

Standing Rules

CHANGES can be made without a vote of the membership body but must have CES 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

I. OFFICER RESPONSIBILITIES

Records are to be transferred to each successor at the first meeting.

PRESIDENT

- Presides over all meetings of the Alpha Chapter of Chi Epsilon Sigma, the Executive Board and Executive Committee.
- Prepares meeting agendas and responsible for arranging meeting dates and location in cooperation with other Board members.
- Sends letters of invitation to prospective new honorary member(s) for the annual meeting.
- Serves as chair of the CES Annual Meeting Committee to include agenda development and typing of the program.
- Serves on Budget & Finance Committee.
- Serves on the 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 standing committees.
- Serves as Immediate Past President the following year.
- Represents the Fraternity as situations dictate.

VICE PRESIDENT

- 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 Professional Improvement Award Committee.
- Serves as chair of the Nominating Committee.
- Serves as Parliamentarian at all duly called CES meetings and is well versed with the fraternity's Constitution & Bylaws.
- Serves as a member of the Constitution and Bylaws Committee.
- Outgoing VP arranges for the Treasurer's records to be audited annually by a qualified individual outside the Fraternity. Presents a formal audit report at Annual Meeting.
- Shall perform duties and represent the Fraternity as the President deems necessary.

SECRETARY

- Maintains complete records of meetings.
- Provides minutes of board meetings to the Official Board members within 2 weeks following each meeting and to the annalist for posting to the CES website after Board approval.
- Provides minutes of annual meeting to annalist.
- Updates letterhead after election of officers and directors to be distributed to officers and directors at first Executive Board meeting.
- Serves as co-chair (along with Membership Secretary) of Scholarship Committee.
- Elected in odd numbered years
- Shall perform duties and represent the Fraternity as the President deems necessary.

TREASURER

- Maintains complete records of financial matters. Receives and disburses all funds of Alpha Chapter, Chi Epsilon Sigma. Prints and reports on balances of Development Fund 55013/309154 and CES Fund 55013/061003. Prints and reports balance of the Chi Epsilon Sigma Checking and Savings Accounts.
- Archives hard copies of the previous 7 years or minimum retention years, according to the OSU Extension retention schedule, whichever is greater of financial records.
- Electronic copies of financial records are provided to the historian after approval by the CES Board.
- Serves as chair of Budget & Finance Committee and submits budget at Annual Meeting for vote.
- Serves on Annual Conference/Activities Committee (or delegates a fiscally-capable board member to serve).
- Serves on Fundraiser Committee.
- Signs financial documents of Alpha Chapter (except CES Fund and CES Development Funds)
- Assures payment request is utilized for member expenses and updates form for posting to the web page.
- Provides a treasurer's report to the membership in the 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.
- Elected in odd numbered years
- Shall perform duties and represent the Fraternity as the President deems necessary.

MEMBERSHIP SECRETARY

- Serves as chair of Membership and Years of Service Awards Committee.
- Serves as co-chair (with Secretary) of Scholarship Committee.
- Serves as co-chair (with Past President) of Extension Support Staff Excellence Award Selection Committee.
- Maintains membership rolls, handles all correspondence pertaining to membership, enrollment and renewal.
- Receives annual members' dues (\$25 for active members) and transfer to Treasurer.
- Updates E-mail distribution lists <http://lists.service.ohio-state.edu/mailman/admin/cesboard> (or cesmembers)
- Updates roster of new officers and directors after election and provides to Annalist.
- Orders pins. Prepares certificates and website cards for new members and/or new honorary member to be distributed at annual meeting.
- Maintains database to include: active members, emeriti, honorary members and provides necessary reports as requested by board members.
- Obtains awards and certificates for years of service.
- Elected in odd numbered years
- Shall perform duties and represent the Fraternity as the President deems necessary.

ANNALIST

- Maintains CES Web Page at ces.osu.edu
- Accepts responsibility for the Secret Friend Activity (see guidelines in Addendum).
- Provides newsletter schedule to the board. Compiles and edits articles for quarterly newsletter.
- Distributes newsletter via webpage/e-mail to membership including emeriti and honorary members, Administrative Cabinet members and other state chapter presidents and mails hard copy to those who do not have an email address.
- Sends letter of invitation to honorary member(s) for the annual meeting.
- Elected in even numbered years
- Shall perform duties and represent the Fraternity as the President deems necessary.

HISTORIAN

- Serves as chair of Recognition Committee.
- Maintains the fraternity historic records: such as photographs and Annual Meeting programs. All other documents will be kept by respective office (i.e. Secretary will keep board meeting minutes; Treasurer will keep yearly reports. etc.)
- Compiles scrapbook; photos and annual meeting programs.
- Responsible for photographic arrangements.
- Keeper of the fraternal display items.
- Responsible for display at annual meeting and is contact person for display use at other region or state meetings (including promotional information).
- Elected in even numbered years.
- Shall perform duties and represent the Fraternity as the President deems necessary.

ADMINISTRATIVE LIAISON

- Serves as chair of Fundraiser Committee.
- Serves as the liaison between the Fraternity and Extension Administration.
- Updates CES promotional flier and brochure.
- Elected in even numbered years.
- Shall perform duties and represents the Fraternity as the President deems necessary.

MENTOR COORDINATOR

- Serves on the state-wide Mentoring Committee.
- Serves as the liaison between the Fraternity and Extension Administration and Human Resources for the Support Staff Mentoring Program.
- Oversee updates to the Extension Support Staff Onboarding document
- Send names of new hires to CES Directors so as to keep them informed.
- Assign mentors to new employees (with input from CES Regional Directors).
- Elected in two-year interval/even numbered years.

PAST PRESIDENT

- Serves in an advisory capacity for fraternal business.
- Serves as chair of other planned activities.
- Serves as co-chair (with Membership Secretary) of Extension Support Staff Excellence Award Selection Committee.
- Serves as chair of the Constitution and Bylaws Committee.
- Serves as chair of the Outreach Committee responsible for fraternal outreach and establishing new chapters in other states and maintaining contact with other state chapters.
- Serves on the Budget & Finance Committee.
- Maintains file of bylaws and Standing Rules and updates as deemed necessary. Makes certain changes are posted to the web page after proper approval.
- Shall perform duties and represent the Fraternity, as the President deems necessary.

II. DIRECTOR RESPONSIBILITIES

Records are to be transferred to each successor at the first meeting.

CES DIRECTORS (STATE/REGIONAL/EMERITI)

- Serve as the liaison between membership and the Executive Board.
- Responsible for sending cards of congratulations, condolences, etc. to members in their represented EERA on behalf of the Fraternity.
- Contact new employees in region represented to make aware of Chi Epsilon Sigma.
- In the event of a death of a member or their immediate family, a card extending sympathy and pledging a \$10 memorial tribute to the CES Development Account will be sent on behalf of CES. Director initiates the Payment Request for the memorial.

(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.)

- State Director will print and maintain supply of CES blank and sympathy cards for all directors
- Seek "Personal Glimpse" news article to submit to Annalist for inclusion in newsletter highlighting members from represented area.

Rotation schedule for newsletter article:

Winter: December/January – Northeast and Southwest

Spring: March/April – Emeriti and Central

Summer: June/July -- Southeast

Fall: October/November -- Northwest

- Coordinate activities for the members whom they represent
- Contact previous members in EERA to remind them to join again.
- Contact members to promote Annual Meeting.
- Perform other duties as requested by the President and/or assigned by the Executive Board.
- Directors elected on rotating schedule: One director per region - not bound by geography i.e. any CES member can cover any region whether they are in that region or not.

Director Election Schedule

Even Year Election – Northeast, Northwest

Odd Year Elections – Southeast, Southwest

In addition to the information above:

EMERITI DIRECTOR:

- Sends letter of invitation and annual meeting registration information to emeriti members (once approved, include Administration's offer to cover their registration costs).

STAFF ADVISORY COUNCIL DIRECTOR (3-year commitment)

- Serve as the liaison between the CES membership and the Staff Advisory Council membership.
- Attend both CES and SAC regular meetings. Visit <http://sac.ag.ohio-state.edu>
- This SAC Director will also be asked to serve on a SAC task force (which usually involves conference calls). Mileage for SAC meetings is reimbursable from the Staff Advisory Council.
- Represent Chi Epsilon Sigma at SAC meetings and report back to the CES Executive Board on issues relative to staff in the College of Food, Agriculture and Environmental Sciences – and conversely, report to SAC regarding issues relative to Extension’s Chi Epsilon Sigma.
- Perform other duties as requested by the President and/or assigned by the Executive Board

III. 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 and all board members will be on at least one committee. Committee Chair will report committee activities to the Board.
- Volunteer committee members will be sought from the membership at large via email, membership drive and sign-up sheet at the CES Annual Meeting.
- Committee members do not need to be an officer or director on the Board to serve.
- Email 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.
- A notebook will be maintained by all committee chairs to transfer to incumbent chair.

MEMBERSHIP AND YEARS OF SERVICE AWARDS

Chaired by the Membership Secretary, with other members as needed, this committee will verify and establish the years of service with Extension for each new member and order awards based on established list (see Gift Guidelines). This committee will conduct the induction of new members and present the years-of-service awards at the annual meeting.

CES ANNUAL MEETING

Chaired by the President, with other members as needed, this committee will have the responsibility of designating the agenda and program, selecting the meal, speakers and guests, and all other physical arrangements (name tags, seating arrangements, etc.) for the Annual Meeting. The committee can call on the directors and/or other members to carry out functions at their discretion. Communication with the Extension Annual Conference Committee is vital.

PROFESSIONAL IMPROVEMENT

Chaired by the Vice President (who will maintain notebook to include guidelines and archive material of the Professional Development Award), with other members to include the Director of Extension and (a) past recipient(s), this committee will follow established criteria for awarding two \$200 Professional Development Awards annually (update awards selection guidelines and application on-line, promote award participation and conduct award selection). Follow-up will be made mid-year with award winners

to inquire of award status and ask for an article to be written on how the money was used for the fall newsletter. Track past recipients and have names posted to web page.

EXTENSION ANNUAL CONFERENCE

The CES President, along with the current JCEP President; serve as Resource Persons on the OSU Extension Annual Conference Planning Committee.

The CES Annalist serves on the Schedule/Theme/Marketing sub-committee.

The CES Vice President will serve on the Registration/Evaluation/and Sponsorship sub-committee.

Two additional CES members (not specifically Board Members) are secured by the CES President to serve on the Recognition/Awards sub-committee and the Education/Technology sub-committee. Members included on this committee will plan activities to enhance professional as well as personal development of all OSU Extension professionals on a statewide basis as well as encourage EERA activities. Communication with the CES Annual Meeting Committee is vital.

NOMINATING

Chaired by the Vice President, with other members as needed, this committee will solicit and secure nominations from the membership and prepare a slate for all officer and director positions to be presented to the membership for election at least 15 days prior to the Annual Meeting. Biographical sketches will be obtained from each officer/director 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 office position to prospective nominees on a nomination form. This nomination form will require the signature and date of the nominee and their immediate supervisor. Photos will be obtained of each officer and director for the CES web page.

BUDGET AND FINANCE

Chaired by the Treasurer, with members to also include, the President Past President and Vice President, this committee develops a budget for the upcoming year and submits said budget to the Executive Board for their approval to be presented at the Annual Meeting for vote. This committee will maintain the last 7 years of financial records in storage in a designated location.

CONSTITUTION AND BYLAWS

Chaired by Past President, with other members to include the President, and Vice President, this committee will be responsible for reviewing and updating the Constitution and Bylaws, yearly review and will be voted on prior to the Annual Meeting.

MEMBERSHIP & ANNUAL MEETING SCHOLARSHIP

Co-chaired by Membership Secretary and Administrative Liaison, with other members as needed, this committee will select scholarships (dependent upon available funds) in the following two categories, (6) Membership and (1) \$100.00 Annual Meeting Expenses, annually and determined by the following guidelines:

- A letter from the county director/supervisor of applicant explaining why financial assistance is needed.
- Track past recipients to guide in future selections.
- For Membership scholarship, dues would be waived. No money needs be transferred.

- For Annual Meeting scholarship, employee's office travel fund would be reimbursed.
- Membership scholarships to include 3 current/3 new members.

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

NOTE: The \$200.00 Professional Development Awards had previously been named Scholarship Awards, renamed to eliminate confusion with the awarding of these scholarships. The Professional Improvement Committee oversees the Professional Development Awards.

EXTENSION SUPPORT STAFF EXCELLENCE AWARD

Co-chaired by the CES Membership Secretary and the CES Past President.

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 emeriti. Required documentation includes:

1. Nomination Form
2. Letter of support from direct supervisor
3. Two additional letters of evaluation and support

Award Description: Name: The CES Extension Support Staff Excellence Award

The \$1,000 award (+ tax and benefit) is funded equally from Chi Epsilon Sigma and Extension Administration. The winner will be announced and the award formally presented at the Annual Conference by Chi Epsilon Sigma's President and Extension Administration.

(Proceeds from CES Annual Silent Auction will be earmarked for this award.)

Schedule and Selection Procedure: Nomination form and letters must be received by October 31 of said year. Membership in CES will be validated by CES Membership Secretary.

Selection Committee:

- Chi Epsilon Sigma Past President
- Chi Epsilon Sigma Membership Secretary
- Epsilon Sigma Phi Professional Development Committee Chair
- Extension HR Leader or Admin/HR Representative

(Note: in the event the CES Past President and/or the CES Membership Secretary are nominated for this award, the CES President will be notified and name a replacement for those positions on this selection committee.)

RECOGNITION

Contests & Awards *Chaired by Historian (who will maintain notebook to include contests guidelines and archive material) with other members as needed, this committee will oversee details of the contests provided by CES.*

- **Newsletter and Brochure** This committee will be responsible for setting deadlines, contest announcements and promotion, monitoring entries and overseeing the purchase of awards as well as presenting the awards at the Annual Meeting, displaying entries on the CES.
- **Dorothy Rex Inspirational Award:** This committee will oversee that communication is established with Dorothy Rex, founder of Chi Epsilon Sigma, that this award- a book, donated by Dorothy, and plaque or memento donated by CES be presented at the Annual Meeting in her honor 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, Knox County.

As other various awards of recognition are established, this committee will be responsible for the selection process and recommendation of the appropriate recognition.

FUNDRAISER

Chaired by Administrative Liaison, with the Secretary/Treasurer and other members as needed

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 2 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 Secretary/Treasurer.

Silent Auction

Contact Extension offices and ask for a donation. Plan, promote and prepare the auction at Annual Conference. Funds to go into the CES checking account with a certain designated amount of the proceeds held specifically for the “CES Extension Support Staff Excellence Award” and other CES commitments.

As other various fundraisers are established, i.e.: OSU shirt orders, jewelry sales, basket sales, Lunch for a Week/Day at in-services, etc., 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 Board approval. Money will be “earmarked” within the Treasurer’s Report and tracked accordingly.

OUTREACH

Chaired by the Past President

The CES Past President actively seeks Development and Expansion of CES through new State Chapters, serves as this Committee chairperson, and recruits committee members who have interest in achieving this goal. The committee will invite and provide Annual Conference registration information to other State Chapters, and act as hostesses for our guests should they attend. This committee will find ways to promote the fraternity in other states for possible development of additional chapters and keep in mind the goal of a national meeting.

MENTOR

Chaired by Mentor Coordinator (who will maintain notebook to include guidelines and archive material). Other members will to be determined as needed by the Mentor Coordinator.

This committee will provide assistance to the coordinator in fulfilling this officer's obligations to the statewide Mentor Program and Committee.