Constitution and By-Laws
of
Alpha Eta Chapter
of
Epsilon Sigma Phi
National Honorary Extension Fraternity

Article I - NAME

The name of this Extension Fraternity shall be the Alpha Eta Chapter of Epsilon Sigma Phi - The National Honorary Extension Fraternity, Inc.

Article II - PURPOSE

The purpose of this fraternity shall be to maintain the standards and ideals, uphold the morale, prestige and respect of Ohio State University Extension; to develop an effective working relationship and a spirit of fraternal fellowship among the present and former employees of Ohio State University Extension, and to encourage professionalism within Extension.

Article III - MEMBERSHIP

Section 1. Qualifications:

Membership is voluntary and includes county, center, regional and state professional staff (Educators, Program Assistants, Extension Associates, Specialists and Administrators) who have served in Extension five or more years and hold a current Extension appointment. Active membership eligibility (five years of service) is determined as of October 15 of the current year.

Section 2. Classes of Membership:

a. Active Member – Current eligible employees of Ohio State University Extension who have paid current dues. These include educators, program assistants, extension associates, program leaders, program coordinators, program managers, specialists and administrators, etc.

   1. Continuing – a member last year
   2. Reinstated – a member in the past but not the previous membership year
   3. New Initiate – first time member with at least 5 years Extension experience

b. Life Member - Those members who have retired and have paid lifetime dues.

c. Honorary Member - May be bestowed upon those who have performed some
meritorious service in the interest of Extension education in Ohio.

Section 3. Voting:

Voting privileges shall be extended to:
   a. Active members who have paid dues by due date.
   b. Life Members.

Section 4. Membership Dues:

All active members shall be required to pay the designated annual dues (state and national) to continue membership. Retirees may become Life Members by payment of designated Life Member dues.

Payment of annual membership dues must be postmarked by October 15 for the following calendar year.

Section 5. Membership Benefit:

Membership dues must be postmarked by October 15 to be a candidate for an officer or a board member, apply for awards where a membership requirement exists and to be eligible to vote on chapter business matters.

Eligible Extension employees are still able to join after the October 15 deadline but will not be eligible for voting and awards.

Life members are eligible to vote throughout their lifetime after retirement.

Article IV - OFFICERS

The officers of the fraternity shall consist of President, President Elect, Secretary, Treasurer, Treasurer Elect, Annalist and Past President.

The President and President Elect shall be elected for one-year terms of office with the term beginning after each annual meeting. The Secretary, and Annalist shall be elected annually for one-year terms and shall serve in that office no more than two consecutive years. Treasurer shall be elected for a two-year term and shall serve in that office no more than two consecutive terms. The general duties of the officers are as follows (Specific duties of officers are in the Operating Procedures Handbook):

President - Preside over all meetings of Alpha Eta Chapter of Epsilon Sigma Phi, of the Executive Committee, and of the Board of Directors. Co-sign with Secretary all certificates and documents of Alpha Eta Chapter.
President Elect - Perform the duties of the President in the absence or disability of the President.

Secretary - Keep complete records of Alpha Eta Chapter meetings and assist Annalist in maintaining up-to-date membership records.

Treasurer - Receive and disburse all funds of Alpha Eta Chapter and assist Annalist in maintaining up-to-date membership records.

Treasurer Elect – Shall be elected the last year of the current Treasurer’s term and serve no more than one year. In the event that the current Treasurer does not fulfill their term, the Treasurer Elect will assume the position of Treasurer. 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.

Annalist - Maintain the historical records of the Alpha Eta Chapter of Epsilon Sigma Phi. Assist the Secretary and Treasurer in maintaining up-to-date membership records and lists of eligible Extension professionals.

Past-President - Chair Nominating Committee, review Handbook and assist President.

The officers of the fraternity shall make up the Executive Committee.

Article V - BOARD OF DIRECTORS

A Board of Directors, with each member serving a two-year term, shall be elected as follows:
- Two members from each designated membership district in Ohio (see attachment) with one being elected annually;
- Two campus-based members with one being elected annually;
- One Life member elected every other year;
- Two At-Large members with one being elected annually.

Board of Directors meetings shall be held at the discretion of the Executive Committee.

Responsibilities of the Directors will include assisting the officers in carrying out the purpose of the organization, including serving as chair or chair elect of the various committees. Specific duties of Board of Director members are in the Operating Procedures Handbook.

Article VI - COMMITTEES

Section 1. Appointment of Committees:

The Executive Committee and Board of Directors of Alpha Eta Chapter will arrange for the necessary committees to carry out Chapter activities and shall appoint the membership of such committees.
Article VII - AMENDMENTS

The Constitution and By-laws may be amended at any annual meeting upon the recommendation of an appointed Constitution Committee, and shall require a two-thirds vote of the members attending.

Notice of proposed amendments shall be sent to members at least 15 days prior to the Annual meeting.

Revised:
December 1996
December 1997
December 1998
December 2002
August 2004
December 2005