

Chi Epsilon Sigma Constitution and By-Laws

ARTICLE I: NAME

Section 1. The name of this organization shall be the Alpha Chapter of Chi Epsilon Sigma – The National Extension Support Staff Fraternity.

Section 2. The meaning of the Greek letters has been designated as follows: Chi – life; Epsilon – loyalty; and Sigma – learning.

ARTICLE II: PURPOSE

Section 1. 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 support staff, to develop an effective working relationship and a spirit of fraternal fellowship among the present and retired employees of Ohio State University Extension, and to encourage professionalism within Extension.

Section 2. Definition – Chi Epsilon Sigma (referred to as CES from here forward) was founded in 1986 as the first professional association for support staff within Extension and was patterned after Epsilon Sigma Phi.

ARTICLE III: OHIO JOINT COUNCIL OF EXTENSION PROFESSIONALS / CHI EPSILON SIGMA MEMBERSHIP

Section 1. Definition - In 2018, CES merged with the Ohio Joint Council of Extension Professionals (referred to as OJCEP from here forward). The Mission of OJCEP is to promote the professional development of and to provide ongoing support for the professionals of Ohio State University Extension. <https://extension.osu.edu/about/ohio-joint-council-extension-professionals>

While OJCEP is the main professional association for all OSU Extension employees, CES represents the specific needs of OSU Extension support staff.

Section 2. Qualifications for CES Membership –Any person employed with at least 45 percent time as an Ohio State University Extension Support Staff employee, who has performed satisfactory service shall be eligible for membership. CES follows the nondiscrimination policy of the College of Food, Agricultural, and Environmental Sciences found at <https://equityandinclusion.cfaes.ohio-state.edu/notice-nondiscrimination>.

Annual membership for OJCEP and CES is mailed jointly by the membership committee of OJCEP.

Section 3. Classes of CES Membership

- A. Active – Those support staff members employed by Ohio State University Extension who have paid current dues.
- B. Retiree – Those support staff members with “retiree status” in Ohio State University Extension who were active CES members in good standing at the time of retirement.

- C. Honorary – May be accorded to those who have performed some meritorious service in the interest of OSU Extension support staff.

The CES Executive Board shall accept nominations for honorary members from active and retired members and make the final selection. Honorary membership is not automatically afforded each year; only when appropriate.

Active and retired members shall be entitled to hold office, serve on committees, and participate in discussions and activities of the Fraternity.

Honorary members shall have none of the obligations of membership in the fraternity but shall be entitled to all the privileges except those of making motions, of voting, holding office and receiving awards.

Section 4. CES Voting – Voting privileges shall be extended to all active and retired members in attendance at any duly called face-to-face meeting, e-meeting or as requested by mail or by electronic voting. Majority rules of those voting. Changes in Constitution and Bylaws or in members' rights require two-thirds of those voting.

Section 5. CES Dues – All CES members shall be required to pay the annual dues as set by OJCEP. Dues are payable each year during the membership drive. CES retired members or Honorary members are not subject to annual dues.

Section 6. CES Meetings – One CES annual meeting for total membership shall be held in conjunction with Ohio State University Extension's Annual Conference. In the event of no scheduled annual meeting, an e-meeting will be held to conduct necessary business.

ARTICLE IV: CES OFFICERS AND THEIR DUTIES

Section 1. The officers of the CES Fraternity shall consist of President, Vice-President, Secretary, Treasurer, Membership Secretary, Annalist, Historian, CFAES Staff Advisory Council Liaison, Support Staff Liaison and Past President. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the CES fraternity.

Section 2. It shall be the duty of the CES Nominating Committee to nominate candidates for the CES positions prior to the CES annual meeting. A report will be given at the annual meeting.

Section 3. Each CES officer will serve a two-year term or until a successor is elected. There are two exceptions: Staff Advisory Council Liaison is a 3-year term as set by the CFAES SAC; the CES Vice President is a 3-year successive term (serving one year each as Vice President then moving to President and Past President positions). No member shall hold more than one CES office at a time. Officers will be installed at the annual meeting. Terms of CES office shall begin at the close of the annual meeting.

Section 4. Resignations during a term of CES office will be filled by the CES Executive Board within 30 days of receiving notice.

Section 5. Duties of CES Officers (also refer to the CES Standing Rules for full list of responsibilities).

President – Presides over all meetings of the Alpha Chapter of CES, the CES Executive Board, the

CES Executive Committee and serves as the CES representative at all OJCEP meetings.

Vice President – Performs the duties of the President in the absence or disability of the President and serves as a CES representative (along with the CES President) at all OJCEP meetings. In the event of a vacancy in the office of President, shall become President and assume the duties of the office for the unexpired term.

Secretary – Maintains complete records of meetings.

Treasurer – Maintains complete records of all financial matters. Receives and disburses all funds of Alpha Chapter, CES. Works closely with Treasurer of OJCEP. Skills needed: knowledge and experience with Extension’s Fiscal System.

Membership Secretary – Maintains membership rolls, handles all correspondence pertaining to membership, enrollment, and renewal. Works closely with Membership Secretary of OJCEP. Skills needed: knowledge and experience with current OSU supported database program.

Annalist – Compiles and edits articles for the quarterly newsletter; maintains the CES web page. Skills needed: knowledge and experience with Extension’s web development system.

Historian – Maintains the CES fraternity historic records.

CFAES SAC Liaison – The CFAES SAC Representative serves as the liaison between CES membership and CFAES SAC. (SAC = Staff Advisory Council)

Support Staff Liaison – Build relations between CES members including making contact with new support staff employees.

Past President – Serves in an advisory capacity for CES fraternal business.

ARTICLE V: CES EXECUTIVE BOARD

Section 1. The CES officers shall constitute the CES Executive Board.

Section 2. The CES Executive Board shall have general supervision of the affairs of the CES Fraternity between its business meetings, make recommendations to the CES Fraternity, and shall perform such other duties as are specified in these CES bylaws. The CES Executive Board shall be subject to the orders of the CES Fraternity and none of its acts shall conflict with the action taken by the CES Fraternity.

Section 3. Regular meetings of the CES-Executive Board shall be held four times a year, and other times as necessary. Conference calls and e-meetings will be used when appropriate to transact the business of the CES Fraternity. Six members shall constitute a quorum.

Article VI. CES EXECUTIVE COMMITTEE

Section 1. The CES Executive Committee shall consist of the President, Vice President, Secretary and Treasurer.

Section 2. The CES Executive Committee shall act on behalf of the CES Executive Board between meetings in emergency cases or as deemed necessary.

ARTICLE VII: CES COMMITTEES

Section 1. CES Standing Committees (Refer to Standing Rules for leadership of these committees and additional responsibilities.) Unless otherwise designated, the CES President will appoint chairs in consultation with other CES officers. The CES President and/or Chair of each committee will then appoint individual committee members to the respected committee for a one-year term. A majority of the members of any committee shall constitute a quorum. A report will be submitted by each committee to the CES membership at the annual meeting as deemed necessary.

- *CES Annual Meeting Committee* – Shall plan the details of the CES Annual Meeting held in conjunction with the OSU Extension Annual Conference.
- *CES Nominating Committee* – Shall secure nominations from the CES membership and prepare a slate of all CES officer positions to be presented to the membership prior to the CES annual meeting.
- *CES Membership and Annual Meeting Sponsorship Committee* – Shall be responsible for soliciting applications for the CES Annual Meeting (1) and CES Membership (6) sponsorships.
- *CES Budget and Finance Committee* – Shall be responsible for developing and proposing the budget.
- *CES Extension Support Staff Excellence Award Selection Committee* – Shall be responsible for coordinating this annual award including publicity, selection, securing the plaque and processing the paperwork for payment of this award.
- *CES Outreach Committee* – Shall be responsible for keeping contact with other state CES chapters and promotion in new states.
- *CES Recognition Committee* – Shall be responsible for securing nominations and overseeing the selection process for the CES Members Years of Service Awards, New Member Induction, and Dorothy Rex Inspirational Award. Explore other opportunities for recognition.
- *CES Fundraiser Committee* – Shall be responsible for all CES fundraisers.
- *CES Professional Improvement and Activities Committee* – Shall explore educational opportunities for professional development-and will promote to support staff. Activities will also be explored to build CES membership relations.

- *CES Constitution and Bylaws Committee* – Shall be responsible for reviewing proposed changes and updating the CES constitution and bylaws and standing rules.

Section 2. Special CES Committees – The CES President may appoint as many special CES committees as deemed necessary. These special CES committees will report to the CES Executive Board and perform the duties so designed at the time of formation. A majority of the members of any committee shall constitute a quorum.

ARTICLE VIII: CES DISSOLUTION

If upon dissolution of the Alpha Chapter of CES the assets (treasury, CES Development Fund and CES General Unrestricted Fund) exceed the outstanding obligations, such balances shall accrue to be administered through The Ohio State University Development Fund specifically for the College of Food, Agricultural and Environmental Sciences and the College of Human Ecology scholarships.

If upon dissolution of this CES Fraternity, The Ohio State University Development Fund is no longer in existence, then the CES Executive Committee shall, after paying or making provisions for the payment of all the liabilities of the CES Fraternity, dispose of all the assets to such other organization(s) established and operated exclusively for charitable, educational or scientific purposes that qualify as an exempt organization or organizations under any present or future United States Internal Revenue Law as the CES Executive Committee so desires.

ARTICLE IX: CES PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall govern this CES Fraternity in all cases to which they are applicable and in which they are consistent with the Constitution and Bylaws of the CES Fraternity.

ARTICLE X: CES AMENDMENTS

The CES Constitution and Bylaws can only be amended by a two-thirds vote of those voting upon the recommendation of the CES Constitution and Bylaws Committee provided notice of proposed amendments is sent to CES members at least 15 days prior to the CES annual meeting.

Adopted 10/16/1996

Revisions Adopted 10/12/2004, 10/30/2006, 10/24/2007, 12/16/2009, 12/15/2010, 12/14/2011, 12/4/2012, 9/21/2015, 12/16/2019, 12/7/2020