

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

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 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. Annual membership dues include OJCEP, CES, and TERSSA

1. Full Membership

- a. Access to all scholarships and awards thru OJCEP and CES
- b. May hold OJCEP office
- c. May fully participate in OJCEP committees
- d. May hold chair/chair-elect roles

2. Affiliate Membership

- a. Limited to support staff only
- b. Access to CES awards/recognition:
 - i. CES Extension Support Staff Excellence Award
 - ii. Dorothy Rex Inspirational Award
 - iii. Years of Service Awards
 - iv. CES Membership and Annual Meeting Scholarships
 - v. New Member Recognition
- c. Access to affiliate-only OJCEP scholarships and professional development support:
 - i. Professional Development Scholarships
 - ii. Creative Works
- d. May only sit on OJCEP Board as the CES President or Vice-President
- e. May participate in OJCEP Committees but not as chair/chair-elect

3. **CES Emeritus** – Those support staff members with “emeriti status” in Ohio State University Extension who were active as CES members in good standing at the time of retirement.

4. **CES Honorary** – May be accorded to those who have performed meritorious service in the interest of OSU Extension Support Staff

The CES Executive Board shall accept nominations for honorary members from active and emeriti 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 Executive Board

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

The 10 CES Officers shall constitute the CES Executive 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 Buckeye Box.

a. CES OFFICER RESPONSIBILITIES

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.

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 letters of invitation to prospective new honorary member(s) 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.

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.
- 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 CES Annual Meeting.
- Elected each year for first of three-year commitment.
- Shall perform duties and represent the Fraternity as the President deems necessary.

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 Scholarship Committee.
- Serves as a member of the CES Annual Meeting Committee.
- Elected in odd numbered years for a 2-year commitment.
- Ensures all CES Officers have access to CES Buckeye Box and to folders for each office and committee.
- Shall perform duties and represent the Fraternity as the President deems necessary.
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CES TREASURER

- Maintains complete records of financial matters of the CES Alpha Chapter. Prints and reports on balances of Development Fund 55000/309154 and CES Fund 55000/061003 and CES/TERSSA Fund 55000/116570. Local checking account is maintained in the OJCEP checking account. A separate line item for each CES Fund is held in the OJCEP accounting.
- 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 hard copies 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 are provided to the historian 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 Administration.
 - obtains written approval for Administration's commitment for paying for CES Emeriti's registration to the CES Annual Meeting from OSUE Administration.
 - requests a directive from OSUE 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.
- 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 Buckeye Box 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)
- Updates roster of new CES officers after election and provides to Annalist for webpage.
- Serves as Chair of CES Extension Support Staff Excellence Award Selection Committee.
- Serves as a member of CES Membership and Annual Meeting Scholarship 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 emeriti and honorary members (once approved-obtain from Treasurer and include Administration's offer to cover Emeriti member's registration costs and CES's offer to cover Honorary member's registration costs).
- Maintains CES database to include: active members, emeriti, honorary members and provides necessary reports as requested by CES Executive Board members.
- Obtains awards and certificates for years of service.
- 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 at ces.osu.edu
- 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.
- Signs up to serve on OJCEP Outreach Committee is recommended.
- Distributes CES newsletter via webpage/e-mail to CES membership, emeriti 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 Scholarship 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 Buckeye Box. Maintain fraternity records in three ring binders with yearly information included. Secretary will keep board meeting minutes and yearly Treasurer's reports. Officers should upload documents to their respective Buckeye Box.
- 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.
- Keeper of the fraternal display items: Display
- Responsible to update CES display (to include current year 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 Employee Recognition at CES Annual Meeting.
- 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

- Build relations between members and make contact with new support staff employees.
- Serves as Chair of CES Professional Improvement and Activities 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.*)
- Sends welcome to new employees to make aware of Chi Epsilon Sigma and OJCEP and includes Extension Support Staff Onboarding Document.
- Updates CES promotional flier and brochure.
- Oversee updates to the Extension Support Staff Onboarding document.
- Coordinate activities for the members whom they represent.
- Contact members to promote Annual Meeting.
- 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 is reimbursable from the Staff Advisory Council if required by liaison.
- Serves as Chair of the CES Fundraiser 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.
- Signs up to serve 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 Buckeye Box folder.

CES ANNUAL MEETING COMMITTEE

CES President provides oversight, with other members to include the CES Executive Committee, 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 and other officers 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 and prepare a slate for all officer positions to be presented to the membership for election at least 15 days prior to the CES Annual Meeting. 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 SCHOLARSHIP COMMITTEE

Chaired by CES Secretary with other members to include CES Annalist and CES Membership Secretary, this committee will select scholarships (dependent upon available funds) in the following two categories, (6) Membership and (1) \$100.00 Annual Meeting Expense, 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 Scholarship (1 - \$100.00), will be transferred to the recipient's chartfield after the fact. Chair works with CES Treasurer to submit for transfers.

For Membership and Annual Meeting Scholarships, get applications out in August, September deadline to be turned in, to allow time to award scholarships ahead of registration and provide a CES chartfield for those registrations.

Membership Scholarships will be awarded as follows:

3 New members - \$20.00 **Affiliate** OJCEP membership dues.

3 Returning members - \$85.00 to apply toward OJCEP **Full** membership.

The goal of these awards to help eliminate any stumbling blocks faced by Extension support staff that may not have available dollars to join OJCEP/CES/TERSSA 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 storage in a designated location.

CES EXTENSION SUPPORT STAFF EXCELLENCE AWARD COMMITTEE

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 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 Chi Epsilon Sigma Extension Support Staff Excellence Award.

The \$1,000 award (+ tax and benefits) 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 ensure that Human Resources creates the HRA and that the chartfields are correctly indicated.

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

Selection Committee:

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

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 to 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. Plan to add award winners to Display for view at Extension Annual Conference after the Awards Ceremony.

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

CES Members Years of Service 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.

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.

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 CFAES SAC Liaison, with other members to include CES Treasurer.

This committee will plan, promote, prepare and oversee all fundraisers for CES that meet Executive 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 CES Support Staff Liaison, with other members to include CFAES SAC Liaison. CES Support Staff Liaison will maintain files in CES Buckeye Box. Shall explore educational opportunities for professional improvement and will promote to support staff. 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 Executive 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.

Addendum:

CES ANNUAL MEETING CHECKLIST

- A memorial service for any deceased member will be included during the annual meeting.
- Membership Secretary orders new member and honorary items, and sends invitation to emeriti and honorary members
- Yearly review of the Constitution & Bylaws
- Yearly proposed budget to be presented with vote to approve
- Yearly Treasurer's Report presented with vote to approve
- Previous year's Annual Meeting Minutes presented with vote to approve
- Installation of new officers
- Recognition of outgoing officers
- New members initiated
- Years of Service Awards presented
- CES Membership and Annual Meeting Scholarship presentation
- Extension Support Staff Excellence Award winner announced at Annual Conference Awards Ceremony
- Dorothy Rex Inspirational Award announced at Annual Conference Awards Ceremony
- Recognition for OJCEP award recipients from previous year
- TERSSA updates and any TERSSA awards presented the previous year
- Outreach Update -and if visitors from other state chapters/TERSSA are present offer introductions and opportunity to address group
- Recognition of special guests: honorary, emeriti, Administration
- Secret Friend Revelation
- Fundraisers Publicized
- Community Service at each Annual Meeting (can be part of overall conference)
- Display set up at conference
- Allow time to take photographs- especially full board, award winners, new members, years of service, speakers, honorary members, retiree members, other state chapter guests, passing the gavel, installation of officers, fundraisers, community service project- save all to CES Buckeye Box

CES TIMELINE

Prior to First Meeting

- Incumbent officers to review the CES Constitution and Bylaws and the CES Standing Rules.
- Support Staff Liaison to update brochure and Secretary to update letterhead and present both to committee for approval, then give to whole board at first meeting.
- Secretary ensure all officers have access to CES Buckeye Box/encourage all to upload all materials there.
- Newsletter:
 - "Personal Glimpse" articles (Annalist asks CES members to write an article.)
 - President's article
 - Emeriti and SAC updates as available
 - CES Annual Meeting Review/Highlights: Recognition, Years of Service, New Officers and CES Executive Board
 - Update on Service project/fundraising efforts held in conjunction with OSU Extension Annual Conference
- Newsletter Content Submission deadlines: March 1, June 1, September 1 and December 1.
- Newsletter Schedule: Winter- Jan to March; Spring- April to June; Summer: July to September; Fall: October to December

First CES Executive Board Meeting: (aim to have in January/February) = come prepared, avoid “no report” reports

- Invite old and new officers, get photo of last year’s board and the new board (if not taken at Annual Meeting) and exchange notebooks, supplies of said board positions.
- Time allowed on agenda to review officer responsibilities and committee duties.
- Officers come prepared to plan new year, identify fundraisers, monitor membership dues have been deposited into CES funds. Request early for CES to pay for CES Honorary members and Administration to pay for CES Emeriti members Annual Meeting registration cost, for Administration to share cost of CES Extension Support Staff Excellence Award and a directive from Administration that local funds can be used for CES/TERSSA/OJCEP membership dues.
- President to provide meeting dates of CES Board; SAC; Association Leaders
- Current Fund Reports: Development Fund, track CES money/line items in OJCEP funds, Proposed Budget printout
- Professional Development Opportunity
- Follow-up on CES Annual Meeting Action Items

Second CES Executive Board Meeting: = come prepared, avoid “no report” reports

- Administrative Professionals Day promotion
- Professional Development Opportunity
- Follow-up on First Meeting Action Items

Third CES Executive Board Meeting: = come prepared, avoid “no report” reports

- CES Annual Meeting Committee reports on status of current year plans and financial status of the fund. Identify next steps, items needing immediate attention, plan agenda and member packets. Involve all officers in meeting. Remember the gavel and to take lots of photos.
- Recognition Committee reports on plaque orders, status of awards for CES Annual Meeting and status of funds needed. Work with Kathy Gamble/Dorothy Rex for Inspirational Award. Plan to add award winners to Display for view at Extension Annual Conference after the Awards Ceremony.
- Membership Drive promotion.
- Professional Development Opportunity
- Deadline for 6 Membership and 1 Annual Meeting Scholarships, committee decides who receives.
- Follow-up on Second Meeting Action Items

Fourth CES Executive Board Meeting: = come prepared, avoid “no report” reports

- Constitution & Bylaws Committee: presents any suggested changes of the Constitution and Bylaws to the board and then to the membership body allowing 15-day notice before a vote, present results and final document at Annual Meeting.
- Professional Development Opportunity
- Budget Committee: prepares new budget for upcoming year to present to membership at Annual Meeting
- Follow-up on Third Meeting Action Items