

Chi Epsilon Sigma Standing Rules

CHANGES can be made without a vote of the membership body but must have Chi Epsilon Sigma (referred to as CES from here forward) Executive Board approval.

Revised: 5/9/97, 5/2/2007, 12/16/2009, 12/15/2010, 12/14/2011, 12/4/2013, 2/10/2015, 8/29/2017, 4/17/2020, 10/26/2021, 5/1/2023

I. Membership Clarification

Effective 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 Land Grant Universities' Department of Extension (referred to as Extension from here forward).

While OJCEP is the main professional association for all Extension employees, CES represents the specific needs of support staff. The CES President and Vice President sits on the OJCEP Board.

Annual membership drive includes OJCEP, CES, and TERSSA.

OJCEP: visit the [Ohio JCEP Membership page](#) for OJCEP membership options and the [OJCEP homepage](#) for awards and recognition opportunities provided by that association.

TERSSA – [The Extension & Research and Support Staff Association](#), a national organization for support staff.

CES- [Chi Epsilon Sigma](#)- the alpha chapter to represent Ohio Extension support staff.

1. CES Membership

Access to CES awards/recognition:

- i. CES Extension Support Staff Excellence Award
- ii. Dorothy Rex Inspirational Award
- iii. Early, Mid and Distinguished Career Service Awards
- iv. Years of Service in Extension Awards
- v. CES Membership and Annual Meeting Sponsorships
- vi. New Member Recognition

2. **CES Retiree** – Those support staff members with “retiree status” in Extension who were active as CES members in good standing at the time of retirement.

3. **CES Honorary** – May be accorded to those who have performed meritorious service in the interest of 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.

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

II. CES Board

Active CES Members, as well as CES retiree members shall be entitled to hold office on the CES Board, serve on committees, and participate in discussions and activities of the CES Fraternity.

The 10 CES Officers shall constitute the CES Board: President, Vice President, Secretary, Treasurer, Membership Secretary, Annalist, Historian, Support Staff Liaison, Staff Advisory Council Liaison, and Past President. All records, paper and electronic, should be made available to each successor at the first meeting

or uploaded to OneDrive/Teams/Online Storage Location (From here forth called Online Storage Location).

CES OFFICER RESPONSIBILITIES

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

Officers to be installed at annual meeting. Terms of CES office to begin at the close of the annual meeting.

CES PRESIDENT

2ND of 3-year commitment

- Presides over all meetings of the Alpha Chapter of CES, the CES Executive Board, the Executive Committee and serves as the CES representative at all OJCEP meetings.
- Prepares meeting agendas and responsible for arranging meeting dates and location in cooperation with other CES Executive Board members.
- Sends an invitation to active members (including new members), honorary members, prospective new honorary member(s) and Administration (once approved-obtain from Treasurer and include Administration's offer to cover registration costs for retiree members) for the annual meeting.
- Provides oversight of the CES Annual Meeting Committee.
- Serves on the planning committee for the Extension Annual Conference.
- Has a seat on OJCEP Board.
- Signs up to serve on other OJCEP committees as deemed necessary.
- Provides input to the CES Budget and Finance Committee.
- Provides input to the CES Constitution and Bylaws Committee.
- Signs all certificates and documents of Alpha Chapter.
- Signs off as approving authority on all member reimbursements and fraternity expenses.
- Seeks volunteers/assignments for CES standing committees.
- Serves as Past President the following year.
- Represents the Fraternity as situations dictate.
- Maintains Annual Meeting Checklist (AMC) and CES Timeline (Timeline) documents.
- Shares location of AMC and Timeline with CES Vice President.

CES VICE PRESIDENT

1ST of 3-year commitment

- Performs the duties of the President in the absence or disability of the President. 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.
- Assumes duties of Presidency the following year.
- Signs off as approving authority for all reimbursements or expenses submitted by the President.
- Serves as Chair of the CES Nominating Committee.
- Has a seat on OJCEP Board.
- Signs up to serve on OJCEP Professional Development Committee.
- Serves as Parliamentarian at all duly called CES meetings and is well versed with the fraternity's CES Constitution & Bylaws.
- Serves as a member of the CES Constitution and Bylaws Committee.
- Serves as a member of the CES Annual Meeting Committee.
- Serves on the planning committee for the Extension Annual Conference.
- Serves on the CES Budget and Finance Committee.
- Elected each year, for first of three-year commitment.
- Shall perform duties and represent the Fraternity as the President deems necessary.
- Assists President in maintaining AMC and Timeline documents.

CES SECRETARY

- Maintains complete records of meetings.
- Provides minutes of CES regular and annual meetings to the CES Executive Board members within 2 weeks following each meeting and to the Annalist for posting to the CES website after CES Executive Board approval.
- Signs up to serve on OJCEP Scholarship, Grants and Recognition Committee.
- Updates letterhead after election of CES officers, emails to officers before first CES Executive Board meeting.
- Serves as Chair of CES Membership and Annual Meeting Sponsorship Committee.
- Serves as a member of the CES Annual Meeting Committee.
- Elected in odd numbered years for a 2-year commitment.
- Ensures all CES Board Members have ownership level permission to CES Online Storage Location and to folders for each office and committee.
- Shall perform duties and represent the Fraternity as the President deems necessary.

CES TREASURER

- Maintains complete records of financial matters of the CES Alpha Chapter.
- Works in collaboration with OJCEP Treasurer to conduct business between the two organizations.
- Signs up to serve as on OJCEP Resource Development and Management Committee.
- Archives records of the previous 7 years or minimum retention years, according to the OSU Extension retention schedule, whichever is greater for financial records.
- Electronic copies of financial records which includes the Yearly Budget Report and monthly Treasurer's Report to the Board should be uploaded to the CES Online Storage Location after approval by the CES Executive Board.
- Serves as Chair of CES Budget and Finance Committee and submits budget at CES Annual Meeting for vote.
- Serves as a member of CES Annual Meeting Committee.
- Serves as a member of the CES Extension Support Staff Excellence Award Committee.
- Serves as a member of CES Fundraiser Committee.
- Yearly:
 - obtains written approval for Administration's commitment for jointly shared cost with CES of the CES Extension Support Staff Excellence Award from OSUE and CSU Administration.
 - obtains written approval for Administration's commitment for paying for CES Retiree's registration to the CES Annual Meeting from OSUE or CSU Administration.
 - requests a directive from OSUE or CSU Administration for staff to use local funds for CES/OJCEP membership dues.
- Assures CES member expenses are submitted to the OJCEP treasurer for reimbursement.
- Provides a treasurer's report to the membership in the CES annual meeting packet. The data in the report shall include transactions by categories (i.e. expenses for newsletter, awards, etc.) that have occurred from one annual meeting to the next along with a proposed budget for approval.
- Donation requests must have CES Executive Board approval. (free standing – not included in item above)
- Elected in even numbered years for a 2-year commitment.
- Shall perform duties and represent the Fraternity as the CES President deems necessary.

CES MEMBERSHIP SECRETARY

- Membership Secretary will work in collaboration with OJCEP Membership Recruitment and Retention Chair concerning member enrollment and renewal.
- Updates CES membership database. Uploads updated membership roll to CES Online Storage Location and notifies CES Executive Board.
- Signs up to serve on OJCEP Membership Recruitment and Retention Committee is recommended
- Updates E-mail distribution lists <http://lists.service.ohio-state.edu/mailman/admin/cesboard> (and cesmembers)

- Serves as Chair of CES Extension Support Staff Excellence Award Selection Committee.
- Serves as a member of CES Membership and Annual Meeting Sponsorship Committee.
- Serves as a member of the CES Recognition Committee.
- Orders CES membership pins and prepares certificates for new members and/or new honorary member to be distributed at annual meeting.
- Sends letter of invitation and annual meeting registration information to retirees (once approved-obtain from Treasurer and include Administration's offer to cover retiree member's registration costs.)
- Maintains CES database to include active members, retiree, honorary members and provides necessary reports as requested by CES Executive Board members.
- Elected in odd numbered years for a 2-year commitment.
- Shall perform duties and represent the Fraternity as the President deems necessary.

CES ANNALIST

- Provides updates for CES Web Page found at ces.osu.edu
- Sends website updates to the designated member that has access to make changes to the website.
- Accepts responsibility for the Secret Friend Activity.
- Compiles and edits articles for quarterly newsletter and provides schedule to the CES Executive Board.
- Seeks personal glimpse articles from members to include in the newsletter.
- Sends an invitation to CES Annual Meeting to other State Chapter Presidents and TERSSA Officers.
- Signs up to serve on OJCEP Outreach Committee is recommended.
- Distributes CES newsletter via webpage/e-mail to CES membership, retiree and honorary members, Administrative Cabinet, other state chapter presidents, and TERSSA Executive Committee members.
- Serves as Chair of the CES Outreach Committee.
- Serves as a member of the CES Membership and Annual Meeting Sponsorship Committee.
- Elected in even numbered years for a 2-year commitment.
- Shall perform duties and represent the Fraternity as the President deems necessary.

CES HISTORIAN

- Assures that the fraternity historic records are kept up-to-date: such as photographs, Annual Meeting programs, Membership rolls and Award Winners. Upload and caption CES photographs to CES Online Storage Location. Maintain fraternity records in three ring binders with yearly information included. Officers should upload documents to their respective Online Storage Location.
- Signs up to serve on an OJCEP Committee is recommended
- Serves as Chair of CES Recognition Committee.
- Serves as a member of the CES Nomination Committee.
- Responsible for photographic arrangements at CES events and activities.
- Fraternal display items: Display board will be housed at Franklin County Extension Office.
- Responsible to update CES display (to include previous year's award winners) and setup at the CES annual meeting. Contact person for display use at other area or state meetings (including promotional information).
- Responsible for New Member Recognition at CES Annual Meeting.
- Obtains awards and certificates for CES Member, Years of Service in Extension Awards.
- Elected in odd numbered years for a 2-year commitment.
- Shall perform duties and represent the Fraternity as the President deems necessary.

SUPPORT STAFF LIAISON

- Serves as Chair of the CES Fundraiser Committee
- Responsible for sending cards of congratulations, condolences, etc. to members on behalf of the Fraternity.
 - In the event of a death of a member or their immediate family, a card extending sympathy will be sent on behalf of CES. (Immediate family defined as: *spouse, domestic partner, mother, father, sister, brother, daughter, son, grandparent, grandchild; corresponding relatives of the employee's spouse or partner; and other persons for whom the employee is*

legally responsible.)

- Make contact with new support staff employees by sending a welcome to make them aware of Chi Epsilon Sigma and OJCEP. This includes Extension Support Staff Onboarding Document.
- Updates CES promotional flier and brochure.
- Oversee updates to the Extension Support Staff Onboarding document.
- Coordinate activities and build relationships for the members whom they represent.
- Be a member of the Support Staff Conference Planning Committee.
- Maintain CES Social Media
- Elected in even numbered years for a 2-year commitment.
- Signs up to serve on OJCEP Professional Development Committee.
- Shall perform duties and represent the Fraternity as the President deems necessary.

CFAES STAFF ADVISORY COUNCIL LIAISON

3-year commitment with

rotation cycle determined by CFAES SAC

- Serve as liaison between CES membership and CFAES Staff Advisory Council. Attending both CES and CFAES SAC regular meetings and reporting back to the CES Executive Board on issues relative to staff in the College of Food, Agricultural and Environmental Sciences – and conversely, report to CFAES SAC regarding issues relative to Extension’s Chi Epsilon Sigma. <http://sac.ag.ohio-state.edu>
- CFAES SAC Liaison will also be asked to serve on a CFAES SAC task force (which usually involves conference calls). Mileage for SAC meetings are reimbursable from the Staff Advisory Council if required by liaison.
- Serves as Chair of CES Professional Improvement and Activities Committee.
- Serves as a member of the CES Extension Support Staff Excellence Award Committee.
- Serves as a member of the CES Professional Improvement and Activities Committee.
- Elected every third year for 3-year commitment.
- Shall perform duties and represent the Fraternity as the President deems necessary.

CES PAST PRESIDENT

3rd of 3-year commitment

- Serves in an advisory capacity for fraternal business.
- Serving on an OJCEP Committee is recommended.
- Serves as Chair of the CES Constitution and Bylaws Committee.
- Serves as a member of the selection committee for the CES Extension Support Staff Excellence Award.
- Serves as a member of the CES Outreach Committee.
- Serves on the CES Budget and Finance Committee.
- Maintains file of CES Constitution and Bylaws and updates after vote when there are changes, as well as Standing Rules after Board approval, and ensures current copies are posted to the web page.
- Shall perform duties and represent the Fraternity, as the President deems necessary.

III. CES STANDING COMMITTEES

Past committee chairs are expected to serve in an advisory capacity to the next committee.

- All committees will be chaired by a CES Officer. Committee Chair will report committee activities to the Executive Board at each meeting.
- Volunteer committee members will be sought from the membership.
- Committee members do not need to be an officer on the CES Executive Board to serve.
- Email, e-meetings and conference calls will enable committees to be active and communicate with limited expense.
- Valuable input will be utilized by allowing more CES members to take part in CES by volunteering to be a committee member.
- Committee chairs responsible to share documents in their respective Online Storage Location folder.

CES ANNUAL MEETING COMMITTEE

CES President provides oversight, with other members to include the CES Board. This committee will

have the responsibility of designating the agenda, program, and guests. They are also responsible for any physical arrangements (name tags, seating arrangements, etc.) for the CES Annual Meeting. The committee can call on the members to carry out functions at their discretion. Communication with the Extension Annual Conference Committee is vital.

CES NOMINATING COMMITTEE

Chaired by CES Vice President, with other members to include the CES Historian, this committee will solicit and secure nominations from the membership. Nominations will be presented to the membership for all officer positions through the OJCEP Election by the deadline set forth by OJCEP. Biographic sketches will be obtained from each officer candidate and shared with all members prior to the election. The chair of this committee will also provide a listing of duties and responsibilities for each officer position to prospective nominees on a nomination form (including their role on CES committees). This nomination form will require the signature and date of the nominee and their immediate supervisor. Photos will be obtained of each officer for the CES web page.

CES MEMBERSHIP & ANNUAL MEETING SPONSORSHIP COMMITTEE

Chaired by CES Secretary with other members to include CES Annalist and CES Membership Secretary, this committee will select sponsorships (dependent upon available budgeted funds) in the following two categories, (6) Membership and (1) up to \$100.00 Annual Meeting Sponsorship annually and determined by the following guidelines:

- Membership Secretary will track past recipients to guide in future selections
- The signature of applicant's supervisor indicating financial assistance is required on the application form
- For the CES Annual Meeting Sponsorship, funds (1 – up to \$100.00), will be transferred to the recipient's office fund by Extension's Fiscal Officer after attendance at the annual meeting and submission of registration and travel expenses. Sponsorship funds will not exceed expense incurred.
- The membership dues will not be charged to the county Workday Worktags provided in membership drive survey. The CES Treasurer will work with Extension's Fiscal Officer to provide the appropriate CES fund from which the sponsorships will be paid
- Chair to follow-up on both sponsorship processes to report at the next CES Board Meeting
- The Membership and Annual Meeting Sponsorships will be publicized close to the OJCEP membership drive and Extension Annual Conference registration announcements
- Membership Sponsorships will be awarded as follows:
 - 3 Non-current members - **Affiliate** OJCEP membership dues and CES membership dues.
 - 3 Continuing members -OJCEP **Full** membership and CES membership dues.

The goal of these sponsorships is to help eliminate any stumbling blocks faced by Extension support staff that may not have available dollars to join OJCEP/CES or attend the CES Annual Meeting.

CES BUDGET AND FINANCE COMMITTEE

Chaired by CES Treasurer, with other members to include Past President and Vice President, with input from the President, this committee develops a budget for the upcoming year and submits said budget to the CES Executive Board for their approval to be presented at the CES Annual Meeting for vote. This committee will oversee that the last 7 years of financial records are maintained in Online Storage.

CES AWARDS COMMITTEE

CES Extension Support Staff Excellence Award

Chaired by CES Membership Secretary with other members to include SAC Liaison and CES Treasurer. Since 2007, CES has partnered with Extension Administration to recognize a superior support staff member. The award recognizes the importance of knowledge, skills, and service and will serve as an incentive for recognition by the Extension organization. Selection will be based on excellence in the following categories:

- Knowledge of Extension and position responsibilities
- Skills relative to position

- Professional development to improve skills
- Service in leadership positions
- Service to customers

Eligibility: Any support staff member who is a current member of Chi Epsilon Sigma and has been a member at least 5 years. The award can be received one time only.

Nominations can be submitted by supervisor, educator, co-worker, customer or retiree. Required documentation includes:

1. Nomination Form
2. Letter of support from direct supervisor
3. One additional letter of support

Award Description: Name: The Chi Epsilon Sigma Extension Support Staff Excellence Award.

The \$1,000 award is funded jointly by Chi Epsilon Sigma and Extension Administration. The winner will be announced, and the award formally presented at the Extension Annual Conference by CES President and Extension Administration.

Proceeds from CES Annual Silent Auction will be earmarked for the CES financial commitment for this award. The CES Membership Secretary will notify the recipient's supervisor to ensure that the proper paperwork is forwarded to Human Resources for payment to recipient.

Schedule and Selection Procedure: Nomination form and letters should be received by November 1 of said year. If November 1 falls on a weekend, the deadline will be the next business day. Membership in CES will be validated by CES Membership Secretary.

Selection Committee:

- CES Past President
- CES Membership Secretary
- OJCEP Scholarships, Grants & Recognition Chair (Check on correct name of committee)
- Extension Administration/HR Representative

Dorothy Rex Inspirational Award

This committee will oversee that communication is established with Dorothy Rex, founder of Chi Epsilon Sigma, that this donated award and plaque be presented in her honor at the Extension Annual Conference Award Ceremony to an individual who has been inspirational in their Extension employment. Promotion will be overseen by committee asking for nominations, with the selection process done by Dorothy. Contact person: Kathy Gamble, Dorothy's niece.

CES Distinguished Service Awards

As other various awards are established, this committee will be responsible for recommending the appropriate recognition to the CES Executive Board for approval and to promote, secure and present the award.

CES OUTREACH COMMITTEE

Chaired by CES Annalist with other members to include CES Past President, to actively seek and promote development and expansion of CES through new State Chapters, and recruit committee members who have interest in achieving this goal. The committee will invite and provide Extension Annual Conference registration information to other State Chapters, TERSSA President and VP and act as hostesses for our guests should they attend. Work with TERSSA on outreach efforts. Obtain sister chapter/TERSSA news and contact information for CES webpage and newsletters.

When the TERSSA President is from Ohio, the TERSSA National Conference is to be held in Ohio and subsequently all members (to include the entire CES Executive Board) are to be involved to coordinate this event and are considered members of this Outreach Committee.

**TERSSA President to obtain approval from OSU Extension Administration to hold the national conference in Ohio

CES Secret Friend Guidelines - Annalist will email the Secret Friend form to the cesmembership listserv, make the matches of returned forms, plan a revelation activity at the Annual Meeting, and re-match any participant whose “secret friend” has left Extension employment. The Annalist will write an article after the Annual Meeting on the activity as well as submit a list of revealed Secret Friends for the CES newsletter.

CES RECOGNITION COMMITTEE

Chaired by CES Historian (who will maintain notebook to include contests’ guidelines and archive material) with other members to include CES Membership Secretary to oversee details of recognition provided by CES.

New Member Induction - This committee will conduct the induction of new members at the CES annual meeting.

CES Member, Years of Service in Extension Awards - This committee will verify and establish the years of service with Extension for each member and provide awards based on established guidelines. Present the years-of-service awards at the CES annual meeting.

Guidelines: CES will present Years of Service awards to each active member that is at a 5-year interval mark by keeping the gift “tangible” and ensure the award be close in dollar amount to the number of years in Extension along with a certificate suitable for framing.

As other various awards of recognition are established, this committee will be responsible for recommending the appropriate recognition to the CES Executive Board for approval and to promote, secure and present the award.

CES FUNDRAISER COMMITTEE

Chaired by Support Staff Liaison, with other members to include CES Treasurer.

This committee will plan, promote, prepare and oversee all fundraisers for CES that meet Board approval. Fundraiser money will be counted at the location with two or more committee members present. Committee members will be designated to handle the monies of each fundraiser and forward the monies and proper documentation to the CES Treasurer.

Silent Auction

Contact Extension offices to ask for donations. Plan, promote and prepare the auction at Extension Annual Conference. Proceeds from the Silent Auction go into the OJCEP held designated CES fund which covers the CES portion of the “CES Extension Support Staff Excellence Award” and other CES commitments.

As other various fundraisers are established, this committee will be responsible to see that they meet University guidelines, are in the best interest of CES and provide necessary setup. Fundraisers must have Intent/Purpose designated in advance and meet CES Executive Board approval.

Proceeds will be “earmarked” within the OJCEP Accounts and reported on the CES Treasurer’s Report and tracked accordingly.

CES PROFESSIONAL IMPROVEMENT AND ACTIVITIES COMMITTEE

Chaired by CFAES SAC Liaison, with other members to include Support Staff Liaison CFAES SAC Liaison will maintain files in CES Online Storage Location. Shall explore educational opportunities, to include college level opportunities that would pertain to support staff, for professional improvement. Activities will also be explored to build CES membership relations, such as conference evening gatherings/activities.

CES CONSTITUTION AND BYLAWS COMMITTEE

Chaired by CES Past President, with other members to include the President, and Vice President, this committee will be responsible for reviewing the CES Constitution and Bylaws, preparing and presenting for a vote 15 days before Annual Meeting, as well as the CES Standing Rules yearly review and present to the CES Board for approval. Chair to maintain the files of both the CES Constitution and Bylaws (and updates after vote when there are changes) as well as Standing Rules (after Board approval) and sends to Annalist to ensure current copies are posted to the web page.