keep properly filed communications and attend to correspondence as directed by the President, and prepare official stationery.
- Section 6: The Treasurer shall keep a full and accurate record of all receipts and disbursements of OJCEP. The Treasurer shall pay bills and accounts for OJCEP as directed by the President and Executive Committee, OJCEP Board or by resolution passed by the membership. The Treasurer shall prepare financial statements for meetings, collect all membership dues, make deposits on a regular basis, record national association affiliation, provide appropriate information to the Membership Chair, work with State Association Presidents in submitting the dues for each National Association and give leadership to the Resource Development Management Committee.
- Section 7: Treasurer-Elect will be a non-voting Board member. This officer will serve as an apprentice to the current Treasurer for one year, but will not have check signing authority.
- Section 8: Annalist-Maintain the historical records of OJCEP and the ESP Alpha Eta Chapter.
- Section 9: State Association Presidents shall be a liaison and contact person with respective national associations and persons in other states with similar positions; represent OJCEP members who are members of respective national associations at annual and regional meetings of the respective national associations; appoint delegates and provide leadership for the Ohio delegation to national and other committees as necessary; coordinate and relay information concerning selection of respective national association award recipients to Scholarships, Grants and Recognition Committee; coordinate membership efforts with directors concerning membership in OJCEP and respective national associations; take responsibility for disseminating information concerning registration, travel arrangements, national elections, special meetings and other details of respective national association annual meetings; strive to promote fellowship among members at regional and state workshops and conference, etc.; keep the Board informed and involved concerning decision, plans, and activities related to this position. The Association President will be encouraged to attend the Joint Council of Extension Professionals (JCEP) Conference with OJCEP covering expenses as determined by the Board of Directors.

Section 10: The Association President-Elects shall assist the Association Presidents as requested and record proceedings of sectional meetings. The Association President-Elect will be encouraged to attend the Public Issues Leadership Development (PILD) Conference with OJCEP covering expenses as determined by the Board of Directors.

Section 11: The Retiree/Life Member shall function as the liaison with Extension retirees and encourage life membership with recent retirees. Work with the Treasurer to update the national ESP life membership list.

ARTICLE VI – COMMITTEES

Section 1: Standing committees shall be determined by the Board of Directors.

Section 2: Committee Chair and Vice-Chair will be selected by the members of the committee present when vote is taken, no later than October 31 before their term commences.

Section 3: Executive Committee: The executive committee shall be comprised of the five (5) officers and the State Association Presidents. The purpose of this committee shall be to compose an agenda for all Board of Director meetings and determine election procedures for Board of Directors of the organization.

Section 4: Personnel Committee: This committee shall monitor and report on salary and benefits information; monitor and access the advantages and disadvantages of the faculty promotion and tenure process or the advancement system of unclassified administrative and professional (A&P) and/or senior administrative and professional employees, and conduct or obtain access to a salary analysis comparing North Central Regional States for faculty and non-faculty. Members of Extension administration are not permitted to serve on this committee.

Section 5: Global Relations: This committee promotes international opportunities and international programming within Extension. Liaison and connect with national ESP committee efforts.

Section 6: Marketing: This committee publishes communications used by members; oversees web development as well as additional technology-based member communications; works closely, and clarifies roles with Membership Recruitment and Retention Committee. Liaison and connect with national ESP committee efforts.

Section 7: Membership Recruitment and Retention: This committee recruits, retains and involves all eligible Ohio Extension personnel; promotes an effective working relationship and spirit of fraternal fellowship among members. Initiates and

coordinates annual membership process. Liaison and connect with national ESP committee efforts.

Section 8: Professional Development: This committee promotes professional excellence, personal development and leadership among Extension personnel. Liaison and connect with national ESP committee efforts.

Section 9: Public Issues: This committee builds and strengthens political and public support for Extension through consistent and targeted communication with local, state and federal decision makers and agencies; and educates and informs members about public issues and legislative matters affecting Extension programs and staff. Liaison and connect with national ESP committee efforts.

Section 10: Resource Development and Management: This committee generates new ideas for resource development and management for professional development activities; reviews and monitors the professional association's financial management plan. Liaison and connect with national ESP committee efforts.

Section 11: Scholarships, Grants and Recognition: This committee administers and provides leadership to the state, regional and national award programs and oversees the selection and distribution of professional development scholarships. Liaison and connect with national ESP committee efforts.

Section 12: Ad Hoc Committee. An Ad Hoc Committee may be appointed by the President. No Ad Hoc Committee shall serve longer than twelve months unless re-appointed.

ARTICLE VII – FISCAL MATTERS

Section 1: The OJCEP fiscal year is October 1 to September 30.

Section 2: The funds of OJCEP shall be deposited in institutions as determined by the Board of Directors Executive Committee, and shall be subject to withdrawal by two signatures. The authorized signatories include OJCEP President, the OJCEP Treasurer and an OJCEP member recommended by the Treasurer and approved by OJCEP Board.

Section 3: The Treasurer shall be surety bonded.

Section 4: There shall be an annual audit of the financial affairs of OJCEP as determined by the Board of Directors Executive Committee. A report of the general financial condition shall be made annually to all members.

Section 5: State Association Presidents shall provide approval and direction to the OJCEP Treasurer as well as provide a contact address and deadline for national dues for fiscal matters specific to their respective state association.

ARTICLE VIII – AMENDMENTS

Section 1: The By-Laws may be amended at any regular or special meeting (including electronic meeting/voting) of the Board of Directors by a majority vote of the Board members, provided that written notice stating the substance of the proposed amendment has been sent to each Board member at least ten (10) days in advance of the vote.

Section 2: The amendments or revisions of the By-Laws shall take effect as soon as adopted.