

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

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 emeriti employees of Ohio State University Extension, and to encourage professionalism within Extension.

ARTICLE III: MEMBERSHIP

Section 1. Qualifications – A person employed with at least 45 percent time as an Ohio State University Extension Support Staff employee, who has performed satisfactory service as an OSU Extension support staff employee shall be eligible for membership without regard to age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status.

The membership drive shall be held prior to October 15 each year.

Section 2. Classes of Membership

- A. Active – Those support staff members employed by Ohio State University Extension who have paid current dues.
- B. Emeritus – Those support staff members with “emeriti 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.
- D. Associate – Non-support staff members employed by Ohio State University Extension who have paid current dues.

The 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.

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

Honorary and associate 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 3. Voting – Voting privileges shall be extended to all active and emeriti 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 4. Dues – All active members shall be required to pay the annual dues as set by the Executive Committee. Dues are payable by October 15 each year during the membership drive. Emeriti members are not subject to annual dues.

Section 5. Meetings – One annual meeting for total membership shall be held in conjunction with the Ohio State University Extension Annual Conference. In the event of no scheduled annual meeting, an e-meeting will be held to conduct necessary business.

ARTICLE IV: OFFICERS AND THEIR DUTIES

Section 1. The officers of the Fraternity shall consist of President, Vice-President, Secretary, Treasurer, Membership Secretary, Annalist, Historian, Administrative Liaison, Mentor Coordinator, and Immediate Past President. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the fraternity.

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

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

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

Section 5. Duties (also refer to the Standing Rules for additional responsibilities).

- President – Presides over all meetings of the Alpha Chapter of Chi Epsilon Sigma, the Executive Board, and Executive Committee.
- 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.
- Secretary – Maintains complete records of meetings.
- Treasurer – Maintains complete records of all financial matters. Receives and disburses all funds of Alpha Chapter, Chi Epsilon Sigma. Skills needed: knowledge and experience with Extension's Fiscal System.

- Membership Secretary – Maintains membership rolls, handles all correspondence pertaining to membership, enrollment, and renewal. 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 fraternity historic records.
- Administrative Liaison – Serves as the liaison between the Fraternity and Extension Administration.
- Immediate Past President – Serves in an advisory capacity for fraternal business.
- Mentor Coordinator – Serves as the liaison between the Fraternity and Extension Administration and Human Resources for the Support Staff Mentoring Program.

ARTICLE V: DIRECTORS AND THEIR DUTIES

Section 1. CES Directors (EERA/State/Regional/Emeriti) will serve a two-year term consisting of the following:

- One Director from each of the Extension regions in Ohio:
- One state based director to be elected in odd numbered years.
- One emeriti director to be elected in odd numbered years.

A. The duties of the CES Directors are as follows:

- Serve as the liaison between membership and the Executive Board.
- Coordinate activities for the members whom they represent.
- Also, refer to Standing Rules for additional responsibilities.

Section 2. Staff Advisory Council (SAC) Director will serve a three-year term. This term of office will coincide with the three-year term of office set by the College of Food, Agricultural and Environmental Sciences Staff Advisory Council board calendar.

A. The duties of the SAC Director are as follows:

- Serve as the liaison between the CES membership, the Executive Board and SAC.
- Also, refer to Standing Rules for additional responsibilities.

Section 3. Resignations by any director during their term of office will be filled by the Executive Board within 30 days of receiving notice.

ARTICLE VI: EXECUTIVE BOARD

Section 1. The officers and directors shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Fraternity between its business meetings, make recommendations to the Fraternity, and shall perform such other duties as are specified in these bylaws. The Executive Board shall be subject to the orders

of the fraternity and none of its acts shall conflict with the action taken by the Fraternity.

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

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of all officers.

Section 2. The Executive Committee shall act for the Board between meetings in emergency cases or as deemed necessary.

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees (Also, refer to Standing Rules for additional responsibilities.) Unless otherwise designated, the President will appoint chairs in consultation with other officers and directors. The 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 membership at the annual meeting as deemed necessary.

- Membership and Years of Service Awards Committee – Shall plan for the annual meeting recognition of members' years of service awards and other awards as established by the Fraternity.
- Annual Meeting Committee – Shall plan the details of the CES Annual Meeting held in conjunction with the OSU Extension Annual Conference.
- Professional Improvement Committee – Shall be responsible for selection and awarding 2 annual professional development awards. Other educational opportunities will be explored and professional growth for fraternal membership will be promoted.
- Annual Conference Activities Committee – Shall plan activities to enhance professional as well as personal development of fraternal members on a statewide basis and encourage regional activities.
- Nominating Committee – Shall secure nominations from the membership and prepare a slate of all officer and director positions to be presented to the membership prior to the annual meeting.
- Budget and Finance Committee – Shall be responsible for developing and proposing the budget.
- Constitution and Bylaws Committee – Shall be responsible for reviewing proposed changes and updating the constitution and bylaws.
- Extension Support Staff Excellence Award Selection Committee -- This award recognizes the importance of knowledge, skills, and service and will serve as an incentive for recognition by the Extension organization.
- Recognition Committee – Shall be responsible for securing nominations and overseeing the selection process for the Newsletter/Brochure/Web Page Contest and the Dorothy

Rex Inspirational Award.

- Fundraiser Committee – Shall be responsible for all CES fundraisers.
- Outreach Committee – Shall be responsible for keeping contact with other state chapters and promotion in new states.
- Mentor Committee – Shall work with coordinator in fulfilling obligations to the state- wide Support Staff Mentor Program.

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

ARTICLE IX: DISSOLUTION

If upon dissolution of the Alpha Chapter of Chi Epsilon Sigma 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 Fraternity The Ohio State University Development Fund is no longer in existence, then the Chi Epsilon Sigma Executive Committee shall, after paying or making provisions for the payment of all the liabilities of the 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 Executive Committee so desires.

ARTICLE X: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall govern this Fraternity in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Fraternity.

ARTICLE XI: AMENDMENTS

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