

Epsilon Sigma Phi Handbook



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SECTION A

Strategic Plan

2016- 2018 National Epsilon Sigma Phi Strategic Plan

Goal 1: Play a critical role in positively shaping tomorrow's Extension System

- Objective 1:** Foster dialogue that creates opportunities for critical thinking about the future of the Extension system.
- Objective 2:** Build capacity for addressing emerging issues.
- Objective 3:** Build advocacy capacity and recognize excellence in support/advocacy that ultimately advances the Extension System.

Goal 2: Foster excellence in the Extension professional through professional development and leadership opportunities

- Objective 1:** Provide on-going relevant professional development utilizing a variety of delivery methods in response to the needs of Extension professionals.
- Objective 2:** Utilize technology for the delivery of professional development and leadership training.
- Objective 3:** Promote collaborative efforts with JCEP partners to encourage multi-state and multi-disciplinary professional development for all Extension professionals.
- Objective 4:** Provide grants and scholarships to enhance professional leadership and development for chapters and members.
- Objective 5:** Provide chapter and member recognition programs that are sought out and valued by members and institutional administrators.
- Objective 6:** Respond to the needs of life-long learning for life members.

Goal 3: Cultivate a strong, relevant ESP organization

- Objective 1:** Actively seek growth and diversity in ESP membership.
- Objective 2:** Continually refine and review ESP's vision and how it is carried out.
- Objective 3:** Recruit and train effective leaders for national and chapter ESP roles to enhance and sustain organizational goals.
- Objective 4:** Be an organization that is seen as a leader in using new technologies in appropriate ways to enhance our mission.
- Objective 5:** Provide efficient and effective communication with chapters and members.
- Objective 6:** Provide the financial resources to support the objectives of the organization.

Epsilon Sigma Phi Handbook

SECTION B

National Committees

EPSILON SIGMA PHI COMMITTEE GUIDELINES

The National ESP Board of Epsilon Sigma Phi shall designate committees to carry out the organization's activities. Ad hoc Committees and special task forces may be appointed as needs arise with approval of the National ESP Board. The Second Vice President shall make committee appointments and notify appointees as soon as possible after the appoint is made. The organization's goal is to have two Representatives from each geographic region, plus the Chair, on each of ESP's eight National Standing Committees with at least one of the members on each of the committee being a life member. But, should the organization not receive a minimum of two qualified nominations for each of the National ESP Committees per region, committee slots will be filled by nominations from any region of the country. Additionally, the goal is to have no more than one (1) member from the same chapter appointed to serve on the same committee in any given year excluding the Chair.

All persons appointed to a committee shall be chapter members and willing to devote time and effort to committee activities. A member of the National ESP Board shall serve as committee Chairperson. New committee members shall begin their term of service at the National ESP Conference in the year their appointment is made.

Description of committee tasks:

Global Relations Committee: works to support international work of ESP members and the extension system to build the capacity of extension professionals to help local communities better understand their communities in a global context.

Scholarship, Grants and Recognition Committee: Develops membership benefits programs, reviews scholarship and mini grant applications and nominations for National Friend of Extension recognition.

Marketing Committee: Advises the National ESP Board on strategies for marketing ESP to potential members and to promote the ESP organization and image.

Membership Recruitment and Retention Committee: Works with chapters to recruit and retain membership.

Professional Development Committee: Plans the National ESP Conference, selects presenters for concurrent sessions at National ESP Conference, plans and conducts distance learning experiences and related activities.

Public Issues Committee: Follows public issues related to Extension personnel benefits (i.e. Federal Retirement), makes input into Public Issues Leadership Development Conference (PILD) and other public issues related to developing support for Extension.

Resource Development and Management Committee: Works on the National budget proposal, implements plans for increasing financial resources of the Organization and related financial issues.

Chapter Relations Committee: Made up of the four Regional Vice-Presidents and the National Executive Director as an ex-officio member, chaired by the National 2nd Vice President, the committee is responsible for creating a working relationship between the chapters and the National Board. The committee is responsible to assist chapter leaders and to provide leadership training for chapter officers.

Term of Membership: Committee members are appointed for a term of two years. Members eligible for appointment must have the recommendation of their chapter, usually the chapter president of their designee. Committee members may receive an additional appointment for a total of two two-year appointments. The reappointment to a committee can be done by filing a Committee Re-appointment application on the Website under the Forms Tab located on the menu on the Home Page of the website. Committee recruitment should begin at JCEP Leadership Conference, and during Committee Meetings at the National ESP Conference.

New Committee appointment or Committee Reappointment applications are due from interested members along with recommendations from chapters or Committee Chairs to the Second Vice- President by April 1. Use the [New Committee Appointment](#), the [Committee Reappointment Application](#) and the [Chapter Presidents recommendation for Committee Member Appointment](#) are all found on the Website under the Forms Tab located on the Home Page of the ESP website. All National Committees shall report to the National ESP Board and make recommendations for National ESP Board and National ESP Council action.

Committee Expectations:

A national committee undertaking a special project may appoint a sub-committee, if necessary. The sub-committee chair must come from the "parent" committee. Additional committee members should be selected from the same state as the sub-committee chair.

Since committee business is generally conducted by e-mail, or online conference call, attendance at committee meetings in a central location is not required by committee members. Committee member attendance at the National ESP Conference is encouraged as time is provided for committee meetings during the conference. Committee members attending the National Conference, and who attend their national committee meeting(s) and also their regional meeting while at conference are eligible for a stipend the amount determined by the national board. The Committee Member stipends are to assist with the cost of attending the conference. Members wishing to receive the reimbursement will be required to file a Request for National Conference Reimbursement which is found on the website under the Reimbursement Tab.

Committee activities are reported in writing* Strategic Action Plans of Work – using the prescribed National Epsilon Committee Strategic Action Plan of Work forms found on the Google Drive at the address provided by the National Office. Strategic Action Plans of Work documents are to be completed and filed with the National Office on the Google Drive no later than December 15th of the year annually. The Annual Strategic Action Plan Report – will be completed using the National Epsilon Committee Strategic Action Plan Annual Report forms found on the Google Drive at the address provided by the National Office. Program of Work documents are to be completed and filed no later than September 1st of the year annually or at a time prescribed by the National Office so they may be included in the full National ESP Annual Report. The annual report of committee activities is included in the full length annual report which is given to the National Council Delegates and it is posted on the website.

Copies of committee correspondence should be posted in the Google Drive Committee Folders directory then in the folder for the committee and the current year. The Committee Chairs are also required to prepare an article (approximately 250 words) for using in the popular annual report which is distributed to all members attending the annual meeting and it is published on the website under the Reports Tab.

Committees desiring to publish a brochure, etc. in promotion of Epsilon Sigma Phi and/or its programs, must submit all information in the form of a proposal, including a mock-up and budget to the National ESP Board for consideration of funding. All requests for funding must be submitted to the RDM Committee Chair by no later than May for consideration in the budget for the following year.

A National ESP Board member serves as chairperson for each of the National ESP Committees. In this role, the board member: 1) acts as chair for the committee develops agenda and business for committee works with the committee to develop Strategic Action Plan of work, popular annual and full length annual committee reports, transmits committee requests, concerns, and recommendations to the National ESP Board.

Conference calls are necessary to carry on the business of national committees. The calls are arranged by the appropriate National ESP Board member in conjunction with the Executive Director, normally using the online conferencing system. Each committee chair has access to the online system and will check for availability and will schedule their conference calls.

Conference Calls Guidelines:

- Agenda and objectives must be pre-determined two weeks in advance.
- Content of call must be action-oriented.
- The call may be held using the online conferencing system.
- Calls should be completed within one hour.
- The National ESP Board member is responsible for involving the entire committee in the assigned tasks by e-mail and/or phone.

- The Committee Chair has the final responsibility for submitting the Strategic Action Plan of work, and the popular and full length annual reports of committee activities to the National ESP Board
- The committee chair is responsible to make recommendations in writing for National ESP Board approval.

Committee Planning Calendar:

- National Committee members are appointed -- July 1 National ESP Board Meeting
- The work begins with committee members -- at National ESP Conference (new members may be invited to join calls prior to conference)
- Preliminary plans for goals/activities developed by National ESP Committee
- Preliminary plans for the new Strategic Action Plan of work is discussed at meeting of interested members/committee members during National ESP Conference
- The final Strategic Action Plan of Work is presented for approval at National ESP Board Meeting no later than December 15th
- Annual Strategic Action Plan of Work report due September 1st prior to National ESP Conference, prepared and submitted to National ESP Board and National Office on the Google Drive (National Office may change the date based on the date of the National Meeting).
- files given to new National ESP Board member at National ESP Conference (Chair position is appointed by the National President no later than July1).

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SECTION C

Global Relations Committee

(Reviewed and Adopted October 2016)

The Epsilon Sigma Phi National Global Relations Committee

The International Committee was started in 1981 as a standing committee of the national ESP organization. In 1992 the name of the committee was changed to Global Relations. The committee is composed of two ESP members from each of the four regions and the Regional Vice President representing the National ESP Board.

Role of the Global Relations Committee:

1. Make contact and promote affiliations with ESP and International professionals through:

- Their representative(s) in the U.S.
- U.S. personnel (ESP members on international assignments)
- Provide suggestions for strengthening Extension's International programming.
- Promote international enthusiasm within state ESP Chapters and the national ESP organization.
- Recommend international recognition on a state or national basis.
- Develop proposals for international orientation and program development support in Epsilon Sigma Phi.

2. Gaining an Understanding of Extension International Programs

To Gain a better Understanding of Extension International Programs in your Chapter:

- Sponsor an ESP international dinner with an authentic meal. Invite a citizen of another country to speak about their work in their native country.
- Become a friend or host for international students on your campus and find out if Extension work is being done in their country.
- Invite someone who has been on an international Extension assignment to come and share ideas with your chapter.
 - See what other chapters and individuals have done that are Global Relations related.

3. International Program Opportunities

- To Find Out About International Program Opportunities Check Out:
- The Global Relations Web page by clicking on the Links tab and then Global Extension at <http://espnational.org>
- USDA/CSREES International Office. Consider filling out forms for the USDA data bank.
- If a position comes along for which you are qualified, the USDA/CSREES office will notify your state international program contact.

- University International Programs Office or Consortia.
- Private consulting firms.
- Foreign students on campus.

4. What Types of International Opportunities Exist for Extension Personnel?

- **Short Term Programs:** These are usually one week to six months and written for specific skills needed on a project. You can participate:
 - To gain international extension programming understanding.
 - By taking release time or annual leave time.
 - By assisting with work directed by others.
- Utilizing subject matter expertise as well as knowledge of program development and evaluation. **Long Term Programs:** These are usually six months or longer. A typical assignment is two years.
- Federal retirement credits can be earned while serving on an international assignment.
- U.S. Federal tax exemptions are available.
- Education allowances are available for school age children

5. Before Going on an International Assignment:

- Discuss in some depth the nature of the assignment(s) with a person from the agency sponsoring the assignment.
- Determine the goals desired by the sponsor, by the Nationals desiring assistance and the specific agency being worked with in the country.
- Study the country thoroughly...its location, people, culture, language, and society in which programs operate.
- Become as fluent as possible in the language of the country.
- Discuss with students and visiting professionals from the county any unique features of the country and what they think might be accomplished on an assignment.
- Establish a link with any universities, USAID, USDA Foundations, World Bank, etc. which have worked in the country in the past.
- If possible visit the country for a short get acquainted experience to establish professional and personal relationships, especially if the assignment is for more than one year.
- Make contact with your ESP state officers and national Global Relations Committee to secure ideas for international programming which you could use while on the international assignment.
- Once you have returned, share your learning, and experiences with others interested in international work.

Epsilon Sigma Phi International Fellowship/Scholarship

Epsilon Sigma Phi in partnership with the USAID's **Feed the Future Innovation Lab for Sustainable Intensification** (SIIL) is looking to contribute to the further education or professional development of extension professionals living and working in the SIIL countries.

The goal of the scholarship/fellowship is to help individuals with their graduate education, or to participate in experiential extension opportunities in the United States. In discussions with SIIL project director, Dr. Vara Prasad, at Kansas State University, and Mike McGuirr from International Programs at USDA, they thought the greatest impact ESP could make would be through an investment in the researchers and Extension professionals who are working in the countries with current connections. The SIIL efforts in the two countries (Senegal and Cambodia) have been identified as pilot counties for this scholarship program. Works involves Extension initiatives in agriculture, family, nutrition, and youth.

The committee recommended and the ESP Board approved to support Extension professionals in the two target countries to continue their graduate education, or to participate in experiential extension opportunities in the United States.

In the next phase of ESPs work in the aforementioned counties, the Global Relations committee will develop and broker exchange opportunities for Extension professionals from the target countries, and also to develop mechanisms to provide international training/consulting opportunities for ESP members through SIIL. The expected timing for this project will be for funding to be secured and the award will be made in the fall 2018.

Timeline:

- Announcement of scholarship and fund development at National ESP Meeting in Oct 2017
- Collection of scholarship matching funds Oct 2017 - Jan 2018
- Determine total amount available between funds raised and matching funds - Feb 2018
- Scholarship announcement and recruitment March - May 31, 2018
- Selection and award determined by June 15 2018
- Project start and completion Aug 2, 2018 - July 31, 2019
- Evaluation of Pilot and presentation at ESP Meeting Oct 2019
- Determine continuation of scholarship Dec 2019

Fund Development:

- ESP National Board has approved up to \$2500 of matching funds for a total of \$5000.
- Fund development will be initiated by Kevin Gamble who will coordinate with the National ESP office.
- Kevin will coordinate the solicitation so that funds can be deposited at one time with the National ESP office.

Epsilon Sigma Phi Handbook
SECTION D
Scholarships, Grants and Recognition
(Reviewed and Adopted November 2016)

Role of the Scholarships, Grants and Recognition Committee: To administer and provide leadership to Epsilon Sigma Phi's scholarships, chapter professional development grants, and recognition programs.

1. Develop and distribute information and applications to chapters regarding scholarships, grants, and recognitions.
2. Receive applications from members for scholarships offered by Epsilon Sigma Phi. Scholarship applications will be received with the following deadlines:
 - PILD – December 1
 - Richard Angus Professional Development – December 1, March 1, May 1 (March and May deadlines if funds remain after the December deadline).
 - Art Redinger Administrator / Leader Scholarship – May 1 and July 1 if there funds remaining).
 - Review and rank the applications.
 - When applicable, verify with Executive Director that applicant's national ESP dues are paid for the current year (by February 1).
 - Recommend to the National ESP Board who should receive a scholarship. No more than one scholarship may be awarded to an individual in the same year.
 - Provide rationale for rankings and recommendations.
 - National President will announce decisions.
3. Receive applications from members via the ESP Executive Director for Professional Development Grants offered by Epsilon Sigma Phi. Professional Development Grants – December 1, March 1, May 1 (March and May deadlines if funds remain after the December deadline).
 - Review and rank the applications.
 - Verify that applicant's national ESP dues are paid for the previous year and the current year (by February 1).
 - Recommend to the National ESP Board who should receive a professional development-grant.
 - Provide rationale for rankings and recommendations.
 - National President will announce decisions.
4. Receive nominations for the Friend of Extension recognition from chapters. Applications for Friend of Extension Nominees are due on March 1.
 - Review and rank the nominations.

- Submit to National ESP Board top three candidates and rationale for ranking. A candidate should be selected from each of the three categories: Extension Volunteer/Lay Leader, Professional or Business Leader or Elected Official.
 - The committee should encourage award applications from chapters that will result in geographic representation if possible.
5. Study and make recommendations to the National ESP Board on ways to improve/change ESP's scholarships, professional development grants, and recognition programs, including potential sources of funding and criteria for selection.
 6. Identify chapter Scholarships, Grants and Recognition contacts to receive communication from the National Scholarships, Grants and Recognition Committee as needed.
 7. Work with chapter presidents and Scholarships, Grants and Recognition contacts to promote scholarships, mini-grants and recognitions and provide publicity for recipients.
 8. Develop a Strategic Action Plan of Work and submit to the National ESP Board in the Google Drive.
 9. Submit popular and full annual reports to the National ESP Board and post in the Google Drive.
 10. Prepare articles for each *ESP Connection* Newsletter.
 11. Carry out other responsibilities assigned by the National ESP Board.

ESP Scholarships

1. ESP PUBLIC ISSUES LEADERSHIP DEVELOPMENT CONFERENCE SCHOLARSHIP (PILD)

Deadline: December 1

Purpose:

- Epsilon Sigma Phi, through the ESP Development Fund, has established this scholarship for eligible members to attend the Public Issues Leadership Development National Conference (PILD) in order to become informed about and develop skills in responding to public issues and legislative matters affecting Extension programs and personal needs.
- The scholarship is to be used to defray the cost of attending the Public Issues Leadership Development Conference.
- Four scholarships of \$600.00 each will be awarded annually.

Criteria:

- ESP members whose dues are paid for the current year (by February 1) and who have not previously attended the Public Issues/Leadership Development Conference are eligible.
- Recipients must agree to attend the entire conference, including specific ESP events.

Judging criteria:	
Judging Criteria	Score
Specific goals and objectives defending rationale participation in PILD	35 points
Descriptive explanation of benefit of PILD to applicant and chapter	40 points
Previous and current involvement in leadership and public issues in ESP and through other opportunities pertaining to Public Issues	25 points
Total Points	100 points

Application Submission:

- Complete the **ESP Public Issues Leadership Development Application Form.**
- Application is limited to two pages.
- Statements of support are required from Chapter President, verifying non-attendance at a previous PILD conference sponsored by JCEP, and Director of Extension or their designees.
- Submit online application and statements of support, found on the ESP website:
- <http://espnational.org> under the forms tab. **no later than December 1.**

Selection Process:

- Regional representation will be considered; however, discretion will be used depending on the number and quality of applications.
- The Scholarships, Grants and Recognition Committee will submit selection recommendations to the National ESP Board for consideration.
- Decisions will be announced by the National ESP President in January.

Reimbursement Procedure:

- Upon completion of the conference, the scholarship recipient will forward to the ESP Executive Director:
- Request for scholarship payment using online form found on the ESP website: <http://espnational.org> under the forms tab.
- Provide a brief report to Chapter President & National ESP office for possible use in *ESP Connection* Newsletter **Questions:**
- Contact the National ESP Scholarships, Grants and Recognition Committee Chair.

2) THE ART REDINGER ESP ADMINISTRATOR / LEADER SCHOLARSHIP

Deadline: May 1 (A second deadline of July 1 if funds remain after the May 1 deadline)

Purpose: Epsilon Sigma Phi, through the ESP Development Fund, has established this scholarship to promote continued professional development for eligible members to attend the National ESP Conference. The scholarship is to be used to defray the cost of attending the National ESP Conference.

Four scholarships of \$500.00 each will be awarded annually to outstanding administrators/leaders based on accomplishments

Criteria: ESP members whose dues are paid for the current year (by February 1) and who are first-time attendees at the National ESP Conference are eligible. Eligible recipients any member that has leadership or administrative responsibility at the **county, regional, state, national level.**

Recipients must agree to attend the entire National ESP Conference.

Judging criteria:

Criteria:	Score
Follow application procedure/preparation of application	10 points
Administrative impact on programs:	
Meets new concerns and interests of Extension employees and clientele	10 points
Resources obtained...cooperators, volunteers, special funds, etc.	15 points
Innovative methods	20 points
Results, future implication	20 points
Special honors / recognition	5 points
Describe value of membership in professional organizations to Extension employees	20 points
<i>Total Points</i>	<i>100 points</i>

3. RICHARD R. ANGUS PROFESSIONAL DEVELOPMENT SCHOLARSHIP

Deadline: December 1 (An additional March 1 and May 1 calls for applications may be made pending funding and board approval.)

Purpose: Epsilon Sigma Phi, through the ESP Development Fund, provides \$2,000 annually to fund scholarships not to exceed \$500 per member to encourage, stimulate, and support professional development through participation in courses, seminars, conferences or workshops.

Criteria:

ESP members whose dues are paid for the current year (by February 1) are eligible.

Scholarships will be awarded based of the following criteria:

Followed application procedures	5 points
Relevance and potential of proposed study to the overall Professional development of the applicant	40 points
Relevance of proposed study to their state's emphasis on Professionalism	40 points
Involvement in ESP	15 points
<i>Total Possible Points</i>	<i>100 points</i>

Application Submission:

- Proposal **must** be for a project that will be completed after the notification of the award. (Notification will be made two months after submission deadline).
- Complete the Richard R. Angus Professional Development Scholarship Application form found under the forms tab on the ESP website: <http://esnational.org> .
- Application is limited number of characters specified in each box.
- Statement of support required from immediate supervisor if an active member (not required for life members) and Chapter President.
- Submit online application and statements of support **no later than December 1, March 1, May 1 or depending on funding availability**. Statements of support can be found on the ESP website: <http://esnational.org> under the forms tab.

Selection Process:

- The Scholarships, Grants and Recognition Committee will submit selection recommendations to the National ESP Board.
- Regional representation will be considered; however, discretion will be used depending on the number and quality of applications.
- Decisions will be announced by the National ESP President by February 1, May 1, or July 1.

Reimbursement Procedure:

- Funds must be used within one year of announcement of award. Upon completion of study, the scholarship recipient will forward to the ESP Executive Director:
- Request for scholarship payment using online form found on the ESP website:
- <http://esnational.org> under the reimbursement tab.

- Provide proof of participation by submitting financial statement including receipts showing payment for registration fees, travel, lodging, etc.
- Submit brief report to SGR Chair and ESP Executive Director for possible use in ESP Connection Newsletter.

Questions:

Contact the National ESP Scholarships, Grants and Recognition Committee Chair or the ESP National Office.

4. JUSTIN MORRILL SCHOLARSHIP

Deadline: Application deadline is July 1 **Purpose:**

Epsilon Sigma Phi, through the ESP Development Fund, has established this scholarship to promote professional development for ESP- eligible members employed by 1890 or 1994 Land Grant institutions to attend the National ESP Conference. The scholarship is to only be used to defray the cost of attending the National ESP Conference. **Two** scholarships in the amount of **\$500** will be awarded.

Criteria:

Eligible recipients include Extension professionals, active ESP or Life members whose primary professional relationship is with an 1890 or 1994 Land Grant Institution. *(A list of eligible institutions may be available from the SGR Chairman.)*

Applicants do not have to be ESP members at the time of application, but are expected to join the Epsilon Sigma Phi as a result of this award. Extension professionals that have previously attended the National ESP Conference may apply.

Recipients must agree to attend the entire National ESP Conference.

Judging criteria:	Score:
Properly completed application and support letters	5 points
Impact on Extension programs:	
Involved with concerns & interests of fellow 1890 1994 Extension employees & clientele	20 points
Resources obtained for Extension programs: cooperators, volunteers, special funds, etc.	10 points
Innovative methods used in Extension programming	20 points
Results of Extension programs, future professional leadership objectives	20 points
Special honors / recognition	5 points
Describe how your attendance at the Conference will be of value to Extension employees and clientele	20 points
Total Points	100 Points

Application procedure:

- Complete the Morrill Scholarship Application form.
- Responses to questions is limited to the number of characters specified in each section or box.
- Statement of support required from immediate supervisor if an active member (not required for Life members) and Chapter President.
- Submit online application and statements of support found on the ESP website:
- <http://espnational.org> under the forms tab no later than July 1.

Selection Process:

- The ESP Scholarships, Grants and Recognition Committee will review applications and submit selection recommendations to the National ESP Board.
- Regional representation will be considered; however, discretion will be used depending on the number and quality of applications.
- Decisions will be announced by the National ESP President by August 15.

Reimbursement Procedure:

- Upon completion of the ESP Conference, scholarship recipient will forward to the ESP Executive Director:
- Request for scholarship payment using the online found on the ESP website: <http://espnational.org> under the forms tab.
- Provide a brief summary report to State Extension Director, Chapter President & National ESP office for possible use in ESP Newsletters.

Questions: Contact the National ESP office or the National ESP Scholarships, Grants and Recognition Committee Chair

5. ESP CHAPTER AT RISK SCHOLARSHIP**Deadline: July 1 Purpose:**

- Epsilon Sigma Phi, through the ESP Development Fund, has established this scholarship to promote professional development and encourage institutions to establish new or re-establish inactive ESP Chapters.
- Attendance at a National ESP conference is seen as supporting a Chapter at risk, and may be part of the actions suggested in the National ESP Handbook, Section E.
- The scholarship is to be used to defray the cost of attending the National ESP Conference.
- Two scholarships in the amount of \$500 will be awarded.

Criteria:

- Eligible recipients include Extension professionals affiliated with Land Grant institutions where there are 5 or less active ESP members. (*A list of eligible institutions may be available from the SGR Chairman.*)
- Applicants do not have to be ESP members at the time of application but are expected to join the fraternity as a result of this award. Extension professionals that have not attend the National ESP Conference in the past 5 years may apply. Applicants may be active ESP or Life members.
- Recipients must agree to attend the entire National ESP Conference.

Judging criteria:	Score:
Properly completed application and support letters	5 points
Applicant's Impact on Extension programs:	
Involved with concerns & interests of fellow Extension employees & clientele	20 points
Resources obtained for Extension programs: cooperators, volunteers, special funds, etc.	10 points
Innovative methods used and results of Extension programming	20 points
Special honors / recognition	5 points
Professional Development Plan	
Describe how your attendance at the Conference will assist you with educating Extension employees and clientele	20 points
Future professional leadership objectives including plans to establish a new chapter or re-invigorate an ESP Chapter at risk (<i>See Sec. E in Handbook</i>) .	20 points
Total Points	100 points

Application procedure:

- Complete the Chapter At Risk Scholarship Application form found on the ESP website:
- <http://espnational.org> under the forms tab.
- Responses to questions is limited to the number of characters specified in each section or box.
- Statement of support required from immediate supervisor or ESP Chapter President if applicant is an active member (not required for Life members).
- Submit online application and statement of support no later than July 1.

Selection Process:

- The ESP Scholarships, Grants and Recognition Committee will review applications and submit selection recommendations to the National ESP Board.
- Regional representation will be considered; however, discretion will be used depending on the number and quality of applications.
- Decisions will be announced by the National ESP President by August 15.

Reimbursement Procedure:

- Upon completion of the ESP Conference, scholarship recipient will forward to the ESP Executive Director:
- Request for scholarship payment using online form found on the ESP website:
- <http://espnational.org> under the reimbursement tab..
- Provide a brief summary report to State's Extension Director, Chapter President & National ESP office for possible use in ESP Newsletters.

Questions: Contact the National ESP office or the National ESP Scholarships, Grants and Recognition Committee Chair

ESP Grants

PROFESSIONAL DEVELOPMENT GRANT

Deadlines: Complete online application by December 1. (Additional March 1 or May 1 calls for applications may be made pending funding and board approval.) **Purpose:**

- The purpose of the Epsilon Sigma Phi Professional Development Grant (mini-grant) is to stimulate development of Extension professionals.
- Grants will be awarded to interdisciplinary teams to plan and conduct a project with an appeal to a broad audience of Extension professionals. Through the ESP Development Fund, funding for at least four \$1,000 grants is available annually and will be awarded through a competitive process.

Professional Development Grant Expectations:

- The project must be submitted by an interdisciplinary team. (Fifty percent of persons on the project planning teams must be ESP members with dues paid for the current year, if applicable) □ The project should address professional development of Extension personnel.
- The project should be such that it can be replicated by other ESP chapters.
- Budget should be a total budget including all funds for the project. The budget should specifically address how ESP funds would be used.
- The completed Professional Development Grant Application must include statements of support from the Chapter President and the Extension Director or

their designees found on the ESP website: <http://esnational.org> under the forms tab.

- Once approved to receive the funds authorized use the forms request form found on the ESP website: <http://esnational.org> under the reimbursement tab.
- The projects are to be completed one year from the date funding is announced.
- Funds must be requested no later than six months following notification of funding and if not used, returned to the National ESP Office by the end of the following six months.
- A summary of the project with outcomes/results (for possible inclusion in the ESP Connection newsletter) and a financial report must be submitted to the National ESP Office **by February 1 following the year in which the project was completed.**
- Failure to submit this report will necessitate reimbursement to ESP by the chapter. In addition, the chapter will not be eligible for another grant until the report and/or funds are returned.
- A concurrent session presentation or poster exhibit at the National ESP Conference is encouraged.

Application Requirements:

A completed Application includes the following:

Complete the Professional Development Grant Application Form which includes the following:

- Chapter
- Region
- Name and contact information for project leader
- List of project team members, titles, and program areas/areas of expertise
- Begin and end date of project
- Has chapter previously received an ESP Professional Development grant? If yes, when?
- Project title
- Project description (250 words)
- Justification for project (150 words)
- Project objectives (250 words)
- Expected results and outcomes (250 words)
- Implementation Plans
- How project could be replicated by other chapters
- Evaluation plans Budget and total dollars requested
- Provide Statements of Support from:
 - Chapter President or executive committee member
 - Extension Director or designee

Professional Development Grant Scorecard: (to be used by SGR Committee in evaluation) **(Items 1,2 and 3 must be yes to be funded)**

Criteria	Score
1. Interdisciplinary team and 50% of team are ESP members (yes or no)	
2. Does the project have potential for replication in other states (yes or no)	
3. Project addressing professional development needs of a grand audience of Extension Employees? (yes or no)	
4. Project justification, issues, description and objectives clearly outlined - (0-5pts)	
5. Implementation plan clearly described - (0-5pts)	
6. Evaluation plan and anticipated outcomes are well outlined - (0-5pts)	
7. Budget request is justified and appropriate - (0-5pts)	
8. Innovative Project - (0-5pts)	

Selection Process:

- The Scholarship, Grants and Recognition Committee provides recommendations to the National ESP Board for consideration.
- Grants are awarded regardless of regions.
- Decisions will be announced by the ESP National Office.

Resources available:

See these ESP Connection Newsletter articles about funded projects:

- [Dec 2014/Jan 2015, p.4](#)
- [Aug/Sept 2014, p.3](#)
- [March/April 2014, p.4](#)
- [Jan / Feb 2014, p. 5](#)
- [May/June 2013, p.4](#)
- [March/April 2013, p.7](#)

Request copies of previous Professional Development Grant applications from the SGR Chair.

Questions:

Contact the National ESP Scholarships, Grants and Recognition Committee Chair.

EPSILON SIGMA PHI RECOGNITION PROGRAM

National Recognition Categories:

- National Distinguished Service Ruby Recognition (national only)
- National Friend of Extension Recognition
- National Distinguished Service Recognition
- National Continued Excellence Recognition
- National Mid-Career Service Recognition
- National Early Career Recognition
- National International Service Recognition
- National Administrative Leadership Recognition
- National Visionary Leadership Recognition
- National Diversity/Multicultural Recognition (Individual and Team) □ National Team Recognition

Chapter Recognition Categories:

- Chapter Friend of Extension Recognition
- Chapter Distinguished Service Recognition
- Chapter Continued Excellence Recognition
- Chapter Mid-Career Service Recognition
- Chapter Early Career Service Recognition
- Chapter Administrative Leadership Recognition
- Chapter Visionary Leadership Recognition
- Chapter International Service Recognition
- Chapter Diversity/Multicultural Recognition (Individual and Team)
- Chapter Team Recognition
- Chapter Meritorious Support Service Recognition (for support staff – Chapter only)
- Chapter Retiree Service Recognition – (Chapter only)
- Chapter Tenure Recognition (Chapter only)

Instructions for Chapters Submitting Nominations for National Recognition

Deadline for submission of the National Recognition Nomination Submission Form and Statements of Support is March 1.

Chapter use of the National Online System. Chapters are invited to use the online system that is also used for the recognition program at the regional and national level. The benefit of using the national system is that once an application is on file it will not need to be re-entered.

- When a online form is submitted there a copy of the completed form will be emailed to:
- The individual submitting the form (the email address of the individual is required).
- The Chapter Recognition Chair (the email address of the chair is required).
- The Chair of the National SGR Committee

- The National ESP Office - this is addition to the file stored in the database.
- The trail of emails will allow 1) the individual to be assured their application was received, 2) chapters to use their copy of the email for evaluation to determine chapter recipients and 3) will alert the National ESP Office and SGR Chair that an application has been submitted.
- The **Chapter Recognition Contact or the Chapter's designee** will submit the National Recognition Nomination Submission Form by March 1 found on the ESP website: <http://espnational.org> under the forms tab, that identifies the chapter recognition recipients that the chapter is forwarding for consideration for regional / national recognition in each of the award categories.
- Each nominee identified on the National Recognition Nomination form will have their recognition nomination / application submitted to their region for judging in that category. Ruby nominees will be judged by all chapters.
- In cases where the chapter chooses not to use the online system for chapter recognition nominations, in addition to completing National Recognition Nomination Submission Form, the chapter must also first enter and submit the appropriate online form for each category in which the chapter has a nomination to be considered.
- When the Chapter Recognition Chair submits the **National Recognition Nomination Submission**
- **Form** the National Office receives the form and verifies that dues are paid by each nominee. The National Office then formats and forwards the recognition application forms which have been stored in the recognition database to chapters in the appropriate region for balloting to select the regional / national recognition recipients. If the Chapter does not submit their **National Recognition**
- **A Chapter Nomination Submission Form not submitted by the March 1 deadline to identify their Chapter Recognition winners cannot be identified in the recognition database and consequently will not be included in Regional Competition.**
- **Nominations not submitted using the online nomination form will not be considered for national / regional recognition.**

When the online form is submitted a copy of the completed form will be emailed to:

- The individual submitting the form (the email address of the individual is required).
- The Chapter Recognition Chair (the email address of the chair is required).
- The Chair of the National SGR Committee
- The National ESP Office - this is addition to the file stored in the database.

Nomination Guidelines for National Individual Recognition

- To be considered for national recognition, the nominee must meet all requirements for chapter recognition and be a current or previous recipient of the

chapter recognition for which they are being considered (excluding Ruby recognition).

- *Current National ESP Board members are not eligible for awards while serving on the National Board.*
- Chapters are encouraged to resubmit strong nominees during the following year if not selected.

Nomination Guidelines for National Team Recognition

- A team is defined as two or more individuals. To be considered for national recognition, at least fifty percent of team members eligible for ESP membership must be members whose dues are paid for the previous year and the current year (by February 1).
- The national team nominees must meet all requirements for chapter recognition and be a **current or previous recipient** of the chapter recognition for which they are being considered.

The application must include:

- Major issue(s) addressed
- Resources involved: team members, volunteers, agencies/co-operators and funds, supplies or equipment utilized
- Methods used: innovative or creative problem solving, educational or delivery methods, etc.
- Results: who benefitted, what were the impacts, how did lives or communities change, what are the implications for future programs, etc.?
- Narrative summary (50-75 words) clearly explaining the role that the team's program has played in preparing people and/or communities to deal with critical issues which address social, economic and/or environmental concerns. (Narrative can be in an outline format if that is most effective.)

NATIONAL RECOGNITION CATEGORIES:

Distinguished Service Ruby Recognition

- This is the most prestigious recognition presented by ESP and is designed to recognize truly outstanding thinking, performance, and leadership in Extension. It is understood that the recipient has made highly significant contributions on the state, regional, national, and (when applicable) international Extension scenes in a variety of ways and over a career that spans a lifetime.
- One nominee per chapter per year.
- One national recognition annually to an ESP member whose dues are paid for the previous year and the current year (by February 1).
- Gold ESP insignia pin, inset with ruby stone and one diamond per 10 years of service, and plaque presented to recipient during the National ESP Conference Recognition Event.
- The recipient is responsible for travel costs to and lodging at the conference. ESP encourages attendance at the entire conference.

- The recipient will be responsible to provide an electronic photo and an article which is used to announce the winner.
- The recipient gives the Ruby Lecture at the National ESP Conference.
- The recipient will be expected to provide a transcript of the lecture to be posted on the website and entered into the archives.
- The cost of the diamond insets is the responsibility of the sponsoring chapter.
- The National Organization provides a registration to the conference and two banquet tickets.

Instructions for Distinguished Service Ruby Nomination

- Nominations for Distinguished Service Ruby Recognition are submitted using the on-line form by selecting the Forms Applications / Reports Tab, then Recognition Awards Application Tab, the National/Regional Recognition tab, and finally the Distinguished Service Ruby Tab.
- The summary information included on the nomination form of nominees selected for national recognition will be used for the recognition presentation and for the recognition booklet.
- Note that Ruby nominees that are not selected will be automatically re-considered for recognition during the year following their initial nomination.
- The Ruby application document is submitted online at the ESP National website and must include:
 - Professional accomplishments: ◦ Achievements/honors related to Extension and/or area of responsibility.
 - Authorship of books, bulletins, articles, speeches. ◦ Committees, task forces, study groups, etc. (state, regional, national).
 - Special presentations at professional meetings and conferences. ◦ Special leadership positions held (state, regional, national). ◦ Contributions to professionalism through group and individual activities.
 - Program accomplishments: ◦ Career highlights that explain clearly the professional and leadership role the candidate(s) has/have played in planning, implementing, and/or administering strong Extension policies, procedures, programs, and trends at the state, regional, national, and (when applicable) international levels.
- Summary Statement of Support are concise, well written, easy-to-read narrative summary statement (50-75 words) intended to place the nominee in a very positive light for the reader. This brief statement will be used in the Recognition Booklet for National Recognition Winners; it may also be used to announce the successful recognition applicants at the award event at the National Conference.

Friend of Extension Recognition

This is the highest recognition presented by ESP to a non-Extension (lay) person, business or organization and is designed to recognize truly outstanding support and personal involvement in Extension efforts.

- One nominee per chapter per year.
- The National ESP Board, in addition, to chapters may also make nominations.
- Up to three national recognitions annually.

- Scholarships, Grants and Recognition (SGR) Committee reviews the nominations and makes recommendations to the National ESP Board for selection.
- SGR Committee should strive to recognize recipients from different regions and from various categories (elected officials, Extension volunteer/lay leaders, professional / business leaders, businesses / organizations) with no more than two recipients from any one category.
- The National ESP Board makes the final selection of recipients.
- A statement of support from the Director of Extension in the state of the chapter making the nomination must be submitted using the online form found on the ESP website under the forms tab.
- General guidelines do not apply as directly to non-Extension persons. Concentrate on how the candidate uses expertise in a chosen field of work to enhance, broaden, and enrich Extension programs at the state, regional, and national levels.

Friend of Extension Award Guidelines (Chapter and National Friends Award)
Categories

- Elected official
- Extension Volunteer/Lay Leader
- Professional/Business leader
- Businesses/Organizations

Scope- 400 words maximum

- Brief background of nominee
- Describe candidate's Involvement with Extension
- Describe candidate's personal efforts that support the Extension program

Impact – 500 words maximum

- Results of the major efforts on behalf of Extension
- Value of the contribution to those who benefited from the effort
- Describe the difference these efforts have made to the Extension program

Director's Letter of Support

- Describe the contributions the nominee has made to your Extension program
- Why you think the nominee is deserving of this recognition
- **National Friend of Extension Nominations**
- Nominations for Friends of Extension Recognition are submitted using the on-line form by selecting the Forms Tab form found on the ESP website: <http://espnational.org>, then Recognition Awards Application Tab, the National/Regional Recognition tab, and finally the Friend of Extension Tab.
- General guidelines do not apply as directly to non-Extension persons. The person completing the nomination should concentrate on how the candidate uses expertise in a chosen field of work to enhance, broaden, and enrich Extension programs at the state, regional, and national levels.

The Friend of Extension application is submitted online at the ESP National website and must include:

- The chapter that is offering the nomination

- The category for the nominee
- The name and email address of the individual making the nomination
- The specific relationships of the nominee to Extension (400 words maximum)
- The value of the contributions of the nominee (500 words maximum)
- A narrative summary of the nominee for presentation (250 word maximum) A statement of support from the Director of Extension (or her/his designee) in the state of the chapter making the nomination must be submitted using the online form found on the ESP website: <http://espnational.org> under the forms tab. Comments must be limited to 1000 words and may be submitted by attaching a letter.

Judging Criteria

The SGR committee will use the following judging criteria to assist in evaluating the Friend of Extension nominees for national recognition:

<i>Judging criteria</i>	
Scope of Work: background, Extension involvement, personal efforts	40 pts.
Impact: results, value, difference	40 pts
Support Letter: contributions, why deserving?	20 pts.

Distinguished Service Recognition (Chapter)

Designed to pay the highest chapter tribute to an experienced Extension professional who has consistently exhibited continuing leadership and excellence in Extension program planning, delivery, evaluation, in program and/or administration over a career of 20 or more years. Data supporting measurable impacts of the candidate's work in meeting needs of clientele will strengthen the nomination.

- National guidelines allow each ESP chapter to present one such recognition for each 150 members (Active +Life) or fraction thereof, to ESP members whose dues are paid for the previous year and the current year (by February 1).
- Specific criteria for nomination, balloting, and presentation at the chapter level are developed by each chapter.
- All Chapter Distinguished Service recognition recipients who were selected between May 1 (previous calendar year) and April 30 (current calendar year) will be recognized during the National ESP Conference Recognition Event.
- One Chapter Distinguished Service Recognition recipient will be considered for regional recognition; nominee must complete an online **Distinguished Service Recognition Form** that must be submitted to the ESP Executive Director by **March 1** and their name must be included on the **National Recognition Submission Form** found on the ESP website: <http://espnational.org> under the forms tab.

- An editable/ printable **Chapter Recognition Certificate** can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Executive Director using the **ESP Supply Order Form**.

Distinguished Service Recognition (Regional)

Gives regional recognition to an experienced Extension professional who has consistently exhibited continuing leadership, initiative, and excellence in Extension program planning, delivery, evaluation in program or administration, on a state or regional level, over a career of 20 or more years. Data supporting measurable impacts of the candidate's work in meeting needs of clientele will strengthen the nomination.

- Nominee must be current or previous chapter recipient.
- Nominee must complete an online **Distinguished Service Form** and must be included on the **National Recognition Submission Form** to be considered.
- One nominee per chapter per year.
- One recognition per region per year to ESP members whose dues are paid for the previous year and the current year (by February 1).
- Chapters cast a single vote for the nominees from their region, votes will be weighted based on the number of delegates the chapter has for the National Council Meeting.
- The recognition is presented to the regional recipients during the National ESP Conference Recognition Event. All members who were submitted for consideration as regional recipients will also be recognized.

Continued Excellence Recognition (Chapter)

Gives recognition to an experienced Extension professional with more than twenty years of experience who has exhibited continued leadership, initiative, and excellence in Extension program planning, delivery, evaluation in program or administration, on a state, regional and/or national level in the years after receiving the state Distinguished Service recognition. Data supporting measurable impacts of the candidate's work in meeting the needs of clientele will strengthen the nomination.

- An Extension professional will become eligible for this recognition after five years of receiving the Chapter Distinguished Service recognition.
- National guidelines allow each ESP chapter to present one such recognition for each 150 members (Active +Life) or fraction thereof, to ESP members whose dues are paid for the previous year and the current year (by February 1).
- Each chapter develops specific criteria for nomination process and recognition requirements.
- An editable/ printable Chapter Recognition Certificate can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Executive Director using the **ESP Supply Order** on the website.

Continued Excellence Recognition (Regional)

Designed to recognize an experienced Extension professional with more than twenty years of experience who has exhibited continued leadership, initiative, and excellence

in Extension program planning, delivery, evaluation in program or administration, on a state, regional or national level five years after receiving the chapter Distinguished Service recognition. Data supporting measurable impacts of the candidate's work in meeting needs of clientele will strengthen the nomination.

- One nominee per chapter per year.
- Nominees must complete an online **Continued Excellence Recognition Form** and must be included on the Chapters **National Recognition Submission Form**. Both must be submitted by **March 1**.
- Nominee must be a current or previous chapter recipient. **NOTE:** The year the applicant received the chapter Distinguished Service recognition should be provided in the nomination document.
- One recognition per region per year to ESP members whose dues are paid for the previous year and the current year (by February 1).
- Chapters cast a single vote for the nominees from their region, votes will be weighted based on the number of delegates the chapter has for the National Council Meeting.
- The recognition is presented to the recipient during the National ESP Conference Recognition Event.

Mid-Career Service Recognition (Chapter)

Designed to recognize an experienced Extension professional (with 10-20 years of service) that has exhibited continuing leadership and excellence in State Extension program planning, delivery, and evaluation in program and/or administration.

- National guidelines allow each ESP chapter to present one such recognition for each 150 members (Active+Life), or fraction thereof, for this achievement recognition each year to ESP members whose dues are paid for the previous year and the current year (by February 1).
- Specific criteria for nomination, balloting, and presentation are developed by each chapter.
- An editable/ printable Chapter Recognition Certificate can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Executive Director using the **ESP Supply Order Form**.

Mid-Career Service Recognition (Regional)

Gives regional recognition to a mid-career professional who has shown outstanding competence in Extension program planning, delivery, and evaluation in nominee's subject matter area or in administration on a regional or state basis (10-20 years tenure).

- One nominee per chapter per year.
- Nominees must complete an online **Mid-Career Service Recognition Form** and must be included on the Chapters **National Recognition Submission Form**. Both must be submitted by **March 1**.
- Nominee must be a current or previous chapter recipient and still be less than 20 years of service.

- One recognition per region per year to ESP members whose dues are paid for the previous year and the current year (by February 1).
- Chapters cast a single vote for the nominees from their region, votes will be weighted based on the number of delegates the chapter has for the National Council Meeting.
- Chapters vote for the nominee from their region.
- The recognition is presented to recipients during the National ESP Conference Recognition Event.

Early Service Recognition (Chapter)

Designed to recognize the achievements of rising young professionals who have shown noteworthy enthusiasm, performance and accomplishment during their early Extension careers (less than 10 years) in program design and delivery.

- National guidelines allow each ESP chapter to present one such recognition for each 150 members (Active +Life), or fraction thereof, for this achievement recognition each year to ESP members whose dues are paid for the previous year and the current year (by February 1).
- Specific criteria for nomination, balloting, and presentation are developed by each chapter.
- An editable/ printable Chapter Recognition Certificate can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Executive Director using the **ESP Supply Order Form**.

Early Career Recognition (Regional)

Gives regional recognition to an early career professional that has shown noteworthy enthusiasm, performance, and accomplishment during their early Extension career (less than 10 years) in program design and delivery.

- One nominee per chapter per year.
- Nominees must complete an online **Early Career Service Recognition Form** and must be included on the Chapters **National Recognition Submission Form**. Both must be submitted by **March 1**.
- Chapters cast a single vote for the nominees from their region, votes will be weighted based on the number of delegates the chapter has for the National Council Meeting.
- Nominee must be a current or previous chapter recipient and still be less than 10 years of service.
- One recognition per region per year to an ESP member whose dues are paid for the previous year and the current year (by February 1).
- The recognition is presented to recipients during the National ESP Conference Recognition Event.

International Service Recognition (Chapter)

Available to ESP members who have contributed significantly to the development and/or expansion of an Extension program in another country or countries through in-state and/or overseas work.

- National guidelines provide each chapter with the opportunity to present one such recognition for each 150 members (Active +Life), or fraction thereof, to ESP members whose dues are paid for the previous year and the current year (by February 1).
- Specific criteria for nomination, balloting, and presentation are developed by each chapter.
- An editable/ printable Chapter Recognition Certificate can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Executive Director using the **ESP Supply Order Form**.

International Service Recognition (Regional)

Gives regional recognition to Epsilon Sigma Phi members who have contributed significantly to the development and/or expansion of an Extension program in another country or countries through in-state and/or overseas work.

- One nominee per chapter per year.
- Nominee must be current or previous chapter recipient.
- One recognition per region per year to an ESP member whose dues are paid for the previous year and the current year (by February 1).
- Nominees must complete an online **International Service Recognition Form** and must be included on the Chapters **National Recognition Submission Form**. Both must be submitted by **March 1**.
- Chapters cast a single vote for the nominees from their region, votes will be weighted based on the number of delegates the chapter has for the National Council Meeting.
- Personal and professional performance (as suggested in the guidelines) do apply, but of greater importance for this recognition is noteworthy contributions to a recognized international program, and might include references to teaching/training foreign students in the U.S. about Extension; providing technical assistance in a cooperating/host country; implementing new ideas and/or research in a host country; assisting with programs in a host country; and showing demonstrated competence in international program leadership in education.
- The recognition is presented to recipients during the National ESP Conference Recognition Event.

Visionary Leadership Recognition (Chapter)

Designed to recognize Extension professionals whose significant accomplishments have resulted in leading Extension forward in new directions. This person's visionary

leadership enabled Extension to anticipate a significant new opportunity and developed support to implement program organizational changes necessary to achieve success.

- National guidelines allow each ESP chapter to present one such recognition for each 150 members (Active +Life), or fraction thereof, to ESP members whose dues are paid for the current year (by February 1).
- Each chapter develops specific criterion for nomination, balloting and presentation.
- An editable/ printable Chapter Recognition Certificate can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Executive Director using the **ESP Supply Order Form**.

Visionary Leadership Recognition (Regional)

Designed to recognize Extension professionals whose significant accomplishments have resulted in leading Extension forward in new directions. This person's visionary leadership has enabled Extension to anticipate a significant new opportunity and developed support to implement program/organizational changes necessary to achieve success.

- One nomination per chapter per year.
- Nominee must be a current or previous chapter recipient.
- Nominees must complete an online **Visionary Leadership Recognition Form** and must be included on the Chapters **National Recognition Submission Form**. Both must be submitted by **March 1**.
- Chapters cast a single vote for the nominees from their region, votes will be weighted based on the number of delegates the chapter has for the National Council Meeting.
- One recognition per region per year to ESP members whose dues are paid for the previous year and the current year (by February 1).
- The recognition is presented to the recipient during the National ESP Conference Recognition Event.

Administrative Leadership Recognition (Chapter)

Recognizes an Extension Professional who has shown noteworthy administrative enthusiasm, performance, and accomplishment during their Extension careers (10 years or more). Administrative leadership may be at county, regional, chapter, program, department, or national level. Documentation of the candidate's work in meeting the needs and furthering the efforts of supervised faculty, staff and/or program should be primary in this recognition.

- National guidelines allow each ESP chapter to present one such recognition for each 150 members (Active +Life), or fraction thereof, to ESP members whose dues are paid for the previous year and the current year (by February 1).
- Specific criteria for nomination, balloting, and presentation are developed by each chapter.
- An editable/ printable Chapter Recognition Certificate can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the National ESP Executive Director using the **ESP Supply Order Form**.

Administrative Leadership Recognition (Regional)

Gives regional recognition to an Extension Professional who has primary administrative leadership for county, regional, state, or program areas and who have shown noteworthy administrative enthusiasm, performance, and accomplishment during their Extension careers (10 years or more).

- One nominee per chapter per year.
- Nominees must complete an online **Administrative Leadership Recognition Form** and must be included on the Chapters **National Recognition Submission Form**. Both must be submitted by **March 1**.
- Chapters cast a single vote for the nominees from their region, votes will be weighted based on the number of delegates the chapter has for the National Council Meeting.
- Nominee must be a current or previous chapter recipient.
- One recognition per region per year to ESP members whose dues are paid for the previous year and the current year (by February 1).
- The recognition is presented to recipients during the National ESP Conference Recognition Event.

Distinguished Team Recognition (Chapter)

Designed to recognize outstanding efforts of Extension staff teams (two or more individuals) for responding to and incorporating into a specific educational program one or more critical issues.

Critical issues may be defined by local, regional, state or national need.

- National guidelines provide each chapter with the opportunity to recognize one team each year.
- At least 50% of team members eligible for ESP membership must be members whose dues are paid for the previous year and the current year (by February 1).
- Specific criteria for nomination, balloting, and presentation are developed by each chapter. In addition, the guidelines for the Regional Team Recognition nominations should be helpful in this process.
- An editable/ printable Chapter Recognition Certificate can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Executive Director using the **ESP Supply Order Form**.

Distinguished Team Recognition (Regional)

Designed to recognize outstanding efforts of Extension staff teams (two or more individuals) for responding to and incorporating into a specific educational program one or more critical issues. Critical issues may be defined by local, regional, state or national need.

Preference is given to multi-disciplinary teams.

- Each Chapter may nominate one team annually.
- Team nominee must be current or previous chapter recipient.

- Nominees must complete an online **Distinguished Team Recognition Form** and must be included on the Chapters **National Recognition Submission Form**. Both must be submitted by **March 1**.
- Chapters cast a single vote for the nominees from their region, votes will be weighted based on the number of delegates the chapter has for the National Council Meeting.
- At least 50% of team members eligible for ESP membership must be members whose dues are paid for the previous year and the current year (by February 1).
- One team will be recognized per region per year.
- The recognition is presented to recipients during the National ESP Conference Recognition Event.

Diversity/Multicultural - Individual and Team Recognition (Chapter)

Acknowledges outstanding efforts and accomplishments in developing, achieving and sustaining Extension programs and/or audiences in our diverse and multicultural society.

Diversity refers to the fact that our community, both locally and nationally, is comprised of many individuals, each having unique attributes based on a variety of social, physical, and cultural characteristics.

Multiculturalism is a philosophy that recognizes, accepts, and integrates the contributions and achievements of all people into the social and economic fabric of the community in which they exist. Multiculturalism requires an understanding of and respect for the historical bases of the belief systems and traditions of various groups to develop their members socially, emotionally, spiritually, intellectually, and physically.

Nominations should show understanding, valuing and celebrating differences among people relative to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status and sexual orientation. (List is not all-inclusive and not limited to those mentioned.)

- One team (two or more individuals) award and one individual recognition award per chapter per year may be recognized annually.
- A team or individual may submit applications.
- The team nomination should include all staff (full-time and part-time academic professional and classified) that had a primary role in planning, developing, implementing, and evaluating the program.
- The diversity/multicultural program must have been implemented in the past three years.
- At least 50% of team members eligible for ESP membership must be ESP members whose dues are paid for the previous year and the current year (by February 1).

Judging Criteria:

- Program description addresses significant diversity/multicultural issues for a period of at least one year.
- Makes innovative efforts to attract and reach diverse and/or multicultural audiences.
 - Demonstrates collaborative efforts.
- Utilizes creative and unique strategies to market or publicize the program to reach diverse and/or targeted audiences.
- Makes efforts above and beyond affirmative action program requirements.
 - Demonstrates potential for replication by others.

Judging Scorecard

Program description using the above criteria	60 points
Accomplishments / Evaluation	25 points
Future Implications	15 points
Total Points	100 points

An editable/ printable Chapter Recognition Certificate can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the National ESP Office with a **ESP Supply Order Form.**

Diversity/Multicultural - Individual and Team Recognition (Regional)

Acknowledges outstanding efforts and accomplishments of an individual or team (two or more individuals) whose innovative programming reinforces Extension's commitment to achieving diversity/multicultural programming within audiences and the organization.

Diversity refers to the fact that our community, both locally and nationally, is comprised of many individuals, each having unique attributes based on a variety of social, physical, and cultural characteristics.

Multiculturalism is a philosophy that recognizes, accepts, and integrates the contributions and achievements of all people into the social and economic fabric of the community in which they exist. Multiculturalism requires an understanding of and respect for the historical bases of the belief systems and traditions of various groups to develop their members socially, emotionally, spiritually, intellectually, and physically.

Nominations should show understanding, valuing and celebrating differences among people relative to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status and sexual orientation (list is not all- inclusive and not limited to those mentioned.)

- One team and one individual recognition per region per year.
- Nominee must be current or previous chapter recipient.
- A team or individual may submit a nomination.

- Nominees must complete an online **Diversity Multicultural Individual** or **Diversity Multicultural Team Recognition Form** and must be included on the Chapters **National Recognition Submission Form**. Both must be submitted by **March 1**.
- Chapters cast a single vote for the nominees from their region, votes will be weighted based on the number of delegates the chapter has for the National Council Meeting.
- The diversity/multicultural program must have been implemented in the past three years.
- At least 50% of team members eligible for ESP membership must be ESP members whose dues are paid for the previous year and the current year (by February 1).
- The recognition is presented to recipients during the National ESP Conference Recognition Event.
- Criteria:
 - Program description addresses significant diversity/multicultural issues for a period of at least one year.
 - Makes innovative effort to attract and reach diverse and/or multicultural audiences.
 - Demonstrates collaborative efforts.
 - Utilizes creative and unique strategies to market or publicize the program to reach diverse and/or multicultural audiences.
 - Makes effort above and beyond affirmative action program requirements.
 - Demonstrates potential for replication by others.

Judging Criteria:

Program description using the above criteria	60 points
Accomplishments / Results	25 points
Future implications	15 points
Total Points	100 points

Meritorious Support Service Recognition (Chapter only)

This nationally authorized recognition is designed to pay tribute to the many staff in our system that, over time, have shown support for the mission, program, and professional staff of Cooperative Extension. Such persons include secretaries, program assistants, camp directors, motor pool managers, public distribution clerks, print shop operators, budget analysts, computer operators and others. Since each Chapter designs the specific criteria for this recognition, there is considerable flexibility in how a Chapter uses this recognition.

- National guidelines allow each Epsilon Sigma Phi chapter to present several recognitions each year.
- Specific criteria for nomination, balloting, and presentation are developed by each chapter.

- An editable/ printable Chapter Recognition Certificate can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Executive Director using the **ESP Supply Order Form**.

Retiree Service Recognition (Chapter only)

- Designed to recognize continuing contributions and outstanding service by retired Extension professionals.
- National guidelines provide each chapter with the opportunity to present one Retiree Service Recognition annually.
- The process for nominations and selections are to be developed by each chapter.
- An editable/ printable Chapter Recognition Certificate can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Executive Director using the **ESP Supply Order Form**.

25 Year Tenure Recognition – (Chapter only)

- Epsilon Sigma Phi chapters have recognized tenure levels for Extension professionals for many years. The 25-year milestone has been almost universally spotlighted, and has been sanctioned by the National ESP Board as one worthy of certificate recognition.
- This recognition is for 25 years of Extension service (not to include other governmental (Civil Service) employment and military service time, as do the USDA tenure recognition also available to Chapter Extension employees).
- National guidelines allow each Epsilon Sigma Phi chapter to nominate as many candidates as who qualify for this tenure level each year. Recipients must be current ESP members whose dues are paid for the previous year and the current year (by February 1).
- An editable/ printable Chapter Recognition Certificate can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Executive Director using the **ESP Supply Order Form**.

SECTION E

Membership Recruitment and Retention

(Reviewed and Adopted November 2016)

Role of the Membership Recruitment and Retention Committee:

“Members are hard to get, but easy to lose!” Members are important and essential to the life of any organization and especially so to Epsilon Sigma Phi.

Epsilon Sigma Phi has much to offer Extension professionals. Epsilon Sigma Phi plays an equal role with the other professional Extension Associations (National Association of County Agricultural Agents (NACAA), National Association of Extension 4-H Agents (NAE4-HA), Association of Natural Resource Extension Professionals (ANREP),

National Extension Association of Family & Consumer Science (NEAFCS), and the National Association of Community Development Extension Professionals (NACDEP). Epsilon Sigma Phi is an equal partner in the Joint Council of Extension Professionals (JCEP), and this affiliation enhances joint efforts.

Epsilon Sigma Phi is a professional organization dedicated to fostering standards of excellence in the Extension System and developing the Extension profession and professional. ESP leads the Extension System in promoting and supporting professionalism in Extension.

MEMBERSHIP GUIDELINES

The constitution of the National ESP organization defines three categories of membership:

ANNUAL MEMBER. An Extension professional (currently employed by or retired from an entity of the Cooperative Extension System) who has exhibited excellence in programming and leadership.

MEMBER-AT-LARGE. An individual meeting the above qualifications, but located where there is no affiliated chapter, may pay annual dues directly to the National ESP Office and become a member-at-large, with all the rights and privileges of an active member.

LIFE MEMBER. Members who are retired from the Cooperative Extension System may obtain a life membership by paying the designated life member dues. These members hold equal rights and privileges to those paying annual dues.

COMMITTEE RELATIONSHIP TO CHAPTERS

The National Membership Recruitment and Retention Committee assist chapters with recruiting, retaining, and involving all eligible Extension personnel.

The responsibilities of the Membership Recruitment and Retention Committee are found in the ESP by-laws. The National ESP Membership Recruitment and Retention Committee Strategic Action Plan and the committee members' contact information can be found on the National ESP website.

The work of the National Membership Recruitment and Retention Committee generally includes:

- Reviewing national membership guidelines to ensure that they adequately reflect membership potential.
- Encouraging each chapter to designate a membership recruitment and retention committee or representative to enhance membership-related communication from the National office to the chapters.
- Assisting the chapter membership recruitment and retention committee or representative by providing techniques for member involvement, including life members.
- Developing and maintaining a membership recruitment and retention program.
- Keeping all membership recruitment and retention materials and resources current. ➤ Offering membership recruitment and retention session (s) at the National ESP Conference.
- Developing and implementing a program to recognize chapters' excellence in membership recruitment and retention.
- Developing and making available to chapters membership recruitment and retention materials and resources (displays, brochures, webinars, articles for chapter newsletters etc)
- Developing an annual plan of work and submitting to National Board.
- Submitting committee reports to the National Board as appropriate.
- Preparing and submitting articles for inclusion in the ESP Connection newsletter.
- Carrying out other responsibilities assigned by the ESP National Board.
- Working in conjunction with other National ESP Committees as appropriate.

CHAPTER MEMBERSHIP RECRUITMENT AND RETENTION COMMITTEES

ESP Chapters are encouraged to have a Membership Recruitment and Retention Committee or an individual designated to lead their membership campaign. Suggested activities for the membership committee or chairperson are:

- Set a membership goal each year (ex: increase membership by "x" %)
- Conduct an annual membership drive to collect dues for new and renewing memberships. Submit dues to the National Office by Feb 1st each year.
- Build an informed, participating chapter membership, familiar with the objectives, policies and programs of ESP.
- Work with chapter leadership to submit nominations for the Achievement in Chapter Membership annual recognition to the ESP national office. These forms are found under the Forms Tab and then under the Chapter Reports Tab.
- Each chapter's membership recruitment and retention efforts can be evaluated using the
- Achievement in Chapter Membership recognition criteria. (See Chapter Recognition Program section of this handbook.)

IDENTIFYING NEW ESP ANNUAL MEMBERS

To identify potential ESP members chapter leadership should:

- Review their constitution and bylaws for membership categories and requirements.

- Work with their Extension administration at state, regional, and county levels to identify Extension professionals who qualify for membership.
- Be alert at all times for potential or prospective members--not just at the beginning of the membership year
- Be aware that ESP membership is transferrable from one chapter to another. Identify Extension professionals who move to your state from another state to determine if there are already members of ESP. Work with the National ESP office to transfer membership.

RECRUITING NEW ESP ANNUAL MEMBERS:

Be visible:

- Develop newsletters and publicity regarding your ESP Chapter. Share ESP news with your administrators and through their usual communication channels to all Extension employees.
- Invite potential members to join ESP. Explain the purpose of ESP and benefits of membership.
- Invite potential members to attend your chapter meetings to learn more about your chapter and its members. Make them feel welcome with name tags, introductions, etc.
- Involve all current ESP members in recruiting new members. Use personal communication and follow-up frequently with potential new members.
- Welcome new members with a letter or note from the Membership Chair and/or Chapter President. Initiate or officially welcome new members to your chapter during a chapter meeting or event.
- Provide new members with a membership certificate, the Extension Professionals' Creed, and/or books or resources.
- Invite new and renewing members to become involved in committee and project work.
- Assign a "mentor" to new members or encourage experienced members to support and guide new members as they become involved in committee work, projects, etc.
- Spotlight new members. Do a write-up in your newsletter about each new member.

RECRUITING NEW LIFE MEMBERS:

- Communicate with ESP members immediately upon their retirement and invite them to become Life Members.
- Follow up after 6-8 months if they did not join upon retirement.
- Keep in touch with all retirees who are Life Members. Share information about chapter activities and get them involved.

RETAINING ANNUAL MEMBERS

- Provide consistent communication with members through newsletters, e-mail, social media, face to face, blogs, etc. and keep them informed of chapter and national ESP activities and opportunities.

- Involve members and encourage participation in meetings, activities and chapter and national committees.
- Inform members of ESP membership benefits including recognition programs, grants and scholarships, participation in conferences, etc.
- Keep your dues system organized, simple and efficient. Remind members of cost and due date.

RETAINING LIFE MEMBERS

- Maintain communication with Life Members using e-mail or alternate methods.
- Encourage life members to serve on committees and in leadership positions in the chapter and at the national level.
- Highlight Life Members activities' in your chapter newsletter.
- Build relationships between Life Members and soon to retire faculty and staff.
- Provide workshops and/or activities especially for retirees/Life Members.
- Involve Life Members in chapter projects where they can take leadership roles such as advocating for Extension, training or mentoring faculty and staff, service to others abroad or at home, developing a fund campaign for an extension or ESP need.
- Plan a Life Member/Retiree track at your statewide Extension Annual Conference or ESP meeting.
- Provide financial assistance to Life Members interested in attending ESP's National Conference.
- Institute an ESP "Retiree of the Year" award at the chapter level and compensate with a reduced rate conference registration.
- Publish and distribute state directory of all retirees (not just life members).

NATIONAL MEMBERSHIP AND DUES RECORDS

- The National ESP Office maintains membership records, including name, mailing and email addresses, initiation date, initiation chapter, state of residence.
- Currently the membership records are being kept on the Wild Apricot online membership management system.
- Each Chapter is authorized to have a read/write administrator that has access to all of their member records. To receive the read/write administrator rights the recipient must be trained in the use of the system prior to receiving the rights. Additional read only administrator privileges can be requested by the chapters.
- The National membership year is the calendar year, with the membership campaign beginning October 1st and running through February 1st.
- With the online system dues can be paid at any time, however, it is preferred that the dues still be submitted during the October 1 through August 31st timeframe.
- The Chapter Membership Chair, Chapter Treasurer and National Office working together will provide the most efficient dues collection and submission process.

GUIDELINES FOR SUPPORTING "AT-RISK" CHAPTERS

An "at-risk" chapter will likely have several of these circumstances:

- Dues not collected at the chapter level and not submitted to the National Office.
- No Chapter officers identified or Chapter officers not performing their duties
- Annual meeting not held on a regular basis.
- Few or no new members initiated for several consecutive years.
- No chapter delegates at attending the National ESP Annual meeting for several consecutive years.
- Chapters will be assessed annually by the National Office and Regional Vice Presidents. The
- National Board will assign one or more board members (likely the Regional Vice President from the same region as the "at-risk" chapter, President-Elect, or Past President) to work with the "at-risk" chapter. The National Board member will contact the "at-risk" chapter and offer resources and support. If the response to the offer is positive, initial steps will be identified and the agreed upon plan will be documented in a follow-up letter. The National Board member may make an on-site visit if funds are available and the visit is deemed valuable.

An on-site visit may be an essential part of the support plan and would likely include:

- Meeting with a small group (4-7 people including current officers, recent officers, and others, including life members who appear to have a strong commitment to ESP) to assess the situation, to identify priority concerns, and to develop a strategy and plan.
- Meeting with Extension administrator (s) to apprise them of the situation and the emerging plans and to request their support.
- Identification of interim chapter leadership and their roles, including a designated liaison who will work with the National Board representative.
- An event to gather others who may be interested in ESP and can offer support to the strategy and plan for reinvigorating the ESP Chapter.
- Following the onsite visit:
- Monthly communication will be maintained between the Chapter liaison and the National Board Member so the National ESP Office and Board can provide support as needed.
- A National ESP Board member might attend the Chapter's annual meeting if warranted and the funds are available. Any requests for funding or other needs of support for "at-risk" chapters should be brought to the National ESP Board. If funds are available they can be allocated. If not, the board will seek additional ways to support the chapter. ➤ Funds are available to assist Chapters at risk.
- If any of the other national Extension professional associations are also in an "at-risk" status, planning will include working with and coordinating efforts with the national officers of that/those association (s).

GUIDELINES FOR REACTIVATING AN INACTIVE CHAPTER

- The National ESP Office/Board Members will provide resources and support to a state wishing to reactivate their ESP chapter. The contact from the National

Board will likely be the Regional Vice President from the region of the reactivating chapter, the National Vice President or Past President and the National ESP Executive Director.

Process and Procedures for Re-activation

The state wishing to reactivate their ESP chapter will identify an Extension professional who will be the initial contact/state liaison to work with the National ESP Office/Board Member (s) who have been identified to support the chapter during the reactivation process

The National Office/Board Member (s) will provide to the state liaison ESP information such as the Constitution and Bylaws, ESP Handbook, and membership materials, as well as guidelines on chapter reactivation and will follow-up with a personal contact to the state liaison.

The ESP Office/Board Member (s) may make an on-site visit to the state/state liaison if resources are available. If an onsite visit is made, it should include the following:

- Planning time with the state liaison
- Dialogue with the State Extension Director
- Planning time with a small group called together by the state liaison (to include
- Extension faculty, staff, and administration from various job categories, retirees, and/or representatives from other Extension professional associations).
- A decision on whether or not to move forward with chapter reactivation immediately, at a future time or not at all.
- In the absence of an onsite visit, the above should be accomplished via other means, such as conference calls, online meetings of other means.
- If the decision is to move forward with chapter reactivation, a Chapter Organization Committee and Committee Chair should be identified and an organizational meeting date/time determined.
- The Committee should:
- Review the National ESP handbook, constitution, bylaws, membership and dues requirements and processes
- Review available chapter documents such as constitution, bylaws, etc.
- Inform their Extension administration of chapter reactivation and gain their support
- Request needed/useful resources from the ESP National Office such as their chapter's previous membership list and Charter if local copy has been lost
- Use National ESP website for membership and marketing resources
- Draft a proposed program emphasis/focus for the first year-something with which prospective members will identify.
- Keep potential members informed.

- Call an organizational meeting and invite participation of potential members.
- At the organizational meeting, review and discuss the proposed structure and program emphasis; make a decision -- to re-activate or not. If affirmative, elect an interim executive committee and decide membership criteria and dues.

The interim Executive Committee should:

- Review Chapter constitution and bylaws if available or draft new ones
- Recruit members.
- Recruit committee chairs.
- Make plans for an annual meeting to:
- Discuss and approve constitution and bylaws
- Elect officers
- Organize committees and select committee chairs
- Discuss and approve annual chapter goals/objectives
- Hear from the National ESP Board or designated representative
- Invite National Board member or designated representative to attend/speak at the annual meeting.
- Invite National Board member or designated representative to meet with the Chapter Steering Committee and the Extension Director.
- The National Office/Board Member (s) may assign an active ESP chapter to mentor the reactivating chapter. The National Board or mentoring chapter will communicate monthly with the Chapter Organization Committee Chair to provide continued support and to discuss and refine plans for the organizational meeting. They will also follow-up after the organizational meeting to hear of results and provide support.
- Continue phone contacts every three or four months and if resources exist, offer a chapter visit by a National Board member or designated representative for the first annual meeting following reactivation.
- Any requests for funding or other needs of support for chapter reactivation should be brought to the ESP National Board. If funds are available they can be allocated. If not, the board will seek additional ways to support the chapter.
- Draft a proposed structure--officers, committees, membership criteria, and dues.
- Throughout the chapter reactivation process, keep National ESP Office informed.
- Provide names, addresses, phone numbers of steering committee, interim executive committee, and elected officers so they receive appropriate communication.
- Describe progress, problems, and questions. Ask for resources/assistance if needed.

- Enter new members into the membership database so they receive communication from the National Office.

SECTION F

PROFESSIONAL DEVELOPMENT COMMITTEE

(Reviewed and Adopted November 2016)

ROLE OF THE PROFESSIONAL DEVELOPMENT COMMITTEE:

To promote professional excellence, personal development and leadership development among Extension personnel.

COMMITTEE RESPONSIBILITIES:

- Make suggestions to the National Board for the general theme and professional development opportunities at the National ESP Conference.
- Solicit proposals for concurrent session, lightning, posters and ESP committee-sponsored presentations to be given at the National ESP Conference.
- Evaluate concurrent session, lightning and poster session proposals through a blind review.
- Recommend the proposed sessions and presenters to the National ESP Board for approval. After approval, notify applicants of the results of the review.
- Implement the professional development program at the National ESP Conference in close coordination with the National ESP Board, National Executive Director, and Local Arrangements Committee.
- Ensure that the proposals and abstracts are available to the National ESP Office for posting on the ESP website.
- Provide for collection and summarization of evaluation data from National ESP Conference.
- Design additional professional development opportunities, for example, pre-conference workshop or webinars during the year.
- Work with ESP National Committees to provide professional development opportunities throughout the year.
- Promote and foster professional improvement through collaboration with professional organizations to which Extension personnel belong.
- Develop a plan for accomplishing the committee purposes and submit to the National ESP Board.
- Submit mid-year and annual reports to the National ESP Board and the National ESP Office.
- Prepare at least one article for each issue of the Epsilon Sigma Phi Newsletter.
- Carry out other responsibilities assigned by the National ESP Board.

EXTENSION LEADERSHIP CONFERENCE sponsored by JCEP

(JCEP - Joint Council of Extension Professionals)

PURPOSE--OBJECTIVES

- To orient State Presidents/Contacts, State President-elects and other interested Chapter Members on the structure, procedures, policies, dates, member benefits, etc., of ESP.

- To allow Regional Vice Presidents to become acquainted with State Presidents, officers and potential chapter leadership.
- To provide assistance to chapter leadership in their role and to develop good relationships within each of the regions.
- In most years ESP includes special training for one of the officers or committees.
- To update state leadership on work done by ESP National Committees and to promote the ESP National Conference.
- To provide Chapter Reports from each chapter which will server to share the successes and failures as well as the activities being done by chapters across the country
- To respond to concerns and ideas voiced by chapters and their membership.
- To exchange ideas about developing and maintaining strong State Chapters.
- To make recommendations to National ESP Board about the concerns within the regions.

WHO ATTENDS

- All ESP members are invited and encouraged to attend but the following are a minimum representation from a chapter:
- Chapter Presidents (or appointed state representatives).
- Chapter President-elects
- In addition to chapter participation, the National Board is represented by the four Regional Vice Presidents and the National ESP President-elect.

MEETING LOCATION/LENGTH

- The meeting site will rotate to different locations to provide an opportunity for members across the country to attend using major travel hubs to help keep travel costs lower.
- The workshop is usually 2 1/2 days in length and held late January or early February of each year. Most of the program is usually focused on a joint professional and/or leadership development session in conjunction with the JCEP member organizations. The remaining time is devoted to ESP professional and leadership development for those attending.

FUNDS SUPPORT

- The National ESP Budget provides the following reimbursements for board members and chapters attending the JCEP workshop:
- The Official Representatives of the National Organization at the leadership conference - will be the ESP President, President Elect, Past President, 2nd Vice President and the four regional Vice Presidents..
- Regional Vice Presidents will attend to work with representatives from their respective regions during the conference.
- One \$500 travel stipend per chapter to reimburse a portion of the expenses required to attend the conference. Items eligible to be reimbursed include: Registration fee; Lodging; Travel including plane tickets, mileage, shuttles and airport parking; and meals.

- To receive a reimbursement a request for reimbursement must be filed with the National ESP Office within 30 days after the conclusion of the conference. Receipts must be provided for expenses beyond the registration fee. Receipts can be scanned and attached to the electronic form. The only receipts needed will be those up to the \$300 limit. The request for reimbursement will be found on the ESP website under the Chapter Reports item under the Applications / Reports Tab then select the Reimbursement Tab.

PRESIDENTS SHOULD BRING TO WORKSHOP:

- Concerns or Issues from your chapter
- Chapter Report (must be filed electronically on National ESP website by February 1st)
- Willingness to share and network with other chapter leaders

AGENDA TOPICS

- Updated communication from the National ESP Organization provided by ESP National President-elect or representative.
- Chapter issues shared discussions of past and future ESP National Conferences including:
 - Promotion of upcoming National Conference
 - Planning input for upcoming regional meeting at the National Conference
 - Review the National Conference schedule.
 - Reminders of recognition deadlines and committee updates.
 - Review ESP Handbook and latest updates of the same.
 - ESP National Committee Reports will be provided in writing by the Committee Chairs or their representatives. These reports are to include committee accomplishments and plans.
- Review of important dates and deadlines which impact chapters and their interface with the national organization.
 - Review of recognition, scholarship and mini-grant opportunities for chapters and individual members.
- Discussion on items of interest raised by participants.
- Solicit items for presentation at ESP Mid-Year Board Meeting.
- Time for items from JCEP, ECOP, and/or NIFA
- Professional Development time to receive training on topics of interest, and discuss issues.

PROGRAM COORDINATION

This JCEP workshop is a cooperative effort of NACAA, NAE4-HA, NEAFCS, ESP, NACDEP, NAEPSPD and ANREP. The seven associations will have joint as well as separate meetings during the workshop. A planning committee of the presidents of the seven JCEP member organizations provides overall leadership for the joint professional development sessions every year. This unique partnership provides for an opportunity to exchange ideas, strengthen understanding, and collaborate on efforts where appropriate.

SECTION G

ESP PUBLIC ISSUES COMMITTEE

(Reviewed and Adopted November 2016)

Role of the Public Issues Committee:

To build and strengthen political and public support for Extension through consistent, targeted communication with local, state and federal decision makers and agencies and to educate and inform Epsilon Sigma Phi members about public policy and **emerging** legislative issues affecting Extension programs and staff.

Public Issues are defined as matters of widespread concern that grow out of accumulated daily events and usually involve controversy.¹ Legislative issues, regulatory issues (enforcement of), and funding allocations issues represent subsets of public issues.

¹Public Issues Education: Increasing Competence in Resolving Public Issues. Dale, D. D. and Hahn, A. J. (eds.). Public Issues Education Materials Task Force of the National Public Policy Education Committee and PLC and PODC subcommittees of the Extension Committee on Organization and Policy. Madison, Wisconsin: University of Wisconsin-Extension, 1994, page 2

COMMITTEE RESPONSIBILITIES:

- Contribute to planning, promoting, implementing, and evaluating the National Public Issues Leadership Development Conference (PILD). PILD is a professional development opportunity designed to promote leadership, communication and cooperation among Extension professionals in the area of Public Issues Education.
- Keep abreast of legislative matters and public issues that are of interest to Epsilon Sigma Phi members and to keep the membership informed of these matters.
- Keep abreast of Extension federal funding allocations.
- Encourage active participation in legislative and public issues as a private citizen.
- Keep National Board informed about public issues and legislative issues.
- Develop educational opportunities/resource materials on public issues, as needed.
- Encourage each chapter to designate a public issues committee or representative in order for communication to flow directly from the National Public Issues Committee.
- Develop a plan for accomplishing the committee purpose and submit to the National ESP Board.
- Submit annual report to the National ESP Board.

- Prepare an article for each issue of the Epsilon Sigma Phi Newsletter, The ESP Connection, and/or educational opportunities related to matters that affect ESP members or their ability to address issues of concern to the public.
- Carry out any other responsibilities assigned by the National ESP Board.

PUBLIC ISSUES LEADERSHIP DEVELOPMENT (PILD) CONFERENCE

Each year the partner organizations of the Joint Council of Extension Professionals (JCEP) hold the “Public Issues Leadership Development (PILD) Conference” in the Washington, D.C. area. The National Committee Chair for the Public Issues Committee will represent ESP on the PILD Planning

Team. ESP is also entitled to appoint one other representative to the PILD planning committee for a two-year term. This individual should also be a member of the Public Issues Committee. The national organization will support the two planning team members financially by providing registration and travel expenses as outlined in the reimbursement section. The PILD Conference is a professional development opportunity available to any member of a JCEP affiliated organization. Scholarships are available from ESP for first time participants.

Information about PILD can be found on the JCEP.org website.

PILD Conference Objectives

- Broaden understanding of public policy issues that impact Extension and Extension clientele.
- Enhance advocacy and public policy education skills.
- Learn how the changing political environment affects support for Extension.
- Build political and public support for Extension through consistent and targeted communication with decision-makers.
- Strengthen existing partnerships and explore new linkages with local, state, and Federal agencies.
- Visit with federal legislators and decision-makers to observe the political process in action.

SECTION H

RESOURCE DEVELOPMENT AND MANAGEMENT COMMITTEE

(Revised and Approved 10/2016)

Role of the Resource Development Management Committee:

To generate new ideas for resource development and management for professional development activities; to increase funding for professional development opportunities; and to review and monitor Epsilon Sigma Phi's financial management plan.

Committee Responsibilities:

- Develop and implement a yearly committee plan of work for accomplishing the committee purposes, including short and long term resource development and management goals, and submit to the National Board.
- Submit monthly committee meeting minutes and annual reports to the National Board.
- Prepare an annual balanced budget for ESP Board and National Council Approval (in collaboration with Executive Director, ESP Board Members, and Committees).
- Review budget and expenditures monthly and provide recommendations to the National Board.
- Complete an Annual Internal Fiscal Review per guidelines approved by the ESP Board.
- Monitor ESP investments regularly and make recommendations to the National Board.
- Regularly review investment reports and communicate annually with the firm managing the ESP investments (Organizational Fund and Development Fund)
- Periodically review the Development Fund Investment Policy and Spending Policy.
- Explore opportunities for and obtain new financial resources for the Epsilon Sigma Phi organization and the Development Fund.
- Plan, organize and implement fundraising and stewardship activities to support giving to the ESP Development fund (e.g., annual campaign, marketing materials for chapters).
- Communicate with the Epsilon Sigma Phi membership through newsletter articles and chapter presidents.
- Carry out any other responsibilities assigned by the National Board.
- See the policy section (Section O (*Policies*) - *ESP Financial Holdings, Investment, and Development Fund Policies*) for more information on ESP financial holdings, investment policies, the development fund, and development fund spending policies.

NATIONAL EPSILON SIGMA PHI DEVELOPMENT FUND

- The National ESP Council took steps in 1985 to establish a National Epsilon Sigma Phi Development Fund to foster even greater emphasis on "Partnership in Professional Excellence" among ESP members and the Cooperative Extension System as a whole.
- Epsilon Sigma Phi's most valuable asset is the quality of the Extension faculty/staff dedicated to serving people across the nation. Membership dues provide a base of financial support, within the chapters and nationally, for the ongoing operations of our organization. But, private tax-exempt contributions are necessary to provide an extra margin of excellence. After receiving legal counsel in 2002, the fund name of
- Foundation was dropped and Development was determined to be the more appropriate designation.
- Epsilon Sigma Phi has a commitment to future excellence through the Development Fund to:
- Provide scholarships for professional development and graduate study to promote teaching and research excellence to members.
- Provide mini-grants to chapters for professional development programs.
- Recognize and reward Extension professionals who have demonstrated outstanding educational competences, professionalism and programming.
- Publish the latest literature on professionalism and professional development opportunities for Extension faculty/staff.
- Prepare resource materials that chapters can use to emphasize professionalism to prospective members.
- Update and maintain a record of Epsilon Sigma Phi history and encourage chapters to implement Extension history projects.
- To help reach a projected goal for an endowment fund of at least \$500,000, each chapter is asked to name an Endowment Chair to give leadership to the local effort. The National Board named the Resource Development and Management Committee to give leadership and develop support materials for use with the chapter campaigns.
- The Scholarship Auction at the National ESP Conference generates revenue for the Development Fund.

SECTION I

MARKETING COMMITTEE

(Revised and Approved 10/2016)

Role of the Marketing Committee:

To advise the National ESP Board on strategies for marketing ESP to potential members while promoting the ESP organization and image.

Committee Responsibilities:

- To review and make recommendations regarding branding and marketing materials to be produced, including free vs. cost items.
- To coordinate with identified vendor for "for-sale" items to assure availability of a variety of items and prices for our membership.
- To provide support/promotional materials about ESP for state chapter use.
- To review and make recommendations regarding the content of promotional materials for an ESP marketing campaign.
- To create marketing templates as necessary to promote consistency in branding for ESP webinars, events or other communications through PowerPoint or other publishing programs.
- To assist in developing creative strategies for marketing efforts and work in coordination with the Resource Development Committee to obtain funding to support them.
- To help identify, share, and promote "best practices" in marketing among our chapters across the country.
- Provide a formal social media liaison to the general membership for posting on Facebook and/or other social media outlets. The liaison's role is to accept content from membership, review for accuracy and consistency with ESP, post the content to Facebook or other social media, and track the use and engagement of Facebook by ESP membership over time.
- Submit an article for each publication of the ESP *Connections* Newsletter.
- Provide a web link to ESP Marketing Strategies.
- Annual Meeting responsibilities include hosting a Marketing table at the Poster Session with a marketing Poster. Members attending the Conference will also sell marketing items as provided by the National Office. The Marketing Committee will coordinate with the National Office to determine inventory, posters and additional supplies that will be required to sell at the Annual Conference.

MARKETING EPSILON SIGMA PHI

- "**Marketing**" Extension is being conducted in many states. The same principles of marketing Extension can be applied to "marketing" Epsilon Sigma Phi. Motivating members to "market" Epsilon Sigma Phi is necessary; the Membership Chair cannot do it alone. The Executive Committee and National

Board members need to be involved and supportive of membership efforts. We embrace Vipperman's *Four "C's" of Marketing* as noted below:

- **Commitment**, Coordination, Communication, and Consistency--could be applied to Epsilon Sigma Phi. Commitment is essential from Epsilon Sigma Phi members to reach out to potential members. A successful membership campaign/drive cannot succeed without every member's enthusiastic support. Members and potential members need to know why Epsilon Sigma Phi exists and the benefits of belonging.
- **Communication** is necessary -- with members and non-members. The Membership Chair should discuss Epsilon Sigma Phi benefits with members, potential members, and former members to help them gain appreciation for the worth of Epsilon Sigma Phi. Enthusiasm and support will be directly related to the amount of information and feedback everyone receives. Communicate Epsilon Sigma Phi through newsletters and meetings. Give members opportunities to respond to your membership efforts. Social media is a new and effective manner to communicate with members. We encourage active participation on social media outlets around your ESP efforts. The National ESP Office maintains a Facebook Page that located at <https://www.facebook.com/espnational/>. We encourage every state Chapter to maintain an ESP Chapter Facebook Page and "Like" the ESP National Page. The Marketing Committee hosts a Facebook Liaison who is responsible for national posts, pictures, events, webinars, flyers or other news. Any item that needs posted can be emailed to this Liaison for a direct post to Facebook. This Liaison will continually be a member of the Marketing Committee but the person may change from year to year.
- **Coordinate** membership efforts. Once the membership plan has been developed, ensure that the momentum persists. Hold Membership Committee meetings regularly-- by telephone, by conference call, in person (if possible), or by mail if there is no other alternative. Get regular reports from your committee members.
- **Consistency** in achieving goals plays an important role in membership. Don't let down your efforts! Anticipate peaks and valleys. Identify specific activities that are manageable during your busy times. List other activities that can be addressed during slow times (if that ever happens in Extension!) Consistency is a critical factor in achieving marketing success, just as in achieving membership success. According to Vipperman, "It's essential to prepare your people for marketing. It's a team task." The same applies to membership. It is essential to prepare your members for marketing membership, for it, too, is a team task.

Three tools are often useful to chapters when marketing Epsilon Sigma Phi: (1) a **promotional brochure** for your chapter (see "EPSILON SIGMA PHI, (2) The Cooperative Extension Professionals' Organization") a **chapter newsletter or chapter**

handbook for all members, and (3) a membership roster of your **chapter members**. Many chapters produce two to four-chapter newsletters each year and most have chapter officer handbooks.

Suggestions for Marketing ESP:

- Many other organizations maintain information on membership. Glean from their ideas. And finally, wear Epsilon Sigma Phi nametag, pins, ribbons, shirts, jackets and other ESP marketing collateral that are available through the National ESP Office.
- **Supplies and Resources Available from the National ESP Office are located here - <http://espnational.org>.**
- Bookmark Listing National Board: Each year a bookmark listing names, addresses, phone, FAX # and e-mail address of national board is released. These are available for all members upon request.
- Brochures are posted on the website to be downloaded and printed as needed.
- Constitution and Bylaws: Available under the Resource Tab in the National Handbook.
- Epsilon Sigma Phi Exhibit Panel (vertical): Free-standing exhibit that pulls like a window shade is available free for short-term local use. Preview is available on the website under the "Orders" button. Chapter pays return postage to the National Office.
- Epsilon Sigma Phi Pocket Folder: Double pocket folder, ivory colored with Epsilon Sigma Phi key on the cover.
- Epsilon Sigma Phi Jewelry & Custom Imprinted Promotional Items. Order direct from National ESP website. Orders can be placed by going to the Resource Tab. There is a list of available items that can be printed out. This list is found under the Downloads Tab.
- Extension Professionals' Creed: 8-1/2 x 11 size creed suitable for framing. Often presented to new members as part of initiation ceremony.
- National Epsilon Sigma Phi Newsletter: ESP Connection Published six times per year by the National ESP Office with input from National Board and Committees. Annual members and Life Members who have provided their email addresses receive e-mail notification of posting on the ESP website. Life members without email addresses receive three hard copies annually through the mail. Current issue is posted on the website at <http://espnational.org>. Current and past editions of the newsletter are posted on the ESP website under the newsletter tab.
- New Annual Member and Life Member Certificates: Certificates for chapter presentation to new annual and life members are provided to chapters. New member information must be completed on the website.
- Peel-Off Epsilon Sigma Phi Emblem Seals: Green on gold (1-1/2 x 3/4). Great for name tags, place cards, host ribbons, envelope seals, etc.
- Check the supply listing for a complete listing including new materials that become available. Refer to the supply listing for current prices here - <http://espnational.org>.

SECTION J

Chapter Relations Committee

(Revised and Approved 10/2016)

Role of the Chapter Relations Committee:

- The National Chapter Relations Committee is chaired by the National ESP 2nd Vice President. Unlike the other standing committees, the Chapter Relations Committee members are based on their office rather than by appointment.
- The members of the committee are the National 2nd Vice President, the four Regional Vice Presidents and the Executive Director serves as an ex-officio member of the committee.
- At the national level the Chapter Relations Committee focuses on strengthening and enhancing chapters and leadership within the chapters through the following:
 - Providing resources and training to support the development of chapter and member leadership.
 - Promoting leadership opportunities to membership; i.e. National Committee membership and National Officer Opportunities.
 - Strengthening and enhancing linkages between the ESP National Board and chapters.
 - Providing support to chapters who are forming, rebuilding or strengthening.
 - Making recommendations to chapters on techniques and methods for strengthening chapter health.
 - Striving to build a viable chapter in each state or multi-state coalition.
 - Keeping chapters informed about available resources for strengthening chapters.
 - Providing opportunities for communications between chapters.
 - Recognizing chapter officers during ESP National Conferences.
 - Developing a plan for accomplishing the committee purposes and submit to National Board.
 - Submit mid-year and annual reports to the National Board.
 - Carrying out other responsibilities assigned by the ESP National Board.
 - Where appropriate coordinating work with the Membership Recruitment and Retention Committee

SECTION K

Chapter Resources Handbook

(Revised and Approved 10/2016)

BUILDING STRONG EPSILON SIGMA PHI CHAPTERS

Epsilon Sigma Phi is both an honorary and educational organization, with about 5,000 committed career professionals, representing 41 annual state/territory chapters.

The strength of the national Extension Professionals' Organization rests largely on the strength of each respective chapter. Epsilon Sigma Phi is the only Extension-wide professional organization. Its primary purpose is that of building and maintaining a strong profession.

The National ESP Board of Directors has identified the following factors that seem to contribute to the success of strong chapters.

This list could serve as a basis for chapter assessment by your board of directors and committees:

- Elected officers, who are imaginative, committed, dedicated, and hard working in support of Epsilon Sigma Phi.
- National ESP Board members who provide strong two-way communication between the chapter members and the chapter board.
- Chapter goals that are carefully defined, planned, evaluated, and updated by the National ESP Board members annually, and take into account the National Epsilon Sigma Phi goals and objectives.
- Annual committees that make use of the national Chapter Handbook. (Each chapter officer should have a copy, and relevant pages distributed to appropriate committees.)
- Programs that emphasize recognition of outstanding leadership and program accomplishments of agents, specialists, supervisors, administrators, lay leaders, and secretaries.
- Annual scholarship and grant programs that have been established for furthering professional improvement.
- Epsilon Sigma Phi officers meet with the leadership of the Extension professional associations periodically and jointly with the state administration at least annually.
- Retired/Life Epsilon Sigma Phi members are actively involved in all phases of the chapter activities.
- Chapter Board meetings are held regularly and all committee reports submitted promptly.
- An annual statewide chapter meeting with a recognition banquet, initiation of new members and other special features.
- A regular chapter newsletter as one important means of keeping all members informed.

- Active participation in regional and national activities: members on the National ESP Board of Directors and committees, participation in national/regional conferences and professional improvement workshops, and participation in national/regional/state award programs.
- Membership dues in an amount that will financially support an aggressive chapter program.
- Major chapter accomplishments are shared with all other Epsilon Sigma Phi members nationwide through articles submitted for inclusion in the ESP Connection.

STRATEGIES FOR EXCELLENCE

National Epsilon Sigma Phi discussion groups have made the following recommendations that can be a starting point for planning new or renewed directions for chapter planning:

Strategies for Increasing Individual Excellence:

- Be committed to professional excellence.
- Define excellence in personal terms.
- Develop individual "objectives for excellence" and implement.
- Set short-term and long-term professional goals and periodically assess them.
- Develop a plan for continuing professional growth, including academic degree or course work. Actively participate in professional organizations that promote excellence.
- Commit to the standards as well as the goals of Extension and the University system of which we are a part.
- Focus should be on those that are most important.
- Learn to describe Extension (its philosophy, work, and impact) in terms understood and appreciated by the audience being addressed. (For example, community leaders, decision makers).
- Be part of a mentoring system for new staff.
- Build a coalition dedicated to the entire organization--not based on "we" and "they".
- Share knowledge and expertise with other professionals through professional association work, presentations, and written articles/publications.
- Increase evaluation and accountability skills.
- Recommend capable co-workers for positions, committee appointments, elective office, and recognition/awards.
- Positively market Extension--its faculty/staff, programs, potential, and impact.
- Promote not only individual excellence but also excellence through teamwork and interdisciplinary efforts.
- Focus on similarities rather than differences when communicating or working with others.

Strategies for Increasing Organizational Excellence:

- Make certain that those in leadership positions within the University system and other decision makers know about the Cooperative Extension System--who we are, what we do, why we do it, and the impact of our efforts.
- Set standards of excellence for Extension and help faculty and staff define excellence at each level in the organization.
- Help each part of Extension recognize and appreciate the strengths and challenges of other components.
- Provide new staff members with background philosophy of Extension.
- Encourage staff to participate in professional organizations.
- Include Epsilon Sigma Phi and agent association representatives on the program for new staff orientation.
- Help staff set professional goals, prioritize these, and then periodically help them to evaluate progress.
- Establish a plan for marketing Extension--as a whole rather than by program component.
- Identify what we do best and focus on that center of excellence.
- Establish a mentoring system for new faculty/staff by assigning them to work closely with a faculty/staff member whose excellence is recognized.
- Establish internship opportunities.
- Provide opportunities for administrators and faculty/staff to share mutual and individual goals in a non-threatening atmosphere.
- Establish criteria for Extension faculty/staff in the tenure process, based on assigned responsibilities. Share these criteria with administrators.
- Support the increasing development of faculty/staff competency, including encouraging professional development through graduate study and sabbatical leaves.
- Assist those in supervisory levels in developing counselling skills and skill in conducting performance evaluations.
- Strengthen communication and promote an attitude of excellence at all levels.

CRITERIA FOR CHAPTER SELF-EVALUATION

"How well is our chapter of Epsilon Sigma Phi doing in a sincere effort to achieve our present and future goals and objectives?" Chapter officers and/or evaluation committee should ask this question every year. A thorough and objective self-assessment can help your present and future membership interests and make maximum use of limited financial resources.

- The National ESP Board, with valuable input from several Epsilon Sigma Phi members, recommends the following criteria as a guide to follow in this important and challenging task:
- Nature and scope of educational program, e.g., chapter objectives defined in writing, program of activities in published form, newsletter, recognition of member achievement, nature of annual meeting, etc.

- Support of professional improvement program, e.g., scholarships to members, recognizing professional achievements, seminars, workshops, recruiting new staff, orientation training, etc.
- Pattern and scope of chapter organization to actively involve all members in policy decisions, assigning and accepting responsibility, etc.
- Nature and extent of involvement of retired members, e.g., percent of annual members becoming life members, participation as officers and on committees.
- Percent of eligible faculty/staff members that are Epsilon Sigma Phi members.
- Percent of increase in ESP membership in past three years.
- Nature and extent of recognition program, e.g., outstanding life members, achievement of members, Friends of Extension, both state-wide and nationally.
- Membership records up-to-date, dues and other reports submitted promptly.
- Members serve on state/regional/national committees/board, host national recognition banquet, and participate in JCEP Regional Leadership Workshops and National ESP Conference.
- Other pertinent criteria associated with your chapter.
- A weighted score might be assigned to each criterion, as determined by your officers, as a measure of numerical progress each year.
- Most of the criteria listed above coordinate well with the National goals and objectives.
- Take a look at these goals when planning your chapter activities and projects. How well is your chapter of Epsilon Sigma Phi doing in providing services and information to your members? A thorough and objective self-assessment can help your present and future membership feel that Epsilon Sigma Phi makes a valuable contribution to their professional career. Please check those where you feel you are meeting the criteria.

Criteria

- Chapter objectives have been defined in writing and communicated to all members.
- National goals have been reviewed with Chapter Board members and some goals included as part of the chapter plan of work.
- A newsletter is mailed regularly to all members.
- A newsletter is mailed annually to all Extension staff members as a way of informing them about Epsilon Sigma Phi.
- Letters (personal contact) are mailed to eligible staff members encouraging them to join.
- Letters (personal contact) are mailed to all retirees encouraging them to become life members.
- Follow-up letters (personal contact) are mailed to any staff members who did not initially join and to retirees who did not initially become a life member.
- Our chapter has had members receive mini-grants.
- Our chapter has had members receive a scholarship.
- We fulfilled our commitment to support the Development Fund.

- Awards are provided for our members.
- Nominations are made by our chapter for the various national awards.
- Our chapter nominated people to serve on national committees.
- Our chapter dues were paid by February 1.
- Our chapter was represented at the National ESP Conference.
- Our chapter was represented at the JCEP Regional Workshop.
- Our chapter will have at least one participant at the Public Issues Leadership Development Conference (PILD) in the spring.
- We hold professional improvement workshop/seminars for our annual and retired members.
- We have an annual chapter meeting.
- The National Chapter handbook (all or parts) has been given to all chapter officers and committee chairs.
- Epsilon Sigma Phi officers meet with the leadership of the Extension professional's associations periodically and jointly with the state administration annually.
- Board meetings are held regularly and all committee reports are submitted promptly.
- Membership changes are reported to the National ESP Executive Director promptly.
- Committee contacts are reported to the National ESP Executive Director promptly.
- Newly elected officers are reported to the National ESP Executive Director promptly.
- Please indicate the number or percent for the following questions:
- We have life members serving on a state committee or as a state officer.
- Of the eligible Extension staff, we have percent as ESP members.
- During the past year, percent of our retired members who were eligible became life members.
- Our membership has increased percent or decreased percent during the past three years.
- Please list one goal that you will implement in your chapter between now and the National ESP Conference.
- Please list one or more items that you feel need attention by the National ESP Board.

GUIDELINES FOR CHAPTER OFFICERS

These are suggestions for your consideration when establishing, reviewing, or revising the duty guidelines for chapter officers. This is an extensive listing and should be adapted and customized to fit your state's structure, expectations, and guidelines.

President:

- Chairs all meetings of executive committee/board, board of directors, and chapter.

- Schedules regular meetings and plans agenda for executive committee/board, board of directors, and chapter meetings.
- Appoints all committees and gives a list of responsibilities and any special tasks for year.
- Chairs annual business meeting, sets agenda, reminds all officers and committees about their expected participation.
- Gives President's report at annual business meeting. Chairs annual meeting (works with vice president or president-elect in arranging program).
- Authorizes payment of non-recurring bills. ➤ Signs all certificates of recognition awarded to chapter members.
- Assists recognition committee in submitting nominations for national recognition.
- Provides for appropriate balloting for national recognition and makes sure secretary or recognition chair returns ballot to National ESP Executive Director.
- Sees that the chapter delegate(s) to the National ESP Council is/are selected and the National ESP Executive Director notified.
- Serves on executive board/committee, as past president/advisor, during year following presidency.

Vice President/President-Elect:

- Functions as a president-elect, so exercises some administrative powers and duties as a learning/preparation experience.
- Succeeds to presidency on recommendation of nomination committee and vote of membership the following year.
- Functions at the direction of and in the absence of the president.
- Coordinates work of all committees. Serves as program chair for the annual meeting.
- Works with chapter directors and membership committee in contacting prospective new annual and life members, "overdue", and dropout members.

Secretary (may be combined with Treasurer):

- Records complete official minutes of annual business, executive committee/board, board of directors, and any special state Epsilon Sigma Phi meetings. Handles all official correspondence on behalf of the chapter.
- Corresponds with National ESP Executive Director on behalf of chapter on all matters except financial. Supplies framed Extension Professionals' Creed, State ESP Constitution/Bylaws, and National ESP Constitution/Bylaws for each new member at annual initiation ceremony.
- Stores or orders from National ESP Office ESP banner for annual business meeting and initiation. Presents secretary's minutes at executive committee/board, board of directors, and annual business meeting.
- Assists recognition committee in submitting nominees for national recognition.
- May attend National ESP Conference as a voting delegate, if authorized by chapter.
- May attend the Regional Workshop as an official delegate of the chapter.
- Invites all life members to annual meeting by individual invitation or through newsletter article; recognizes them during the meeting.

- Invites all retiring members to annual meeting by individual invitation or through newsletter article; recognizes them during the meeting.
- Handles printing of an adequate supply of letterhead paper and envelopes; distributes as needed to officers and committees.
- Maintains a supply of various locally produced recognition certificate forms that may be needed by the chapter recognition committee.
- Orders various certificate forms from National ESP Executive Director at the request of recognition committee. Maintains a supply of nationally supplied materials needed for chapter business (Extension Professionals' Creed, National ESP Constitution, various leaflets, etc.).
- Maintains an adequate supply of certificate frames (8-1/2 x 11) for use by the membership, recognition, and other committees.
- Works with chapter historian/annalist in collecting materials for yearly historical records of chapter.
- Assists newsletter editor in mailing chapter newsletter.
- May cast the chapter's ballots for national recognition and send to the National ESP Executive Director. Records the membership numbers assigned to new members by the National ESP Office.
- Submits names, supplied by memorial/necrology committee, of deceased members to National ESP Executive Director.
- Prepares an annual report for distribution at annual business meeting that contains written summaries from all chapter officers and committees.

CHAPTER TREASURER:

- The Chapter Treasurer plays a significant role in the operation of both the chapter and the National Extension Professionals' Organization. The Chapter Treasurer has the responsibility for fiscal accountability of the chapter as well as the collection and payment of the National membership dues.
- The Chapter Treasurer:
- Serves as the chapter financial officer and maintains membership records.
- May serve as both the chapter financial and as the chapter secretary and/or membership chair.
- Maintains chapter checking, savings, and special fund accounts.
- Works with budget committee in developing budget for upcoming year immediately after close of chapter fiscal year, and if possible, before the annual business meeting.
- Keeps record of all chapter income and expenses using approved accounting procedures.
- Collects membership dues; submits periodic and annual dues reports to National ESP Executive Director.
- Pays National ESP dues by February 1.
- Pays non-recurring bills authorized by president; pays recurring bills routinely.
- Works with audit committee in having financial records audited immediately after close of chapter fiscal year, and if possible, before the annual business meeting.

- Accepts initiation dues payments from new member candidates and forwards them to the National ESP Executive Director. Accepts life membership payments from retired chapter members and forwards them to National ESP Executive Director.
- Corresponds with the National ESP Executive Director on all matters relating to the finances of the chapter.
- Gives the treasurer's report at the annual business meeting, including a written annual financial summary.
- Sends notice to National ESP Executive Director at the close of the chapter's fiscal year, reporting all members who have been dropped for non-payment of dues.
- NOTE: Chapters are encouraged to obtain their own IRS tax identification number for their chapter accounts as the National ESP Board cannot be liable.

Historian or Annalist:

- Collects information about the chapter annually and records the activities and significant accomplishments of the chapter to create an ongoing history of the chapter. Each chapter will determine the type of information that is kept and archived. The National ESP organization will call on chapters to contribute information of interest to be included in the annals of the National Epsilon Sigma Phi organization. Historical overviews of the National Organization will be prepared in conjunction with special milestones for the organization and for Extension in general.
- Newsletter Editor: Edits and publishes at least two issues of chapter newsletter. The newsletter editor works with annalist in mailing newsletters, keeping mailing list up-to-date and in maintaining newsletters as part of the history of the chapter.

GUIDELINES FOR CHAPTER COMMITTEES

These are suggestions for your consideration when establishing, reviewing, or revising the guidelines for chapter committees. This is an extensive listing and should be adapted and customized to fit the state's structure, expectations, and guidelines.

NOTE: A chapter may choose to develop additional committees as needed.

Scholarships, Grants and Recognition Committee

- Considers nominations from chapter for national recognition; follows through on selection process and submitting entries to National ESP Executive Director.
- Considers nominations for nationally supported state recognition; follows through on selection process, securing certificates, and making presentations.
- Considers nominations for any chapter-originated state recognition; follows through on selection process, securing certificates, and making presentations. A —Generic certificate is available from the National ESP Office.
- Searches records and identifies members who have completed 25, 30, 35, and 40 years of professional service in Extension.

- Arranges for appropriate tenure recognition ceremonies, written summaries for use in newsletters and/or program booklets, certificates, and/or other appropriate mementos.

Resource Development & Management Committee

- Develops a budget for coming year for chapter, using past income and expenditures as a guide.
- Confers with officers and committees who can identify sources of income and project probable expenses in the year ahead.
- Presents budget recommendations to board and chapter members.
- Makes annual audit of previous year's financial records and attests to the accuracy and completeness of the treasurer's report at the end of the chapter's fiscal year.
- Makes recommendations for changes in procedures that might contribute to better efficiency and accountability in the future.
- Develop methods to generate funds for special needs and projects.
- Make recommendations to the board for proposed actions.

Constitution and Bylaws Committee:

- Studies the National ESP Constitution and Bylaws, the National ESP Council minutes (as published in Annual Report), and the State ESP Constitution and Bylaws to make sure national and state guidelines are being followed.
- Suggests revisions in State ESP Constitution, Bylaws, and procedures to keep up with changing trends.
- When a revision of State ESP Constitution or Bylaws are necessary, takes the necessary steps to present the changes to the membership, and handles the necessary voting procedures to bring the matters to a vote.
- Studies national and state officer and committee guidelines and suggests revisions in state guidelines when necessary.

Global Relations Committee:

- Maintain current list of chapter members working in foreign countries, with location, address, etc. Provide this information to the National Global Relations Committee.
- Learn about "foreign Extension individuals" who are studying or working in your state. Invite them to State meetings and ask them to be honorary members of your chapter.
- Select a foreign country for a concentrated effort in establishing an Epsilon Sigma Phi affiliation. Consider a country with which your State Extension Service is already involved under a University contract, Title XII, or another arrangement, where member(s) of your chapter is/are on a tour of duty, or that has Extension personnel or students studying in your state.

- Invite Extension oriented persons from your selected country to be a guest or speaker at a chapter meeting and to become an associate member of your chapter.
- Invite the Agricultural Attaché or similar person in the U.S. from your selected foreign country to be a speaker at a special Epsilon Sigma Phi event in your state. Ask the Attaché to discuss Extension in his/her country--request information on women, youth, and/or agricultural programs. (NOTE: Agricultural Attachés often visit Land Grant Universities.)

Public Issues Committee:

- Studies Federal and State legislative matters that affect Extension Systems and are of interest to Epsilon Sigma Phi. Keeps the membership informed of these matters.
- Studies changes and proposed changes in State and Federal retirement programs.
- Makes recommendations to the National ESP Board for proposed actions.

Membership Recruitment and Retention Committee:

- Obtains from annalist (or secretary) a list of eligible prospective members, in advance of chapter annual meeting.
- Sends letter of invitation (application form) to prospects.
- Collects initiation fee/dues from initiates and sends them to chapter treasurer.
- Conducts an induction ceremony at chapter annual meeting.
- Presents to new members:
 - Epsilon Sigma Phi lapel pin or tie tack;
 - National ESP Constitution/ Bylaws;
 - State ESP Constitution/Bylaws;
 - Extension Professionals' Creed;
 - Membership certificate.

Memorial/Necrology Committee:

- Determines (from Extension Personnel Office and other sources) names of deceased members and former members.
- Prepares a tribute to each deceased member and former member for chapter annual meeting program.
- Presents these tributes at chapter annual meeting.
- Sends sympathy card to deceased's relatives on behalf of chapter (when appropriate).
- Sends list of deceased members to state secretary and National ESP Executive Director.

Nomination Committee:

- Prepares a slate of potential officer and chapter/council director candidates each year, after contacting potential candidates, acquainting them with the duties of the respective offices, and determining their willingness to serve.

- Presents slate at chapter business meeting for consideration and approval.
- Professional Development Committee
- Informs the membership of state scholarship and/or loan funds that are available for Epsilon Sigma Phi members for advanced professional study.
- Informs the membership of the national scholarship, grant, and loan funds that are available for Extension workers through Epsilon Sigma Phi and other professional organizations.
- Studies ways to promote and foster professional improvement at the chapter meeting of Epsilon Sigma Phi and other professional organizations to which Extension professionals belong.
- Encourages regular review of The Journal of Extension (JOE) at <http://www.joe.org/> .
- Encourages members to go on special study tours.
- Involves members to grow in the profession.

Retiree/Life Member Committee:

- Helps collect information about activities of life members that the newsletter editor can use.
- Considers ways that individual life members can become more involved in chapter activities.
- Encourages consideration, planning, and implementation of special activities related to interests of retiree's group within chapter.
- Helps with fellowship reception for life members and friends prior to or following annual meeting.

CHAPTER RECOGNITION PROGRAM

Membership participation and chapter organization and activities are a strength of Epsilon Sigma Phi. Chapters that provide beneficial opportunities for their members also find strong membership and growth. Two national chapter recognition programs, the Chapter of Merit and the Achievement in Chapter Membership, identify those chapters meeting ESP goals and providing professional development opportunities for members. The programs also serve as an evaluation tool for chapter leadership to learn more about how their chapter is performing.

Chapter of Merit

The **Chapter of Merit** recognition program was developed by the ESP National Board to provide recognition for those chapters who have put forth an exemplary effort to forward the cause of the Extension system and to provide professional development opportunities for their members.

The Chapter of Merit application is online at www.espnational.org From the home page top menu bar choose **FORMS** and then **CHAPTER RECOGNITION**.

Points are awarded based on how the application questions are answered (see below). The categories evaluated reflect areas identified as important to develop and maintain a strong ESP chapter. The time frame for the ESP Chapter of Merit recognition is March 1 – February 28th of each year. Online applications are due May 1. Points for categories are Platinum Standard (40+) Gold Standard (35-40) Silver Standard (28-34) Bronze Standard (20-27). Chapters are recognized at the National ESP Conference.

The application questions are below, however it is also a good idea to check on website to make sure the application has not changed.

Organization/Leadership

Chapter has a Constitution/By-Laws in place (Yes - 1 point, No - 0 points)

Chapter Has President, President-Elect and Treasurer (Yes – 1 point, No -0 points)

Chapter has following Committees:

- Professional Development Committee – (Yes 1 Point, No-0 points)
- Scholarship, Grants and Recognition Committee - (Yes - 1 point, No-0 points)
- Resource Development and Management Committee - (Yes - 1 point, No-0 points)
- Membership Recruitment and Retention Committee - (Yes - 1 point, No-0 points)
- Public Issues Committee - (Yes - 1 point, No-0 points)
- Global Issues Committee - (Yes - 1 point, No-0 points)
- Marketing Committee - (Yes - 1 point, No-0 points)

Officers are elected on a regular schedule - (Yes - 1 point, No-0 points)

Executive Board meets at least twice annually - (Yes - 1 point, No-0 points)

Leadership participates in the JCEP Leadership Conference - (1 point per attendee)

Leadership participates in the ESP National Council Meeting - (1 point if all official delegates attended)

Chapter dues are paid by the February 1 deadline - (Yes - 1 point, No 0-points)

Chapter participates in e-mentoring of other ESP Chapters - (Yes - 1 point, No 0-points)

Scholarships, Grants and Recognition

Chapter provides recognition for membership in the following areas:

Distinguished Service Recognition - (Yes - 1 point, No 0 points)

Mid-Career Service Recognition - (Yes - 1 point, No - 0 points)

Early Career Service Recognition - (Yes - 1 point, No - 0 points)

Continued Service Recognition - (Yes - 1 point, No - 0 points)

International Service Recognition - (Yes - 1 point, No - 0 points)

Administrative Leadership Recognition - (Yes - 1 point, No - 0 points)

Visionary Leadership Recognition - (Yes - 1 point, No - 0 points)

Distinguished Team Recognition - (Yes - 1 point, No - 0 points)

Diversity Multicultural Individual - (Yes - 1 point, No - 0 points)

Diversity Multicultural Team Recognition - (Yes - 1 point, No - 0 points)

Retiree Service Recognition - (Yes - 1 point, No - 0 points)

Chapter provides recognition for Friends of Extension - (Yes - 1 point, No - 0 points)

Chapter presents Meritorious Support Recognition - (Yes - 1 point, No - 0 points)

Chapter submits nominees for the National Recognition Program - (Yes - 1 point, No - 0 points)

Chapter Votes in National Recognition Program for Regional and National Nominees – (Yes - 1 point, No - 0 points) 6. Chapter

has submitted a request/received a Professional Development Grant - (Yes - 1 point, No - 0 points)

Member Recruitment and Retention

Chapter initiates new members every year - (Yes - 1 point, No - 0 points)

Chapter recruits Life Members from retiring members - (Yes - 1 point, No - 0 points)

Chapter collects annual dues from membership in a timely manner - (Yes - 1 point, No - 0 points)

Chapter has a website for membership information - (Yes - 1 point, No - 0 points)

Professional Development

Members participate in the ESP National Meeting - (1 point per member)

Member submit proposals to present at National Meeting - (Yes - 1 point, No - 0 points)

Members participate in JCEP Regional Leadership Conferences - (Yes - 1 point, No - 0 points)

Chapter publishes a newsletter - (1 point per issue)

Public Issues

Members participate in the Public Issues Leadership Development Conference (PILD) – (Yes - 1 point, No - 0 points)

Resource Development and Management

Chapter Provides Scholarships for members - (Yes - 1 point, No - 0 points)

Chapter supports the ESP Development Fund through the auction/donations - (Yes - 1 point, No - 0 points)

Chapter uses good financial practices in managing the chapter's resources - (Yes - 1 point, No - 0 points)

Global Relations

Chapter recognizes members for work in Global Issues - (Yes - 1 point, No - 0 points)

Achievement in Chapter Membership

The **Achievement in Chapter Membership** recognition program is a responsibility of the Membership Recruitment and Retention Committee. The objectives are to:

1. Recognize chapters' growth in membership, including new annual and life members;
 2. Recognize retention of current annual members;
 3. Encourage systematic efforts to inform all potential members about membership opportunities.
- The application process includes a chapter self-assessment of their membership activities (online application) and providing documentation of chapter membership recruitment and retention efforts (documentation is evaluated by the Membership Recruitment and Retention Committee.)
 - Online applications are due May 1 and should include activities and membership numbers from March 1st of the prior year through February 28th of the current year.
 - The categories evaluated reflect areas identified as important in the recruitment and retention of members, not total membership numbers.
 - Where membership numbers are used, they will be used to calculate a **percentage** of members gained or retained.
 - Points are awarded based on how the application questions are answered (see below), and are used to determine Platinum Standard (40+), Gold Standard (35-40), Silver Standard (28-34), or Bronze Standard (20-27).
 - The Membership Recruitment and Retention Committee may also choose to recognize a top chapter overall or a top chapter in each region, based on points earned. Chapters are recognized at the National ESP Conference.
 - The application is online at www.espnational.org From the home page top menu bar choose **FORMS** and then **CHAPTER RECOGNITION**. The application questions are below, however it is also a good idea to check on website to make sure the application has not changed.

Achievement in Chapter Membership Application

Does the Chapter have a Membership Chair or a Membership Committee - (Yes - 1 point, No - 0 points)

Did the Chapter have over 90% of their annual dues submitted by February 1? - (Yes - 1 point, No - 0 points)

Was an initiation ceremony held for new members? - (Yes – 1 point, No 0 points)

Was there an initiation ceremony for new Annual Members? (Yes – 1 point, No - 0 points)

Was there special recognition for new Life Members? (Yes – 1 point, No 0 - points)

Provide evidence of a defined membership campaign by attaching files to show what was done (up to two files can be uploaded; 2mb max)- (up to 20 points awarded; evaluation by the Membership Recruitment and Retention Committee)

Enter the number of Renewed/Annual Members this year -

Enter the number of Renewed/Annual Members last year -

Enter the number of new Life Members this year -

Enter the total number of members this year

Enter the total members last year

POLICY FOR PAYMENT OF NATIONAL ESP DUES

The governance documents for Epsilon Sigma Phi, The Extension Professionals' Organization, set January 1 through December 31, as the fiscal and membership year for the organization. The fact that chapters may observe other time periods for their fiscal years does not alter the obligation for the chapters to pay their National Epsilon Sigma Phi dues on the basis of the National fiscal and membership year. The use of the online system allows members to pay throughout the year. When properly maintained by the chapter membership chair and/or the chapter treasurer when members pay their dues they are credited for a year of membership. If they choose to prepay for the coming year they can do so and they will be credited for the next year that dues are due.

Since the chapters are allowed to collect dues at their own convenience and since now a member can pay dues online at any time, the national organization needed to establish a date by which dues were due for all chapters. The national organization has established the cutoff for payment of dues to be February 1 of each year. The number of member dues paid by February 1st is used to make the decisions that are based on the number of members in individual chapters. The number of delegates to National Council, the number of recognition awards that are given and the number of votes for regional and national recognition are all determined by the number of paid members as of the February 1st date. Dues will be received until September 1st of each year. Due to the work of preparing for the national conference which is usually held in October, the national office asks that there be no dues collected in the month of September. October 1st is the beginning date for the dues campaign for the following year.

Dues should be submitted for the approaching year in the final quarter of a given year and be completed by February 1st. The national office will remit the chapter portion of dues to the chapters on a monthly basis if the amount due is warranted. Paid-up life time memberships may be submitted at any time.

INFORMATION FOR CHAPTER TREASURER

It is important that the person responsible for membership on the chapter level be trained in the use and management of the online membership program. The national office will conduct training sessions online on proper management of the online membership records for the chapters. This process will include updating the membership information for their chapter which includes the following:

- Archival of unpaid members

- Creating new dues invoices
- Review of member information to insure accuracy
- Notifying the National Office of Members who have passed

For chapters who are unable to use the online system due to the structure of professional organizations in their state (dues are collected as a part of group enrollment for all professional Extension organizations) the following procedure must be followed:

- Chapter membership official will submit a check for all members
- Chapter membership official will submit a list that clearly identifies the members that are included in the dues check
- The national office will one they have been verified will credit the members that were paid for by the chapter in the online system

When memberships are not paid, members cannot receive the benefits Epsilon Sigma Phi offers, nor the communications needed to alert them of opportunities.

Membership Campaign – Information is sent to Chapter Presidents. Chapter Membership Chairs and Chapter Treasurers in November of each year with instructions on how to conduct and report the annual membership information and dues submission.

Correspondence regarding National Dues should be sent to:

Greg Price

ESP National Executive Director

SEND DUES AND MEMBERSHIP REPORT TO:

Epsilon Sigma Phi National Office

55 Walton Place Drive

Newnan, GA 30263 espoffice@espnational.org

Phone: 470-347-3094

PROCESS FOR CHAPTER EVALUATION OF NATIONAL ESP EXECUTIVE DIRECTOR

- **October** - National ESP Council attendees made aware that an evaluation process is in place for evaluating the performance of the National ESP Executive Director.
- **March 1** - Evaluation forms are made available by National Past President to Chapter Officer(s), National ESP Board Members, National ESP Executive Director and staff for performance appraisal.
- **April 1** - Evaluation forms returned to National Past President. He/she and/or an appointed committee compile results prior to mid-year board meeting.
- **Mid-Year Board** - Meeting Personal interview is conducted by President, President-Elect, and Past President with National ESP Executive Director and Staff.

- **Mid-Year Board Meeting Report** - is made at mid-year board meeting so results are known prior to decisions made regarding signing of contract or increase in compensation and budget formation.
- **October** - Report of results made at National Conference.

RELATIONSHIP OF CHAPTER OFFICERS TO NATIONAL ESP OFFICE

The following duties of chapter officers relate only to their responsibilities to the National Organization. This in no way attempts to set forth all the duties of chapter officers.

Chapter President:

- Takes responsibility for initiating nominations for National Recognition program.
- Provides for appropriate balloting for National Distinguished Service Ruby and other recognitions selected on a regional basis and makes sure the ballot is returned to National ESP Executive Director by May 15..
- Sees that chapter delegate(s) to National ESP Council is/are selected and National ESP Executive Director notified by August 1.
- Responds promptly to correspondence from National ESP Officers and committees.
- Signs all certificates of recognition presented to chapter members.
- Submits names and contact information for Chapter Committees to the National ESP Office as soon after the chapter's annual meeting as possible.
- Responds to evaluation of National ESP Executive Director by March 1.
- The last responsibility of the Chapter President must be to provide an updated list of the newly installed chapter officers to the ESP National Office to insure that proper chain of communication is maintained between the National Office and the chapter. The information is to be entered on the ESP Website and the form can be found under the Upcoming Deadline Menu.

Chapter Secretary-Treasurer: If this office is divided between two officers (a secretary and treasurer), be sure the following duties and responsibilities are divided to assure that all are accomplished:

- Works with the National ESP Executive Director to insure the accuracy of the names of all members who are in good standing, and their National I.D. Numbers.
- Works with chapter members to insure that National annual dues from all members are submitted to the National ESP Executive Director by February 1. Total current membership dues paid should correspond with the total number of annual member names on your chapter's current membership in the online system.
- Provides the National ESP Office with names and addresses including e-mail of new members by entering them as new members in the online system.
- Notify the National office of new members and request membership certificates for new members from the National ESP Office for initiation ceremony. New

member certificates will be prepared by the National Office and will be sent to the Chapter President for signatures prior to their initiation.

- Member ID# of each new annual member in the permanent chapter membership records. Responds to evaluation of National ESP Executive Director by March 1.
- Reports names and membership numbers of deceased members to the National ESP Executive Director as they occur so they can be included in the National ESP Council's Memorial Service
- Keeps members advised of the availability of ESP emblems and jewelry, collects orders and sends to the National ESP Office.
- Advises members planning for study leave of the availability of scholarships provided by National ESP.
- Submits information requested by the National ESP Office, officers and standing committees, to National ESP as quickly as possible after the request is made.
- Chapters are encouraged to obtain their own IRS tax identification number for their chapter accounts as the National ESP Board cannot be liable.

NEW MEMBER INITIATION CEREMONY

The following is offered as a suggestion. It is not intended to replace a ceremony that is traditional to your chapter and fits your situation. Adapt/change/add to this ceremony to meet your needs.

Staging the Ceremony:

Ask the new members to come to the front of the room as each is introduced.

A display of Epsilon Sigma Phi symbols is appropriate--such as a banner, or project and image of the ESP logo. Items can be borrowed from the National ESP Office if necessary.

Have a packet of materials assembled in an Epsilon Sigma Phi pocket folder for each new member. Suggested contents: New Member Certificate, Epsilon Sigma Phi brochures, recent issues of newsletter (chapter and national), and the Extension Professionals' Creed.

The Ceremony:

Presider:

Building human capital means increasing the ability to people to reach their full potential through involvement in families, organizations, communities, and the work place. Investments in human capital provide people with the skills, ability, and understanding to function effectively in a complex and changing society. Our role in Epsilon Sigma Phi is to build human capital within an organization in the work place. The Chapter will provide you with an opportunity to build interpersonal relationships, increase your sense of self-worth, and build creative independence within the organization. Today, we welcome Extension professionals who are qualified to become members of the Chapter of Epsilon Sigma Phi, as well as members who have reinstated their membership.

Speaker 2:

The purpose of our organization is to improve the image of the Extension System, as well as an opportunity to work together as an interdisciplinary team to promote the organization through national and state committees.

These committees are concerned with Recognition, Professionalism, Public Issues, Membership, Global Relations, and Life members. They will provide you with an opportunity for service within the organization, at both the chapter and national levels. The official emblem of Epsilon Sigma Phi has a wall of Troy around the outside symbolizing the protection which the organization provides to its members. The "E" on the stem of the key signifies Extension. The Greek letters are interpreted to mean Extension System Veteran. Epsilon stands for Extension, Sigma for Service, and Phi for veteran. As a member, you will no longer be the "new kid on the block". The colors of the organization are green and ivory (cream).

(Optional) I ask to present each candidate with a framed copy of the Extension Professionals' Creed. Hang this Creed in your office to remind you of the goals we live by as Extension professionals.

President:

New members, will you please repeat after me, in unison, this membership pledge:

"I (say your name) / hereby subscribe to and accept the Extension Professionals' Creed / as an expression of my idealism as an Extension professional.

I will endeavor at all times / to conform to it in thought, word and action / and to promote its spirit among those with whom I am associated.

I pledge my loyalty / to the members of this organization of Extension professionals / and I will promote the work and goals / in which we are commonly engaged.

All this I pledge on my honor." **Speaker 2:**

We congratulate you on your professionalism, your desire to build human capital within the ranks, and to reach your full potential through your work and our association with each other. Belonging to the Chapter will help you "make a statement" about the value of our work and appreciation of co-workers, who, by their accomplishments and supportive spirit, renew our energies and faith in the total Extension team. Let us close this ceremony now by welcoming our new members with applause, followed by expressions of personal welcome as the opportunity presents itself.

INSTALLATION OF CHAPTER OFFICERS I

(This is a reference to adapt for your specific chapter.)

For this installation ceremony, I would like to use an analogy that compares Epsilon Sigma Phi (ESP) to a tree. We all enjoy the beauty of our trees throughout the year. During the spring and summer, we all enjoy the special colors provided by our trees and during this time of year our trees are enhanced by a variety of sparkling colored lights. I'm sure all of us hope our ESP tree is as beautiful as the trees we admire in the great outdoors.

The ESP officers who will serve next year are surely the main roots and trunk of our tree. They must serve as anchors and be the support that is needed to stabilize the tree itself. We must remember, however, that the trunk of our tree will grow only in

proportion to the food supplied to the tree by our officers, committees and members. Each year a new ring of growth is added to a tree. The ring of growth for ESP this year was an excellent one and we hope the rings added in future years would continue to be as healthy.

(Name), as President for the coming year, it will be your responsibility to serve as the taproot of our tree. The taproot must go deep and be strong if our tree is to grow and withstand stormy weather and winds that may come our way. You will have the support of the other roots and trunk to assist you.

(Name), you are to serve as President Elect/Vice President for Chapter Relations. As you use the coming year to prepare for the role of President in the year , your root, like the President's tap root, must go deep and be a strong anchor for our tree. The other officers will assist you in keeping our tree well nourished, but as one of the main roots, you must continue to hold firm and be a source of sustenance for our tree.

(Name), you will serve as Second Vice President for Professional Development for the coming year. You play a key role in coordinating the annual national conference and helping our members continue to develop and adding to the ring of growth on our tree.

(Names), you will be serving as the vice presidents of our organization. You have positions of great importance in providing an information flow from the national organization to each of the state chapters in your region and providing direction for our national committees. Just as the trunk of the tree conducts water and food to the leaves and supports the branches and their foliage, you must serve as the trunk of the ESP tree and provide consistent flow of information to our members.

(Name), you will be serving as the Immediate Past President. In this role and as chairman of the Membership Recruitment and Retention Committee, you will be responsible seeing that our tree continues to have viable branches (state chapters) and assist with getting new leaves (our members). Just as the branches support the leaves, we should see our chapters, the branches, as responsible for providing support for our members, the leaves, of our tree.

Each and every leaf on our tree is important. The leaves, as we know, serve a very important place in the life of a tree--absorbing sunlight and transposing the energy into the nutrients the tree needs to grow. This process, called photosynthesis, is the same process that our members carry out when they learn new methods, new ideas and new research, and put this information to use in carrying out the many tasks involved in being a good Extension professional. The leaves of our tree begin as small buds and develop into fully-grown leaves. Some leaves drop off along the way, but most of them remain on the tree to reach full-blown beauty. Some of our members drop their ESP membership, but most of our membership is stationary enough to create a wide area of knowledge and ability. The influence of our ESP members can be likened to the shadow cast by the tree. Often times the shadow is even bigger than the tree itself. I hope the shadow cast by our ESP members will reach all areas and spread its influence over Extension professionals who are not leaves on the tree. The members,

like the leaves, are the lifeblood of the organization. I'm sure all of you in this room have a dream of how the ESP tree should look. My challenge for each of the National ESP Officers is to determine the dreams of our members and make a dedicated effort to provide a common sense of direction and a picture of consistency for ESP, as described by Chip Bell yesterday.

As the ESP officers for the coming year, will you dedicate yourself to making this dream possible? If so, please answer I will.

Remember—Keep a green tree in your heart and perhaps the singing birds will come.
Written - December 1999 by Patricia Buchanan (IL)

INSTALLATION OF CHAPTER OFFICERS II

The installing officer may be the chapter-outgoing president, or a visiting national officer. Request new officers to stand and face the installing officer. Officer: *Epsilon Sigma Phi, the Extension Professionals' Organization, comprised of approximately 7,000 members nationwide, has made a significant difference in enhancing the competence of Extension professionals.

*The Chapter, organized in , stands tall in its contribution to the national purposes of promoting a team approach among its members, maintaining the ideals of the organization and establishing working relationships of genuine regard.

*The quality and quantity of the new members just initiated addresses the leadership style of the officers you have elected to provide leadership for this chapter. They have demonstrated their ability to be professional educators, individually and collectively, by building opportunities to strengthen relationships with all of you within the Extension System.

*Standing together they symbolize the way the officers of this chapter have worked together as an interdisciplinary team in the past, and will do so in the future. Through this kind of teamwork, lies their great power for accomplishment.

*This is the time when we feel the spirit of re-dedication; when we renew our loyalties, and once again pledge support to the officers you have elected.

*By the authority vested in me, it is my privilege to install each of you in the office to which you've been elected. (Say each person's name and the office. Also, if the chapter has a gavel, make a brief comment as the gavel is presented to the president.) *And now, each of you members has a responsibility to promote within the Chapter an attitude of confidence, sincerity, and creativity. I challenge each of you to:

Remember every kindness done to you whatever its measure.

Remember praise by others won and pass it on with pleasure.

Remember every promise made and keep it to the letter.

Remember those who lend you aid and be a grateful debtor.

Remember all the happiness that comes your way in living.

Forget each worry and distress; be joyful and forgiving.

Remember good, remember truth, and you will find through age and youth, true joys and hearts to love you.

*Please join me now in congratulating the duly installed officers of Chapter of Epsilon Sigma Phi, the Extension Professionals' Organization.

INSTALLATION OF CHAPTER OFFICERS III

Presider:

*Would each of you come forward as I call your name. - President:

_____ - Vice President:

Secretary-Treasurer: _____

Past President: _____

Annalist: _____

Leaders come in all sizes, shapes, and ages. **Leaders** are made, not born. They develop much as a pearl does.

Starting with a grain of sand, the pearl adds layer upon layer of luster until it becomes a beautiful gem.

In much the same way, people become leaders, if they have the desire and determination to do so.

All people are unique individuals who, in order to become **leaders**, must first learn to become personally efficient and able to manage themselves.

They accept themselves for what they are, then concentrate on unfolding their personalities into the leaders they want to become.

They develop **faith** in themselves, in their abilities and goals, in diligent work, and in their ability to create in themselves the persons with whom they will be happy for the rest of their lives.

They develop **respect** for themselves, others, work, capabilities, and their ability to move out of the shadows in order to strive forward, making small possibilities into great achievements.

They develop **courage** to meet failure without defeat, forge ahead and when the "going gets tough," they stand up for what they believe is right, and to admit mistakes.

They take **action** by establishing goals, mapping out programs for reaching them, put first things first by setting priorities, do not become a slave to a system but create systems and make them work, and keep pressing ahead until the task is done and the goals reached.

Each of you has indicated that you are willing and ready to serve as a **leader** of Chapter of Epsilon Sigma Phi.

You are hereby challenged to support and follow the Chapter policies and Constitution and Bylaws of ESP.

If you accept this charge, say (I will). I now declare you duly installed as the officers of Chapter, Epsilon Sigma Phi. Congratulations.

MEMORIAL SERVICE - I

It seems appropriate to think about some of the special gifts we have received from those members of ESP who died during the past year--gifts of friendship, knowledge, and inspiration. We honor the memory of those members who, through their lives, enriched others and us. Their names appear in our annual report and we hope you will take a moment to think of those people who were special to you in your personal experience. The candles with bows tied on the holders represent the gifts we received from these special people.

Let us begin by lighting the **first candle** in memory of the gift of friendship. For Extension workers, it often happens that our co-workers become close friends. Through long days of work, rides in the car, shared hotel rooms, and service to our profession, our working relationship turns into friendship. Helen Steiner Rice wrote this poem about friendship.

Don't count your age by the years you've known,
But by the friends you've made and the kindness sown. For life is not measured by the years that you live, But by the deeds you do, and the joys you give.

We light the **second candle** in honor of the gift of knowledge gained from these departed friends.

As Extension professionals, they pledged to improve the lives of individuals, families, and communities. Unselfish by nature, innate educators, and people-oriented, they were positive role models influencing decisions, methods, and outcomes. This resulted in the living legacy of an improved environment in their respective —corner of the world. They gave their todays for our tomorrows. To paraphrase Henry Adams, "A great teacher affects eternity. One never knows where his or her influence stops."

Finally, let us light the **third candle** in honor of the gift of inspiration we have drawn from these co-workers.

Let us reflect on the ways in which the lives of these fellow workers have touched ours perhaps as a mentor; perhaps as an office co-worker; perhaps as a supervisor; perhaps we shared committee responsibilities; or perhaps they paved the way before we began our work. In some way, we were colleagues and friends and they will remain in our memories. Nancy Gross said, "Memories are a gift from God to those left behind. They bring comfort, joy, and laughter, and they enable us to live forever in the hearts of those we love."

Please stand for a moment of silent reflection as we celebrate these lives and their special place in our hearts. **MOMENT OF SILENCE**

Ursula K. LeGuin said, "It is good to have an end to journey toward, but it is the journey that matters in the end." Let us hope that these dear friends had a good journey. For their being, their inspiration, their friendship and our hope; let our thoughts be a tribute to their memory. You may be seated.

Thank you. (Extinguish candles)

ESP National ESP Conference, 1999 Prepared by Marilyn Schnittjer NC Regional VP,
Iowa

MEMORIAL SERVICE II

We, who are gathered here this day, take a moment to recognize the significance of fellowship with our members who have recently departed.

Each has labored diligently to make a contribution to humanity through his or her chosen work in the Extension System. May their efforts serve as an encouragement for us to seek opportunities to assist others in meaningful endeavors. Although their labors are complete, the task of education continues. Our labor is unfinished and calls us as it called to those fellow colleagues whose memories and examples we cherish today. As we read these names, we not only honor the memory of our former colleagues, but perhaps most importantly, we thereby affirm to ourselves the dignity and worth of lives dedicated to enlightenment through educational service. We also reflect on the uplift, the development, and the fulfillment in the lives of those with whom we are privileged to work.

May we, like they, possess those qualities of mind and spirit that contributes to our labor and gives satisfaction from our work.

Our records show that the following members of our chapter passed on this year:
(Read names of deceased followed by a moment of silence.)

Let us honor the memory of these departed colleagues by bringing to the opportunities and tasks of each day, no less dedication and devotion than they brought to theirs.

MEMORIAL SERVICE III

We are gathered together to celebrate with joy and remember with sadness, the builders of Epsilon Sigma Phi who have died during this past year.

Their strength is symbolized through the changes we see in nature. We are ever mindful of the contributions each has made to Epsilon Sigma Phi and to Extension education programs.

(Start projecting a series of slides corresponding to the scenes in nature described in the text.)

Like the trees, their accomplishments will continue to stand long after our departure. Some of our co-workers worked long years and experienced every season of life, while others departed at an earlier time.

Each one made a unique contribution to our clientele, our program, and our administration.

We must continue to cherish our past--but be ever mindful of our future as we, too, prepare for the seasons of change within our own lives.

Each one of our departed colleagues added the beauty of flowers, buds, and color to our lives.

Let us remember to do the same as we live, with joy, through the seasons of life--in tribute to their memory.

Will you stand with me now during a moment of remembrance for our loved ones, who, as members of Epsilon Sigma Phi, continue to inspire each of us in spirit and beauty.

MEMORIAL SERVICE IV

When great trees fall, rocks on the distant hills shudder, lions hunker down in tall grasses, and even elephants lumber after safety.

When great trees fall in forests, small things recoil into silence, their senses eroded beyond fear.

When great souls die, the air around us becomes light, rare, sterile. We breathe, briefly. Our eyes, briefly, see with hurtful clarity. Our memory, suddenly sharpened, examines, gnaws on kind words unsaid, promised walks never taken.

Great souls die and our reality, bound to them, takes leave of us. Our souls, dependent upon their nature, now shrink, wizened. Our minds, formed and informed by their radiance, fall away. We are not so much maddened as reduced to the unutterable ignorance of dark, cold caves.

And when great souls die, after a period peace blooms, slowly and always irregularly. Spaces fill with a kind of soothing electric vibration. Our senses, restored, never to be the same, whisper to us. They existed. They existed. We can be. Be and be better. For they existed.

SOURCE: I Shall Not Be Moved, Maya Angelou

MEMORIAL SERVICE V

We light this candle in celebration of the lives of our colleagues and friends who have died since last we met.

Their philosophy is reflected by that of Alice Freeman Palmer, who was the second president of Wellesley College. It was said of her that she was happiest when she was doing most for others. When she left the college, she gave herself so tirelessly to her self-imposed task of lightening the burdens of the unfortunate that her husband objected. He thought she should give her time and strength to writing books which would make her still more famous. —You are building no monument, he said. —When you are gone, people will ask who you are, and no one will be able to say. —Well, why should they? was the answer. —I am trying to make girls happier and wiser. Books don't help much toward that. It is people that count. You want to put yourself into people; they touch other people; these, others still, and so you go on working forever. (John T. Faris)

Through their leadership and teaching, our Extension friends have touched the lives of countless others, and they leave us with a legacy of outstanding contributions, enhancing the lives of individuals and communities. We are truly blessed by their distinguished careers in service to this country.

(Music under)

I'm sure you are probably familiar with the poem about the Bridge Builder, but I would like to share it with you as a fitting tribute to those who have dedicated their lives through Extension.

The Bridge Builder

An old man traveling a lonely highway, came at the evening cold and gray,
To a chasm vast and deep and wide,
Through which was flowing a sullen tide,
The old man crossed in the twilight dim, the sullen tide held no fears for him; But he
turned when safe on the other side. And built a bridge to span the tide.
—Old man, cried a fellow pilgrim near, —You're wasting your time in building here,
Your journey will end with the closing day;
You never again will pass this way. You have crossed the chasm deep and wide, Why
build you this bridge at the even-tide? The builder lifted his old gray head;
—Good friend, in the path I have come, he said,
—There followeth after me today
A youth whose feet must pass this way.
This stream which has been as naught to me, To that fair-haired youth may pitfall be;
He, too, must cross in the twilight dim
Good friend, I am building this bridge for him.

(Will Allen Dromgoole)

(Music up. Solo —Wind Beneath My Wings|| Bernadette Watts) (Music under)

Please stand with me in a moment of silence in honor of the lives we remember this
day.....

He has achieved success who has lived well, laughed often and loved much; who has
gained the respect of intelligent men and the love of little children; who has filled his
niche and accomplished his task; who has left the world better than he found it,
whether by an improved poppy, a perfect poem or a rescued soul; who has never
lacked appreciation of earth's bounty or failed to express it; who has looked for the best
in others and given the best he had; whose life was an inspiration; whose memory is a
benediction. (Mrs. A. J. Stanley)

ESP National ESP Conference, 2000 Prepared by Eleanor Wilson NE Region VP,
Washington, D.C.

REQUESTING A NATIONAL ESP OFFICER VISIT TO A CHAPTER

Chapter visits can be conducted to stimulate programming through more frequent
contact with the National ESP Board. If financially feasible, every chapter should be
visited every five years.

The Chapter Visit form is to be used for requesting a visit. (see next page) If financially
feasible, a National ESP Officer may plan to visit no more than two (2) chapters each
year.

Interest in having a National ESP Officer visit should be sent to the National President.

The National ESP Board will approve chapter visits. A schedule will be developed.

A National ESP Officer visit should include the following:

- Planning meeting, workshop with chapter officers.
- Meeting with Director of Extension.
- Meeting with membership, if possible.

Specific objectives of the visit include:

- Challenge the chapter to creatively outline plans of work on some of the National Epsilon Sigma Phi goals/objectives.
- Assist the chapter with strengthening some prior identified aspect of their existing program: i.e. financing awards program.
- Assure that the Director of Extension sees the chapter as a vital organization in the viability of the Extension program in the state.
- Identify emerging leadership for national committees and officers.

Financing:

- The chapter will pay for the cost of lodging, meals and local transportation.
- ESP will pay transportation.
- If a visit is more than once every five (5) years, the chapter will pay all expenses associated with the visit.

CHAPTER REQUEST FOR NATIONAL ESP OFFICER VISIT FORMS

This is a request to have a National Epsilon Sigma Phi officer make an official chapter visit:

(Date) _____

(State) _____

(Chapter) _____

National Officer Requested:_____

Date of Visit:_____

Location of Visit:_____

Event:_____

Type of Presentation:_____

Visit Agenda:_____

The National ESP Organization will pay transportation expenses for an official visit to a Chapter when financially feasible at a maximum of one every five years.

Chapters pick up the on-site expenses such as cost of per diem (meals and lodging). If a visit is more often than once every five years, the chapter will pay all expenses associated with the National ESP Board member's visit.
SEND FORM electronically to esppoffice@espnational.org **Epsilon**

SECTION L

National Conference

(Revised and Approved 10/2016)

NATIONAL ESP CONFERENCE GUIDELINES

The annual National Conference of Epsilon Sigma Phi is the —centerpiece national professional development event. The processes of planning, implementing, evaluating and sharing the story about conference’s impact are intended to contribute to the acquisition of leadership skills for members. To achieve continuity between National ESP Conferences and to enhance the efficiency of staging the event, these guidelines are provided as a springboard for planning.

Key members of the National ESP Board (i.e., President Elect who will be president the year of the conference; Professional Development Committee Chair; and Executive Director), the National Professional Development Committee, and the local arrangements committee in the host state(s) comprise the production team. The ESP

President Elect, Professional Development Committee Chair, and Local Arrangements Chair serve as conference Co-Chairs. As that team progresses in its work, many opportunities will emerge to move in ways differing from the guidelines.

Purposes of the National ESP Conference:

- Provide professional development for members, including opportunities for members and non-members in the Extension System to make scholarly presentations reporting research and accomplishments of significant programs which contribute to official national initiatives.
- Recognize recipients of national and regional recognition and provide an opportunity for the presentation of the Annual Distinguished Ruby Lecture.
- Conduct the business of the National ESP Council.
- An opportunity for national committees to meet face-to-face.
- Stage a fund-raiser (i.e. Auction) for the Epsilon Sigma Phi National Development Fund.

When and Where:

- The National ESP Conference will be held at a time that does not conflict with religious holidays and other professional association meetings of partner organizations.
- The National ESP Board will set the dates and the site for the National ESP Conference two to three years in advance (typically approved at mid-year board 2 ½ years prior to conference) based on bids submitted from a chapter(s) in the designated region.
- Every attempt should be made to schedule the National ESP Conference within the first two weeks of October.

Local Arrangements Committee:

- The host chapter(s) will appoint a local arrangements chair (or site chair) immediately after bid approval by the ESP National Board. Subsequently the Local Arrangements Committee (site committee) should be selected by the chapter president and the local arrangements chair.
- The local arrangements chair should arrange a site visit for the Executive Director and ESP President Elect, if possible, around 18 months prior to the conference.
- The conference Co-Chairs should meet face-to-face at the National ESP Conference 1 year prior to make plans to proceed with the conference for the next year.
- One member from the Local Arrangements Committee will be appointed to a position on the professional development committee and will serve the year prior to and the year of their National ESP Conference.
- Suggested duties for the Local Arrangements Committee are outlined in the Section on Host Chapter Responsibilities.
- The Local Arrangements Chair or a designee will make the initial contact with the conference site hotel or other facilities. The Board will assign an entity or firm to make final contract negotiation for rooms, meeting space, meal prices, etc.
- The local arrangements chair, the National ESP Executive Director, the ESP President Elect, and the Professional Development Committee Chair must coordinate planning efforts to maintain a good flow of communication.

Professional Development Conference Program:

- The Local Arrangements Committee will collaborate with the national Professional Development Committee to develop plans for the National ESP Conference educational program and distance learning activities (could be either simultaneous or at different times).
- The program proposal should contain a theme, objectives, a schedule, keynote speakers, concurrent sessions, poster session, tours, etc.
- Distance learning opportunities should be explored as a way to serve more members, by providing additional access to the National ESP Conference.
- The proposed agenda will be presented to the National ESP Board no later than six months prior to the National ESP Conference. Budget and evaluation plans should accompany the proposal.
- The conference program is approved by the National ESP Board.

National ESP Council Meeting:

- The official annual meeting of the National ESP Council is to be held during the National ESP Conference.
- See the section on host chapter responsibilities of ESP National Council Meeting for more information regarding the annual meeting.

Recognition Banquet:

- The national and regional recognition presentations will take place as the finale event of the National ESP Conference.

- **Distinguished Ruby Luncheon and Ruby Lecture:** This lecture is an important part of the professional development offered at the National ESP Conference. The winner of the Distinguished Service Ruby Recognition will be one of the Conference keynoters at an event conferring a sense of significant honor to the recipient.

Development Fund - Fund Raising Activities:

- During the Conference there should be a major fund-raising activity for the financial benefit of the Epsilon Sigma Phi National Development Fund.
- The host chapter(s) will conduct this activity in close cooperation with the National ESP Board. (If that event is an auction, guidelines appear in the auction section of this document.)

Conference Registration:

- The conference registration fee is set by the National ESP Board based on the budget information presented by the Steering Committee.
- The registration process shall be handled by the ESP National Office or with board approval through the Host State where the conference will be held.
- The National ESP Executive Director and the Local Arrangements Chair will give leadership to the registration activities at the conference.
- Assistance with the registration activities at the conference site will be provided by the host chapter(s).
- Conference publicity and registration materials will be distributed to members through the ESP website, in the ESP Connection and through other means as appropriate.
- The registration information and the conference program information will also be available on the Epsilon Sigma Phi Website which is located at: <http://espnational.org/>.
- Invitations to the National ESP Conference can be issued to special guests by the National ESP President. He/she will personally invite State Directors of Extension and national administrative personnel in the Extension System to participate in this professional development conference.
- The recommended registration due dates are as follows: early bird registration deadline - will be the same time as the registration block closes, regular registration deadline - will be two weeks before the conference, and late registration will run through the conference.
- When registration is determined, consideration should be given to day registration, guest meal registrations, extra meal tickets, non-member registration and tour registration.
- Complimentary registrations are extended to the JCEP Traveling Team members. The JCEP Traveling Team should complete the registration process even though they are provided a free registration to aid in planning meals. (the indicate they will pay by check, ESP will fund their registration)
- In the registration process, consideration should be given to asking registrants select the concurrent sessions they plan to attend to be able to match room sizes with projected attendance.

All presenters must register for the entire conference to be eligible for the presentation stipend.

Epsilon Sigma Phi Cancellation Policy

Requests for refunds must be sent electronically or by mail to National ESP Office. A \$50.00 processing fee will be deducted from all refunds. All refunds will be issued 4 to 6 weeks after the event. Substitute registrants are welcome and may be named at any time for registrations only (no substitutions will be allowed for stipends which otherwise would be awarded).

Refunds will be granted as follows:

- Refund requests sent at least 28 days prior to the event will be granted in full less a \$50.00 processing fee.
- Refund requests sent 14 days to 27 days prior to the event will be granted at fifty percent (50%) less a \$50.00 processing fee.
- Refund requests sent less than 14 days prior to the event will be NOT be granted.
- Refund appeals due to an emergency will be handled on a case by case basis by the ESP President or ESP National Conference Chair.

Bidding to Host the National ESP Conference:

- The regional vice president for the host region will initiate the distribution of information to chapters and will encourage them to submit National ESP Conference host bids.
- The regional vice president will initiate the call for bids from the states in the region prior to the year in which the region must submit a bid. The regional vice president will direct states wishing to submit a bid to the Bid Guidelines as found in the National ESP Handbook.
- The potential bids will be discussed during the National Conference, regional conference calls, and the JCEP Leadership Conference where the regional vice president will provide guidance to states wishing to submit bids.
- The regional vice president will report on discussions held and may make a recommendation to the National ESP Board, at the Mid-Year Board Meeting where the selection of the bid will be made.
- The final announcement of the site which was selected by the Board will be made at the National ESP Council Meeting two (2) years in advance of that National ESP Conference.

Budget:

- The National ESP Conference is to be financially self-sustaining and it is expected that the conference should generate some profit. The ESP Executive Director and Conference Co-Chairs (i.e., Host Chapter Chair (or a designee), the National President Elect, and Chair of the Professional Development Committee) will be responsible for the conference budget.
- The Executive Director and Co-Chairs will prepare a budget which will be submitted to the National ESP Board for their approval at the Mid-Year Board meeting prior to the National ESP Conference.

- The conference registration fee will be established by the National ESP Board based, on the approved budget, at the Mid-Year Meeting.
- The budget should show the in-kind contribution that is being provided by the host state. The host state should be able to factor in a cost to be able to address contingencies that may arise.
- The budget should include the complimentary items obtained from the conference facility to provide a clearer picture of the true cost of the conference.
- A final budget report should be provided to the board by the Conference Budget Committee to be included in the permanent records of the National ESP Organization.
- The planning team will remain constantly alert to opportunities to maximize the use of resources through collaborative relationships and in-kind contributions.
- Host chapters are requested to provide some local hospitality, etc.
- To provide an added incentive for a successful conference, the Host Chapter and the National ESP Organization will divide the proceeds of the conference with 25% going to the host state and the National ESP Organization retaining 75%.

Contracts:

- The National ESP Executive Director and/or National ESP President or their designee will sign all contracts binding upon the National ESP Organization for the National ESP Conference.
- Cancellation insurance will be used to provide protection against forced cancellation of the conference.

BID GUIDELINES FOR HOSTING NATIONAL ESP CONFERENCE

Timeline:

- Bids are considered at the Mid-Year Board Meeting of the National ESP Board for the
- National ESP Conference 2 1/2 - 3 years hence. Prior to bid submissions, the Regional Vice-President should lead discussion of possible bids from chapters and prepare materials for the chapters submitting bids for consideration by the National ESP Board.
- States considering the submission of a bid should be directed to follow the guidelines found in this section of the handbook.
- The announcement of the selection of the bid is made at the National ESP Council Meeting.

Regional Rotation:

- The host state will rotate among the four regions when appropriate and possible in the following order: Northeast, South, North Central, West

Information to Submit with the Bid: (Conference planning should be based on an attendance from 200 to 225 members.)

- State/Chapter/Host City
- Proposed Conference Dates. Please include information indicating that the dates do not conflict with the annual conferences of the JCEP partners and any patriotic or religious holiday of members indicating sensitivity to the celebrations of a diverse population.
- Airport information including airlines, sample airfares from major cities, and transportation options to hotel.
- Tentative commitment from Hotel of choice with hotel information including:
 - Hotel charges and contractual obligations (there is a strong preference for hotel contracts that limit the financial liability for Epsilon Sigma Phi). Hotel and other facility cancellation policies and under use of sleeping rooms penalties.
 - Hotel layout/map
 - Fees for audio visual use (and policies for host state providing some of the audio visual equipment), microphones, hospitality rooms, and other incidental expenses
 - Internet accessibility and associated charges for meeting room use and in sleeping rooms.
 - Guest Rooms options and room rates (25 single, 75 doubles, suites, complimentary sleeping rooms) -guests make their own reservations and payment in a reserved block of rooms.
 - Meeting rooms - 1 room large enough to seat 250 banquet style (Ruby Luncheon and Awards Banquet); 1 room large enough for 250 people auditorium style (can be the same room as banquet room); 6-8 small meeting rooms to seat 30-40 classroom style; and a conference room to be used before and after the conference must seat 20 - a U-conference table arrangement. Ideally, the 6-8 small meeting rooms would be in addition to the banquet room.
 - Suite option(s) for ESP President
 - Space for Registration and up to six display tables
 - Space for Poster sessions with display tables or wall hanging of posters, floor easels for 20 posters would also be acceptable.
 - Place to store audio visual equipment and auction items
 - List any additional charges
 - Other information regarding - Meals, parking fees, taxes, space for small displays, complimentary sleeping rooms, shuttle service, etc.
- Capabilities for distance learning.
- Potential off-site attractions for tours, free time, guests, etc.
- Letter of invitation from host state Epsilon Sigma Phi Chapter President
- Letter of invitation from State Director of Extension in host state(s). The letter of invitation should include descriptions of the information and communications technology available in the state for transmitting and receiving distance learning programs associated with the Epsilon Sigma Phi National Professional Development Conference. Access to technical support staff related to these technologies and learning applications should be included in the descriptions.

Opportunities for Epsilon Sigma Phi to co-sponsor distance learning with the host university are strongly encouraged.

- Willingness to accept host state(s) responsibilities suggested in the handbook
- Provide a listing of potential donors of financial and in-kind resources (not a requirement). (Some in-kind contributions could be flowers/corsages, decorations for banquet and general sessions, audio visual equipment, auction costs, tour costs, photographer, entertainment, registration services, printing, distance learning costs, etc.)
- Provide a potential listing of professional development tours which might be incorporated with the conference or which might be offered either pre-conference or post conference.
- Availability at University to handle registration: anticipated cost, credit card availability, etc.
- National ESP Conference Proposal Evaluation Form
- Any other pertinent information
- Services provided and cost

HOST CHAPTER(S) RESPONSIBILITIES - FOR NATIONAL ESP CONFERENCE

The success of the National ESP Conference requires a good working relationship between the local arrangements committee, the National ESP Executive Director, the ESP National President Elect (to be president during conference year), and the Professional Development Committee Chair. The ESP President Elect, Professional Development Chair, and Local Arrangements Chair serve as conference Co-Chairs. The following list is intended to be a guideline for the host chapter. Each conference brings new opportunities and new challenges. The key to a successful conference is the ability of those involved to work together to adapt to situations that arise during the planning process.

- Name a Local Arrangements Chair as soon as possible after the bid to host is accepted. The Local Arrangement Chair or their designee will serve as a Conference Co-Chair. The Executive Director and Co-Chairs will prepare the conference budget to be approved by the National ESP Board. The Co-Chairs will also recommend a registration fee to the National ESP Board for approval.
- The host state should plan to have a member on the Professional Development Committee for the year prior and the year in which the conference is held in the host state. This individual may choose to submit an application to be a regular member of the Professional Development Committee or may choose to serve as an ad hoc member of the committee.
- Conference theme, logo, & keynote speakers - The Local Arrangements Committee takes lead in collaborating with the ESP National Professional Development Committee to develop a conference theme and potential keynote speakers. The final determination of theme and speakers will be approved by the Professional Development Committee and the National ESP Board. These recommendations should be submitted to the National Board early fall (e.g., August 15 with board approval in September for October Conference) 1 year

- prior to the conference so information can be incorporated into the conference call for proposals and promotion at the National Conference 1 year prior.
- Explore options for financial and in-kind conference support.
 - Coordinate with the Professional Development Committee to arrange off site tours and special activities, which will need to be included in the meeting schedule.
 - Coordinate arrangements with the host hotel for meeting rooms, etc. with the guidance of the National ESP Executive Director and Conference Co-Chairs. The Local Arrangements Committee should make a least one on-site visit to the Hotel to meet with Hotel personnel well in advance of the conference. The Local Arrangements Chair is the principle individual to communicate with the Hotel management. This will be coordinated with the National ESP Executive Director.
 - The National Board has chosen to have an appropriate firm make the final negotiations with the hotel for sleeping rooms, meeting space, meals and AV.
 - Arrange for the selection of menus for meals being provided at the conference. Also arrange for decorations at the meals. The meal and decoration arrangements must be approved by the Co-Chairs to insure that selections are within the budget.
 - Conference registration will either be handled by the ESP National Office or through the Host State where the conference will be held. The decision as to who does the registration will be mutually agreed upon by the Co-Chairs. If the Local Arrangements Committee handles the registration then it will need to do the following steps.
 - Arrange for a registration/conference management service locally (if available) that will provide the maximum flexibility to include registration by Internet, mail or fax.
 - The maximum flexibility in payment for registrations should also be considered to include; check, credit card and purchase orders. In 2010 80% of the registrations were made using a credit card, the rest were done with check or purchase order.
 - Registration services should allow conference planners to track multiple registration options such as tours and special events.
 - The registration should include printed confirmations, receipts, participant lists, name badges and tickets.
 - All registration activities must be coordinated with the National ESP Executive Director.
 - The host state should arrange for volunteers to assist with the registration process on-site. The registration table should be available for onsite registration the afternoon before the conference begins, all day on day 1 and at least in the morning for the remainder of the conference.
 - The host state should explore the possibility of including financial and accounting services as a part of the registration/conference management services. In many cases where a university can provide these services, a tax exemption can result in a substantial savings on the food and beverage costs of the conference.

- Arrange for local media coverage of the National ESP Conference and of the keynote speakers.
- Provide hosts for keynote speakers to pick them up airport and to make them feel welcome at the conference.
- Provide access to the information and communication technology and the associated technical staff for distance learning activities related to the professional development program at the National ESP Conference.
- Provide A-V equipment when feasible (check with hotel policy).
- Conduct the Development Fund Auction or a similar fund-raising event for the **National Epsilon Sigma Phi Development Fund**.
- Make arrangements for local hospitality. A small cost for this can be included in the registration fee if requested.
- Search out opportunities for special entertainment events, attractions, etc., for conference attendees and their guests. Provide information of these opportunities to attendees so they may plan for the open night or for a chapter to do a —States Night Out if scheduling allows.
- Provide hospitality items such as signs as to locations of activities, local tourist information, greeters, ticket takers, decorations, etc.
- Arrange for flags (US and State) at the opening session and National ESP Council meeting.
- Arrange for color guard, signing of the national anthem, leading of Pledges of Allegiance and/or other appropriate flag ceremony at the opening general session.
- Arrange for entertainment at the **Recognition Banquet**. The entertainment should be during the meal.
- Local Arrangements Chair should meet face-to-face with the Executive Director and other Co-Chairs at the National ESP Conference the year before the state actually hosts the event.
- The host state should view the National ESP Conference as a special professional development opportunity for the host state as well as surrounding states and should promote maximum participation from state and regional Epsilon Sigma Phi members and non-members.
- The host state will need to work with the Professional Development Committee to secure technology to be used in creating distance-learning opportunities for members who are unable to attend the meeting. Such distance-learning opportunities must be coordinated by the host state, as needed, to complement the conference program.
- The host state should invite the National ESP Board to hold their mid-year meeting in the host state prior to the conference. This will provide an opportunity to meet with the Local Arrangements committee to foster a good working relationship with the board which is important to having a successful conference.
- To encourage the promotion of the program by the host state through publicity and in the activities provided to attendees, the profits of the conference will be divided with 25% returning to the host state and 75% being retained by the National ESP Organization.

- The host chapter should plan for between \$500 and \$1000 of expenses. Depending on the creativity of the host chapter many of these expenses can be in kind contributions or donations. The costs incurred would be items such as: table decorations at the awards banquet and Ruby Luncheon; printing of the conference program, Ruby Luncheon program and awards banquet program.
- Plan a Life Member program during the National ESP Conference. A life member program could include tours, classes or workshops that would appeal to our life members.

HOST CHAPTER RESPONSIBILITIES - NATIONAL RECOGNITION BANQUET

- This activity should be coordinated closely with the National ESP Executive Director at the National Office.
- Provide table decorations as part of Conference budget.
- Order a floral piece for the head table. If chapters wish to honor recognition recipients with corsages/boutonnieres, it will be the responsibility of the chapter to cover this expense. The Local Arrangements Committee will provide the name of a local florist and help facilitate this process.
- Invite local guests from the University and the Extension System of the host state(s). They are to be the guests of the hosts(s).
- The Local Arrangements Committee will be responsible for the menu selection in consultation with the National ESP Office.
- The National ESP Board supports the attendance of a photographer in exchange for taking of pictures at all conference functions including the Recognition Banquet. Digital copies of photographs will be available on the ESP website after the conference.
- Banquet seating will be prepared by the National ESP Executive Director. The National Friends of Extension and National ESP Board plus guests will have reserved seating. If at all possible, the president of the Chapter nominating the Friend of Extension recipients should be seated with the recipient.
- Arrange for light entertainment during the meal.
- The National ESP Executive Director and the National ESP Board will handle all of the details of preparing and presenting the plaques and certificates.
- If the new officers are installed at the Banquet, the National ESP Board will handle the installation of the new board.

HOST CHAPTER RESPONSIBILITIES - DEVELOPMENT FUND AUCTION

- Fund raising for a valued cause and fun are a great match. The manner in which this auction is conducted should create an atmosphere of fun and goodwill and generate significant funds to support Epsilon Sigma Phi.
- Appoint a chairperson from the host chapter(s) or from a chapter willing to accept the responsibility to manage the Development Fund Auction.
- The auction chairperson should begin contacting state chapter presidents early in the year to solicit items to be donated by Chapters and/or members.
- The host chapter will conduct the auction. They may elect to stage a hospitality event in conjunction with the auction. Arrange for a cash bar.

- Conducting the auction offers opportunity to involve the JCEP partner organizations in the host state.
- Arrange for auctioneers (professional or professional —want-a-bees). The more the auctioneers know about the organization and its members, the more fun the —chatter is likely to be. The host state should try to secure an auctioneer(s) as a local in-kind contribution. If that is not possible, anticipated expenses should be included in the budget.
- Donated items will be placed in the silent or the live auction. This determination is made by the host chapter chair. The goal is to have about 30-40 quality items in the live auction. It is helpful to have the silent auction items displayed by midafternoon on the day of the auction. Items for the live auction should be displayed during the reception and meal time.
- The host chapter should plan to accept the items, catalog the items including who donated the item, the value of the item.
- During the auction the host chapter should plan to collect information that includes the sale price of the item, who purchased the item and provide buyers with an itemized duplicate sales receipt that contains all items purchased and is totaled for presentation to the cashier for collection of payment for items purchased.
- The host chapter should provide the tellers, ring personnel to catch bids, bidder number sign-up and collect the revenue immediately following the sale.
- When possible use as many different options for payment as possible such as: cash, check or credit card. (The National ESP Board has entered into an agreement which has made the use of a credit card available to be used at the discretion of the National ESP Board for such uses). Generally, if prior arrangements are made the Resource Development Committee will be responsible to collect money from the sales and make the necessary deposits of money collected.

Budget Worksheet for National ESP Conference

Budget categories are generic and can be expanded to fit individual conference needs. It is suggested that the categories be transferred that the categories be put into an Excel worksheet file. The National Office has developed a worksheet that works quite well to develop a budget. Revenue items will need to reflect three levels of payment – early-bird; regular; and late. The budget should be in the final stage or close to it for approval by the National Board no later than April 1st the year of the conference.

Revenue

Full Registrations – Early, Regular, Late

Partial Registrations – one day, two day

Non-Member

Meals – additional meals, full meal packages (registrations include meals)

Sponsors

Tour Fees

Expenses

- Meals – each meal price identified
- Board Meeting: Breakfast & Board Lunch (ESP Pays)
- National Office Registrations (ESP Pays)
- Extra Meals (Extra Individual Tickets and Meal Packages)
- Complimentary Meal Tickets (2 banquet for each FOE and 2 for Ruby winner at luncheon and 2 for banquet – ESP Pays)
- Complimentary Registrations (Ruby & Traveling Team – ESP Pays)
- Break Refreshments – am & pm for days of conference
- Food Breakfast Lunch Dinner Day 1 & 2, Breakfast & Lunch Day 3. (Includes Banquet & Ruby Luncheon may omit one dinner if States night out)
- Opening Event (often to highlight the state or the local area light meal)
- Auction (buffet or light meal)
- Tours 2-3
- Beverage Break
- Speakers/Personnel
- Cash Bar (Bartender) - at banquet and auction.
- Registration – online fee, credit card fee, supplies
- Web-streaming
- AV Rental
- Cancellation Insurance
- Table Decorations
- Pre-Conference Tours
- Concurrent Session Presenters – Amount set by National Board (\$250 to full registration)
- Printing
- Hospitality
- Site Visit from Board

SECTION M

The Epsilon Sigma Phi National Board

(Revised and Approved 10/2016)

DUTIES OF NATIONAL EPSILON SIGMA PHI BOARD MEMBERS

The National ESP Board is composed of nine (9) members: President, President-Elect, Second Vice President, Past President, Northeast Region Vice President, Southern Region Vice President, North Central Region Vice President, Western Region Vice President, and National ESP Executive Director, a non-voting member of the National ESP Board.

The National ESP Board meets twice a year (mid-year and during the National ESP Conference) as well as convening conference calls to transact business, review committee reports, act on recommendations, and address the maintenance of a viable, professional organization.

Duties of Officers: See Article VII of the Bylaws for additional duties.

President:

- Signs, with the National ESP Executive Director, all award certificates and documents of Epsilon Sigma Phi.
- Presides at the National ESP Council Meeting and serves as a voting delegate.
- Arranges agendas, in consultation with National ESP Executive Director, for National ESP Board and National ESP Council meetings and for conference calls.
- Communicates with Epsilon Sigma Phi members through articles in the Epsilon Sigma Phi Newsletter.
- Reports to Epsilon Sigma Phi membership through the Annual Report.
- Responds to correspondence promptly with copies to National ESP Office and appropriate National ESP Board members.
- Keeps National ESP Board and chapter presidents informed concerning pertinent matters.
- Cooperates with NEAFCS, NAE4-HA, NACAA, NACDEP and ANREP within the Joint Council of Extension Professionals (JCEP).
- Performs duties or committee assignments of JCEP and participates at each National Association Meeting.
- Conducts chapter visits as requested/determined by chapter/National ESP Board.
- Maintains communication link within the Extension System with Directors and Administrators.
- Presents the Distinguished Service Ruby and National Friend of Extension Recognitions at the Recognition Banquet.
- Keeps communication open with/between committee chairs, National ESP Board, and National ESP Executive Director.

- Writes to out-going committee members with-in one month of the National ESP Conference to thank them for their service.
- Contacts all recognition recipients following mid-year National ESP Board meeting.
- Insures recipients of National Friend of Extension recognition are invited to make brief acceptance remarks after receiving their recognition at the Recognition Banquet during the National ESP Conference.
- Authorizes payment of bills that differ from adopted budget.
- Determines site of mid-year National ESP Board Meeting with National ESP Board approval.
- Provides input into the annual evaluation of the National ESP Executive Director.
- Attends all National ESP Board meetings (mid-year and pre and post meetings during the National ESP Conference).
- Issue invitations to the National ESP Conference.

President-Elect:

- Chairs one of the National Committees as assigned by the National President.
- Chairs the National ESP Chapter Relations Committee.
- Co-Chairs the final planning, implementation and evaluation of the National ESP Conference. This responsibility requires close coordination with the National ESP Board, National ESP Executive Director, Conference Local Arrangements Committee and Professional Development Committee. The Local Arrangements Committee has prepared a successful bid to host the conference and has been preparing for the conference for three or more years before the Professional Development chair was elected.
- Participates in all National ESP Board meetings (mid-year and pre and post meetings during National ESP Conference) and conference calls. May be called upon to represent National Epsilon Sigma Phi at other regional and/or state meetings, as requested by National President.
- Participates as a member of the JCEP Board with representatives from the other Extension Organizations including NACAA, NAE4-HA, NEAFCS, NACDEP, NAEPSPD and ANREP.
- Invites Presidents of NACAA, NAE4-HA, NEAFCS, NACDEP, NAEPSPD and ANREP to National ESP Conference.
- Attends and co-presides at Epsilon Sigma Phi session during JCEP Leadership Conference.
- Coordinates preparations for the ESP portion of the JCEP Leadership Conference in cooperation with the ESP Regional Vice Presidents.
- Provides input into the annual evaluation of the National ESP Executive Director.
- Serves as a voting delegate at National ESP Council Meeting.

National Second Vice-President:

- Appoints committee members with approval of the National ESP Board. Appointments are made using recommendations from chapter president and/or current National ESP Board members.
- Committee appointments are finalized and approved by the National ESP Board during June.
- Contacts committee appointees to confirm appointment and verify personal data needed for Epsilon Sigma Phi Directory.
- Takes office after National ESP Conference of the year when they were elected.
- Chairs one of the National Committees as assigned by the National ESP President
- Becomes familiar with the policies, procedures, by-laws and handbooks of Epsilon Sigma Phi.
- Keeps in touch with the National ESP President on policies and procedures.
- Serves as a voting delegate at National ESP Council Meeting.
- Provides input into the annual evaluation of the National ESP Executive Director.
- Participates in all National ESP Board meetings (mid-year and pre and post meetings during National ESP Conference) and conference calls.

Expectations for those who have been elected to serve as National Second Vice President for the following year.

- Candidates will be invited to sit in as an observer on the National ESP Board after the electing beginning in June.
- Will be present at the National ESP Council meeting prior to election.
- Will begin their term of office at the end of the national meeting.

Immediate Past President:

- Chairs a national committee as assigned by the National President
- Chairs the Nominating Committee to secure candidates for the position of Second Vice President.
- Serves as a voting delegate at National ESP Council Meeting.
- Provides leadership for the annual evaluation of the National ESP Executive Director.
- Participates in all National ESP Board meetings (mid-year and pre and post meetings during National ESP Conference) and conference calls.
- Oversees update of By-Laws, Standing Rules and Policies current and notifies appropriate persons when changes are needed.
- Participates as a member of the JCEP Board with representatives from the other Extension Organizations including NACAA, NAE4-HA, NEAFCS, NACDEP, NAEPSPD and ANREP.
- Presides at the Distinguished Ruby Luncheon and presents the Ruby pin to the recipient.
- Invites Past National Presidents to participate in the National ESP Conference.

Regional Vice Presidents:

- Regional Vice Presidents take office at the board meeting held at the conclusion of the National ESP Conference held during the year in which they are elected. They participate, as observers, in the pre-conference board meeting and National ESP Council Meeting prior to being installed.
- The responsibilities of the Regional Vice President fall into three categories, which are listed below with the specific responsibilities outlined.

Regional Responsibilities:

- Act as liaison between the National ESP Board and Chapters in the respective region.
- Provide regular communication between chapters, National ESP Executive Director, and the National ESP Board.
- Establish regular communication with leadership of the chapters within the region they represent.
- Give leadership to supporting and promoting chapters and state officers in the region.
- Encourage chapter officers to be timely in responding to requests and due dates.
- Assist in leading the ESP session of the JCEP Leadership Conference and chair regional meetings if they are planned.
- Chair the Regional Meetings at the National ESP Conference.
- Help identify members to assume leadership as Second Vice President when the rotation of that office comes to the Vice President's region.
- Identify chapters that are "at risk" and give support as requested and approved by the National ESP Board.
- Promote leadership among membership in Region for selection of candidates for National Committees and Regional Vice President.
- Arrange and conduct an election to select a succeeding Vice President.
- Be available to respond to questions and concerns of officers and members of chapters in the region.
- Send congratulatory/thank you communications to regional members who are recognition recipients, donors to Development Fund, and/or accept leadership responsibilities with copies to appropriate individuals.
- Work with local ESP chapters to submit bids for hosting the National ESP Conference when a bid is needed from the region they represent.

National ESP Board Duties:

- Participate in all National ESP Board Meetings (mid-year and pre and post meetings during National ESP Conference) and conference calls.
- Participate in the presentation of Regional Recognition during National ESP Conference Recognition Banquet.
- Represent National Epsilon Sigma Phi at a National, Regional, State and/or Chapter meeting as requested by the National President.

- Assist in fulfilling Board decisions, fiscal oversight, and committee recommendations.
- Serve on Board committees as requested. Provide input into the annual evaluation of the National ESP Executive Director.
- Serve as a voting delegate at National ESP Council Meeting.
- Provide National Committee Leadership and serve as the link between the National Board and the National Committees.

National Committee Responsibilities of the Elected Officers:

- Serve as Chair of a national committee as determined by the National President.
- Membership of committees should represent all regions and life members.
- Assist Second Vice President by providing references for reappointments of appropriate committee member.
- All members of the committee should be encouraged to be active members of the committee through participation in the National ESP Conference, conference calls, committee work, and in carrying out the functions and responsibilities of the committee.

CONDUCTING THE NATIONAL ESP COUNCIL ANNUAL MEETING

- The agenda for the National ESP Council Annual Meeting is distributed by the National ESP Executive Director, via mail to voting delegates at least 30 days before the meeting.
- The number of voting delegates is determined by the number of chapter members in good standing February 1, prior to the annual meeting. The formula to determine the number of voting delegates per chapter and the total group of members-at-large to the National ESP Council is: One voting delegate per 150 members or fraction thereof.
- Each member of the National ESP Board is a voting delegate on the National ESP Council. Each delegate has one (1) vote. Voting by proxy is not permitted. The President does not vote when a show of hands or standing vote is taken, except to break a tie. Votes on the election of officers and amendments to the Constitution and By-Laws should be by written ballot.
- A parliamentarian should be selected at the Mid-Year Board Meeting for the National ESP Council Annual Meeting.
- Voting delegates are eligible to receive reimbursement for transportation expenses, as budgeted. One person cannot be reimbursed for being both a voting delegate, a member of a national committee, life member rebates or workshop presenter. Individuals eligible for multiple reimbursements will receive the higher of those for which they are eligible.
- The president will appoint a balloting committee of tellers to count votes. If there is a single candidate the balloting committee is not required.
- Policies for the election of national officers are outlined in the policy statement of Epsilon Sigma Phi.
- The national annual budget is approved at this annual meeting.

- Installation of officers for the coming year can be done at this meeting of the National ESP Council or at a later time during this National ESP Conference where they were elected.
- The National President-Elect selects an Epsilon Sigma Phi member to conduct a memorial service during the meeting of the National ESP Council.
- Minutes are recorded and published by the National ESP Executive Director.
- The official final report for the year to the membership of the National President, National ESP Executive Director and all National Committees is presented to the National Council during the annual meeting and is recorded as part of the full annual report.
- The National President-Elect will present the Plan of Work for the next year.

GUIDELINES FOR OFFICER NOMINATIONS AND ELECTIONS

Refer to article VI. Sections 1, 2, and 3 of the Bylaws for additional information. •

- Nominees are to be current Epsilon Sigma Phi members with leadership skills. They should be a self-starter and possess people skills.
- Nominees must be willing to make the tenure commitments of the position (Second VP starts a 4 years progression and; Regional Vice President for 2 years or until a successor is elected.)
- Nominees should have experience within Epsilon Sigma Phi as a chapter officer, service on a committee(s) or have served in some other leadership capacity for the ESP organization.
- Nominees (annual members and life members) should have support from Director of Extension in the state where the nominee holds membership and have their Director or the Director's designee submit a **Letter of Support** which is found on the ESP website under the Applications / Reports Tab and the Officer Application item. (A director's letter is not required by a Life Member but is optional)
- A complete application must also include a **Letter of Support** from the Chapter President. (required of both Annual and Life Members)
- The total National ESP Board composition should include a representation that is typical of the racial, gender and age diversity of Epsilon Sigma Phi that reflects linkages to state Extension administration, Extension off-campus faculty, Extension specialists and the other six Extension professional associations.
- Chapters submit nominations to the National ESP Executive Director by April 1 for the Second Vice President and April 1 of even years for the Regional Vice President candidates in the Southern and North Central Regions and in the odd years for the Northeast Region and Western Region.
- Candidates will be asked to address a specific question/statement, provided by the past president or president elect. Candidates will be asked for their response in a short video that will be provided to the chapters who will have the opportunity to vote for the candidate of their choice online.
- Each chapter will be given the opportunity to cast a ballot. Chapter Presidents will be notified of the opportunity to vote. Votes will be weighted according to the

number of delegates to which a chapter is entitled. (A chapter with 2 delegates will be counted twice)

- Balloting will be done online between April 15th and May 15th with the results of the election being announced by June 1st.

The only campaigning for the National ESP Board office allowed is:

- **Nominee's resume material will be made available to voting delegates on line by April 15th**
- **Candidates' materials will be listed in alpha order online where the election will take place**
- **Candidates will present a video of themselves responding to the question that they have been provided**
- **No additional campaigning will be done!**

Installation of National ESP Officers I

(Ceremony written by Laurel Kubin, 2000 National President, Colorado)

Installation of officers is a time when we feel the spirit of re-dedication to our organization when we renew our loyalties and once again pledge our support to the duly elected officers.

The National ESP Board stands tall in its commitment to a team approach in maintaining the ideals of Epsilon Sigma Phi and establishing working relationships of genuine regard.

As we begin this installation, we honor the time and commitment of outgoing officers (Names).

Your continuing support and involvement along new avenues is crucial and appreciated as the new and successive boards continue the development of the organization.

Thank you.

(Name), as (year) National ESP Board President, it is your responsibility to represent the organization, to lead Epsilon Sigma Phi with clarity of vision, ever mindful of the mission and rich history of the organization.

(Name), as Immediate Past President, you will provide leadership for membership recruitment and retention, working with chapters to consider the cherished diversity of members and potential members.

(Name), As President Elect, you will continue to prepare yourself for the Presidency, and provide leadership for increasing competencies and opportunities for Extension professionals through professional development.

____ (3 previously named officers), you will represent Epsilon Sigma Phi on the Joint Council of Extension Professionals, fostering teamwork and collegial respect among the partner organizations.

(Name), as 2nd vice president, you will coordinate leadership training for chapter officers; maintain contact with chapter officers to provide support to the chapters, the lifeblood of a successful organization.

(Names) , as Regional Vice Presidents, you will work with the chapters in your respective regions and provide leadership for the four standing committees to further develop leadership, excellence and actions toward the ideals for which Epsilon Sigma Phi stands.

Each of you has stated your willingness to serve as a leader of Epsilon Sigma Phi. You are hereby challenged to support the Constitution, Bylaws and Policies of Epsilon Sigma Phi.

If you accept this challenge, please say —I will.

I now declare you as duly installed officers of National Epsilon Sigma Phi, the Cooperative Extension Professional's organization. Congratulations and Best Wishes.

Officer Initiation Used for Installation of National Officers II

(Written by Bob Ohlensehlen, Past National ESP President and National Executive Director)

Every great organization needs to have great leaders who are dedicated to the principles and mission of the organization.

Our Vision Statement is that Epsilon Sigma Phi leads the Extension System in promoting and supporting professionalism in Extension

And as you know the mission of our organization is that Epsilon Sigma Phi is dedicated to fostering standards of excellence in the Extension System and developing the Extension profession and professional.

As incoming officers of an organization that professes to "Lead the Extension System in promoting and supporting professionalism in Extension" it will be your job to identify opportunities, develop new means of serving our members and to implement ways of serving our members so that as an organization we continue to be relevant and crucial in equipping our members to be able to accomplish our vision and meeting our mission.

_____, as the President of Epsilon Sigma Phi for 2011-2012 you are responsible for establishing the goals and objectives for our organization for the upcoming year. You will be looked up to by all of the Board members to provide guidance and leadership to help our organization to "Be All We Can Be." We look to you to make our organization —"The preferred Extension professional organization." You also have the task of trying to find a direction that will help the organization in meeting the diverse needs of all of the members of our organization. You will have the responsibility to provide oversight and direction for all aspects of the organization. You must keep the car on the road and moving strongly forward. As our President and representative on the JCEP Board you will provide leadership to the ESP JCEP team to hold high our ideals as you represent us on JCEP. You have a tremendous responsibility, but you have been identified as one who is up to the task.

_____, as the President-elect you are responsible to provide the leadership to develop a national conference program for next year that will provide opportunities for our members to improve their skills and to add new skills to their skill sets so that they may take the next step toward achieving our mission of fostering the standards of excellence in Extension work. You have the fresh ideas and leadership skills to take us to a new level in providing professional development opportunities for all of our members not only at our National Conference but throughout the year. Use your ideas to explore new ways of increasing our value and service to our members in meeting their professional development needs. Use your knowledge and skills to accomplish the task before you.

_____, as you embark on the first phase of a four year term on the ESP Executive Board and as you serve during the upcoming year as the Chair of the Chapter Relations Committee and as Chair of the Marketing Committee you have just accepted an important task. Your responsibilities as Chapter Relations Chair will provide you a challenge to work with the Chapter leadership to ensure that they are supported by the National Board and National Office and that the national board establishes a line of communication that flows both ways to help insure the success of each of our chapters.

I challenge you to work with the Regional Vice Presidents in the strengthening of each chapter and particularly those who are struggling to meet the needs of both their annual and life members. As marketing committee Chair your responsibilities will include discovering new ways of informing our members of the value of their organization as well as making sure our "Brand" is known throughout all of Extension as the Extension Professional's Organization. Observe and learn as the experiences you have in the next year will be extremely valuable to you in the years to come.

_____, as the _____ Region Vice President and the Public Issues Chair you are responsible for building and strengthening political and public support for Extension through consistent and targeted communication with local, state and federal decision makers and agencies to educate them on the accomplishments and value of Extension. You will also be responsible to educate and inform Epsilon Sigma Phi members about public policy and legislative issues affecting Extension programs and staff. Your participation on the committee and your dedication as an emeritus Extension Professional have served you well for this position.

_____, as the _____ Region Vice President and Public Issues Chair you are responsible to make contact and promote affiliations between ESP and international professionals. Your committee is to provide suggestions for strengthening Extension's International programming, to promote international enthusiasm within state ESP Chapters and the national ESP organization. Your committee will be responsible to help ESP members who are interested, to find sources for international Extension opportunities and to assist chapters in recognizing international work done by ESP members. Your skills are well suited for you to succeed at this challenging task.

_____, as the _____ Region Vice President and the Chair of Scholarships, Grants and Recognition you have an extremely challenging task. You will be responsible to oversee the collecting, evaluation and awarding of the professional development scholarships and recognition of individuals and teams who have done exemplary work within the Extension System. The second half of our vision to foster excellence in Extension work is to recognize those who have reached that pinnacle. Your job is to see that that happens. I know that you are ready, willing and capable in meeting the task.

_____, as the _____ Regional Vice President and the Resource Development and Management Chair you face two challenging tasks. One of the keys to a strong organization is to have a strong financial base. Your task includes oversight of the finances of our organization for both the day to day operation of ESP and the oversight and management of the Development Fund. The financing of the day to day operation is critical to the success of the organization in providing service to our members. The development fund provides the resources for professional development scholarships as well as the funding of recognition of outstanding members. You have the training and skills to handle these responsibilities with distinction. We are fortunate that you are willing to accept the role of filling the final year of the position and that you are bringing a wealth of previous experience with you.

_____, _____, _____ and _____, I have described your responsibilities as committee chairs, but I have saved your most important responsibility for last. First of all you are the link between the National ESP Board and the leadership of the chapters in your. The chapters are the most critical part of the ESP organization. Without strong chapters there is little need for a National Organization. Your challenge is to continue the work you have begun this past year within your Region to help inform, assist and to inspire the chapter leaders to do the job which they have agreed to perform. When your region's chapters have been successful in meeting the needs of their members, you all have been successful in meeting your responsibilities as a Regional Vice President.

Finally, _____, you have now reached a point for some well-deserved rest. You have been an outstanding example for all to follow this past year as our President. Your work is not yet finished. The new Special Life Member Committee is beginning its part in ESP history. As the first chair of this committee you will have the responsibility to develop the committee's mission so that it will support the ESP Mission and Vision and provide new experiences and opportunities for our Life Members. Also, during this upcoming year you will be expected to serve as our mentor and leader, providing wisdom that is sage with the experiences you have gained over the past three years you have served. We all look to you as our mentor. If we will but follow the path you have set for us we will be able to take that step to the next level. Before you get too comfortable as you pass the yoke of leadership to Justen, remember that all of the board continues to look to you to help lead the way to making Epsilon Sigma Phi's role critical to the continued success of the Extension System.

I now declare all of you as being duly installed as officers and National Board members of Epsilon Sigma Phi for 2011-2012.

Officer Responsibilities at the Extension Leadership Conference (JCEP)

The purpose of the JCEP Leadership Conference is two-fold, first is to provide professional development across all subjects for members of all six Extension organizations and second is to provide leadership training for leaders of each of the individual organization.

Major objectives of the conference are:

- (1) to provide a professional development opportunity that applies to all of Extension,
- (2) to increase chapter officers' knowledge of and enthusiasm for their responsibilities,
- (3) to assist chapter officers in strengthening chapter activities and increasing membership,
- (4) to help chapter members gain a better understanding of Epsilon Sigma Phi.

The JCEP Leadership Conference is for all Epsilon Sigma Phi members will be held annually. All chapter officers, as well as other chapter members are invited to attend.

Dates and locations for the Leadership Conference are determined by the JCEP Board. The JCEP Leadership Conference Planning Committee is made up of JCEP Board (current presidents) members from all of the JCEP partner organizations.

The JCEP Planning Committee is charged with identifying the subject matter for the professional development component and schedule of the conference. Arrange for workshop facilities and location, develop a workshop format, provide a registration form, set registration fees, arrange for meals, and attend to other details.

The planning committee will allocate time to the individual organizations to provide leadership training and to conduct organizational business.

The JCEP Leadership Conference Planning Committee will be in charge of making all local arrangements. ESP may make requests for special needs including meeting space and equipment, but additional costs from these requests will be paid for by ESP.

In consultation with the Chapter Relations Committee which includes the Regional Vice Presidents as members, the National President-elect will be providing leadership for the ESP portion of the workshop.

The Regional Vice Presidents will send an invitation to chapter presidents. Each chapter president is responsible for contacting their other chapter officers, as well as the general membership regarding attendance at the workshop.

Generally, JCEP will provide the registration information and procedures. The ESP website will provide links to the information and the registration site.

Chapters are asked to prepare a written report highlighting chapter activities. The **Annual Chapter Report for the JCEP Meeting** is to be submitted through the ESP website.

The Regional Vice Presidents will send a follow-up letter to those who have registered to attend and to chapters not registered to attend.

The National ESP Executive Director will provide materials for the workshop.

Chapters sending delegates to Regional Workshops are eligible to receive up to \$500 travel expenses per chapter to be used as the chapter determines for chapter members attending the conference.

SECTION N

The Epsilon Sigma Phi National Office

EXECUTIVE DIRECTOR POSITION DESCRIPTION

Title: National Executive Director, Epsilon Sigma Phi, The Extension Professionals' Organization

The position of National Executive Director, Epsilon Sigma Phi, is responsible to the National ESP Board. The National ESP Board of this Extension Professionals' Organization has authority for all policy and fiscal decisions.

This position may function as a salaried position or may be done on a contract basis subject to the authority of the National ESP Board in regard to compensation and performance of responsibilities and duties.

The initial appointment is for one year and is renewed annually, following negotiation and agreement between the person or firm in the position and the National ESP Board.

The National Executive Director if employed as an individual working for the board, may recommend a person for the position of Office Assistant (approximately 1/3 time) to be employed by the National ESP Board. The compensation for the office assistant, if there is one approved, will be paid by the National ESP Board. Contracted individuals or firms should consider additional help required to perform the required duties and the necessary funding should be included in the contract.

Leadership Responsibilities

- Provides leadership to the Epsilon Sigma Phi National Board in relation to fiscal, membership and operational policies of the organization.
- Provides leadership to the state/territory Epsilon Sigma Phi chapters in relation to organizational, fiscal and operational policies.
- Promotes leadership for organization, operation and communication of the National Epsilon Sigma Phi office, including the publishing of the ESP Connection Newsletter which is posted on the ESP website
- Maintains the ESP website and works with Marketing Committee and Professional Development Committee to utilize a variety of types of communication tools as they become available to better serve the ever-changing needs of the ESP member.
- Provides leadership for communicating with the Extension System.
- Management Responsibilities and Duties to be Performed for the National ESP Board and Chairs of Committees:
- Maintain an accurate email mailing list for communications with chapter leadership and with the general membership of the organization.
- Maintains the National Office operation and records; i.e., membership, financial, awards, historical and board/committee minutes/reports.

- In consultation with the President, prepares agendas and materials for National ESP Board and Council meetings.
- Manages the collection of information, production and printing of the Epsilon Sigma Phi Annual Report.
- Provides support for committees; i.e., doing mailing of information via email, payment of scholarships, securing the awards for the Recognition Program, managing the website and other tools used by committees for conducting their committee work, assist in preparing budgets and fundraising efforts.
- Provide National ESP Board members and committee chairs supplied with the necessary information and supplies so that they may accomplish their tasks.
- Schedules the National ESP Board and Committee conference calls.
- Records minutes of National ESP Board meetings and conference calls.
- Facilitates the organization and conduct of the ESP National Conference.

Financial:

- Receives and disperses all Epsilon Sigma Phi funds and maintains financial records for the following: ESP Operational Fund, Epsilon Sigma Phi Development Fund.
- In cooperation with the Resource Development and Management Committee, develops and manages the annual operating budget approved by the National ESP Board and National Council.
- Arranges for the annual audit of the financial records and tax preparation by a qualified accountant.
- Financing -- prepares and submits Annual Business Corporation Reports to the appropriate agency.

Membership:

- Work with chapter membership chairs and treasurers to insure the accurate maintenance of membership records and the timely collection of membership dues
- Provides membership status reports to chapter treasurers and/or membership committee chairs.
- Maintains membership records (historical and current) and prepares chapter, regional and national membership information and analysis for the Annual Report.
- Provides on-going and timely advice and counsel to chapter treasurers and/or membership committee chairs (via e-mail, phone calls, letters and information/instructions in the Chapter Resource Handbook – Section K) in order that they can effectively perform their membership duties and records.
- Receives and processes membership reports from chapters -- making entries into the computer database.
- Monitors the passing of members for inclusion into the annual memorial service.
- Moves delinquent, retired, and discontinued service members to inactive status on an annual basis.

State Chapters:

- Provides a source of assistance answers for questions, solutions to problems, posting of accomplishments for chapters and members.
- Prepares a communication for the Chapter leadership as necessary to highlight dates and deadlines needed to effectively interface with the national organization and their chapter membership.
- Responds to chapter orders for a variety of supplies including: jewelry, creeds, pocket folders, etc.
- Responds to requests for computer-generated mailing lists.

Newsletter:

- Serves as editor of the National Epsilon Sigma Phi Newsletter, soliciting articles, writing stories and editing stories.
- Manages the Newsletter's production steps including: desktop publishing, proofing, layout, headlines, photos, printing, preparing for posting on the website, securing a professional printer to print and mail copies to members who have no email access.

Status and Qualifications

- Position is approximately a 75%-time position.
- Serves as ex-officio board member.
- Effective administrative and supervisory knowledge and skills demonstrated by experience; including office and program management, development and administration of budgets and supervisor of personnel.
- Demonstrated organizational skills.
- Leadership ability and initiative as demonstrated by work experience and/or professional/community organizations.
- Ability to communicate effectively, orally and in writing.
- General knowledge of the organizational structure and operation of Epsilon Sigma Phi.
- Computer knowledge regarding word-processing, desktop publishing list management and desktop publishing.
- Advanced knowledge and awareness of computer technology, including software.

NATIONAL ESP EXECUTIVE DIRECTOR SEARCH AND SELECTION PROCESS

(Suggested 1 to 1-1/2-year process) •

- Position Description and Position Announcement finalized by National ESP Board:
- Search/Selection Committee appointed by ESP National Board
- Position Announcement and Description released, Application deadline set
- Announcement of the Search/Selection Committee
- Position advertised via:
 - Presidents of all chapters
 - Personnel offices of all Extension Services
 - Fall ESP Connection newsletter

- ESP Website
- JOE Job Search Site
- Chair of the Search/Selection Committee (Past ESP National President) and the National ESP Executive Director serve as source/clearing house for position descriptions and additional information.
- Applications screened by Search/Selection Committee
 - Interview invitation extended to highly qualified applicants
 - Interviews conducted
- National ESP Board will negotiate each vacancy and transfer prior to announcing the selected applicant
- Selection decision announced
- Person selected will be involved in orientation training:
- A planned visit will be scheduled to the current National ESP Office as soon as possible and orientation will be supplemented by a period of phone consultations.
- Newly appointed director will be invited and expected to attend and participates in the ESP National Conference, National ESP Board meetings and National Council meeting.
- Office equipment, files, supplies moved to the new location: As soon after National ESP Conference as feasible.
- National ESP Board determines allowance for moving expenses.
- A new National ESP Executive Director at a new location within two months of completion of National ESP Conference.

PROCESS FOR EVALUATION OF EXECUTIVE DIRECTOR

- National ESP Conference National Council attendees made aware that an evaluation process is in place for evaluating the performance of the National ESP Executive Director.
- Evaluation forms sent by National ESP Past President to Chapter Officer(s), National ESP Board Members, National ESP Executive Director and staff for performance appraisal. (forms to be sent a minimum of 6 weeks prior to mid-year meeting)
- Evaluation forms returned to National ESP Past President (a minimum of 2 weeks prior to mid-year meeting). He/she and/or an appointed committee compile results prior to midyear National ESP Board meeting.
- Mid-Year Board Meeting A performance appraisal of the National ESP Executive Director is conducted by National ESP Board under the leadership of the Past National President.
- Report is made at mid-year board meeting so results are known prior to decisions made regarding signing of contract or increase in compensation and budget formation.
- Fall Report of results made at National Conference.

NATIONAL COMMUNICATION WITH CHAPTERS AND MEMBERSHIP

ESP CONNECTION NEWSLETTER:

The Epsilon Sigma Phi Newsletter is published six times each year: January/February, March/April, May/June, July/August, September/October and November/December. Three copies are printed as hard copy and sent by surface mail to life members that have not submitted email addresses. All six copies are posted on the ESP website. It serves as a supplement to very important chapter newsletters that are your principal means of keeping all members informed about happenings in our National ESP Organization. Contributions to the Epsilon Sigma Phi Newsletter by Chapter members are essential to having the publication represent significant news of all regions, chapters, and committees.

In order to make the Epsilon Sigma Phi Newsletter useful, Chapter help is needed! All Chapters are encouraged to send glossy pictures of important events, with captions and a short article describing the activity to the Editor of the Connection who is the National Executive Director. Any contributions should reach the National Executive Director by the 25th of the month before the issue goes to press (the middle of the months of publication):

December 25th deadline for inclusion in December/January newsletter.

February 25th deadline for inclusion in February/March newsletter.

April 25th deadline for inclusion in April/May newsletter.

June 25th deadline for inclusion in June/July newsletter.

Aug 25th deadline for inclusion in August/September newsletter.

October 25th deadline for inclusion in the October/November newsletter

Chapter feature articles are also most welcome! (Refer to previous issues of the newsletter for examples.)

Ideas for feature articles might be:

- outstanding accomplishments by members
- how retirees are being more actively involved
- how you have succeeded in securing and holding new members
- how to encourage active members to pay their dues promptly
- events or activities of the chapter

Each chapter newsletter editor or president should send a copy of their chapter newsletter to the National President, the Vice President from his or her region, and to chapter presidents in their region. Such an exchange of information can maximize the benefits of your successful experiences by sharing your ideas with your colleagues in your region.

Also, make sure the Executive Director is on the mailing list for your chapter newsletter. Often accomplishments can be capsulated and shared across the nation through a reprint in the Epsilon Sigma Phi Newsletter.

Other ESP Communications with Members and Chapters:

ESP Communications with members and chapters are vital to the strength of the organization. ESP has adopted the use of electronic communication tool that is an email marketing program. The email marketing tool will be used to send information that needs immediate attention that will not wait until the next edition of the Connection is published. Publications of this type from the National ESP Office will be made with input from the National ESP Board and National Committees. It will be shared with all members who have email addresses. The email publication will be used to get information of opportunities for members to participate in activities or to remind members of deadlines that are approaching.

SUBMITTING A NEWS STORY FOR NEWSLETTER

Newsletter Deadlines: The 25th day of December, February, April, June, August and October are the deadlines for the January, March, May, July, September and November issues of the ESP Connection newsletters. Simply email the necessary information or article to espoffice@espnational.org

1. Name of chapter:

2. The topic/emphasis/theme/story line is

3. Provide a brief description--what, when, who, why, how, etc. Just the information and we'll write the story.

4. What about photos? (please send jpg files)

5. Contact person in the chapter for more information:
 - Name
 - Phone
 - Address
 - City, State & Zip

SEND Email of information on the form to: Executive Director
espoffice@espnational.org

**SECTION O -
Governing Documents
CONSTITUTION**

**EPSILON SIGMA PHI
The National Honorary Extension Fraternity, Inc.**

ARTICLE I - NAME

The name of this association shall be Epsilon Sigma Phi--The National Honorary Extension Fraternity, Inc.

ARTICLE II - CERTIFICATE OF INCORPORATION No. 20491

We, the undersigned, all citizens of the United States, and a majority of the citizens of the District of Columbia, desiring to associate ourselves as a corporation pursuant to the provisions of Subchapter three (3) of Chapter eighteen (18) of the Code of Law for the District of Columbia, do hereby certify as follows: First, The name or title by which this corporation shall be known in law shall be Epsilon Sigma Phi. Second, the term for which it is organized shall be Perpetual. Third, the particular business and objectives of said corporation shall be the mutual improvement of the members of the above-named National Honorary Extension Fraternity. Fourth, the number of its trustees, directors or managers for the first year of its existence shall be seven. In testimony where, we have this 22nd day of May 1930, hereunto set our hands.

William A. Lloyd (Seal)

Gertrude L. Warren (Seal) Walter H. Conway (Seal) District of Columbia, sis:

I, F.E. Singleton, a Notary Public in and for the District of Columbia, do hereby certify that William A. Lloyd, Gertrude L. Warren, and Walter H. Conway, parties to a certain Certificate of Incorporation bearing date on the 22nd of May, 1930, and hereunto annexed, personally appeared before me in said District the said William A. Lloyd, Gertrude L. Warren, and Walter H. Conway, being personally well known to me as the person who executed the said Certificate of Incorporation, and acknowledged the same to be their act and deed.

Given under my hand and seal this 22nd day of May, 1930.

F.E. Singleton

My commission expires May 4, 1933

(Notaries Seal) **CERTIFICATE OF AMENDMENT OF EPSILON SIGMA PHI NATIONAL HONORARY EXTENSION FRATERNITY**

Articles of Incorporation of 22nd day of May 1930, amended to read as follows:

ARTICLE III - PURPOSE

The purpose of this association shall be exclusively charitable and educational within the meaning of Section 501(c) (3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). This purpose includes, but is not limited to, recognizing excellence in the Extension community; providing opportunity for networking, fellowship, and collaborative efforts; fostering leadership development through mentoring Extension professionals in the philosophy and professional practice of Extension education; and facilitating professional development.

ARTICLE IV - MEMBERSHIP

Epsilon Sigma Phi is an equal opportunity/affirmative action fraternity. Epsilon Sigma Phi is committed to the active involvement of all its members regardless of race, color, sex, age, religion, national origin, disability, or veteran status. Epsilon Sigma Phi values and seeks a diverse membership.

Section 1. - MEMBER. An Extension professional (currently employed by or retired from an entity of the Cooperative Extension System) who has exhibited excellence in programming and leadership. Members continue to provide leadership and excellence in Extension programming throughout their career and during retirement.

Section 2. - MEMBER-AT-LARGE. An individual who meets the above qualifications, but is located where there is no affiliated chapter, or does not currently meet the length of service requirements of their state chapter, may pay annual dues directly to the National ESP Executive Director and become a member-at-large, with all the rights and privileges of an active member.

Section 3. - LIFE MEMBERSHIP. Members, who are retired from the Cooperative Extension System, may obtain a paid-up life membership by paying an amount equal to five times the annual dues at the time of the purchase of paid-up life membership. These members hold equal rights and privileges to those paying annual dues.

Section 4. - TRANSFER OF MEMBERSHIP. A member may transfer membership when the National ESP Executive Director receives notice from the secretary of the chapter accepting the transfer.

Section 5. - CHAPTER INCORPORATION/AFFILIATION. The basic operating unit shall be a chapter within a state, territory, or similar geographic area. To establish a chapter, a group of Extension professionals may petition the National ESP Council. If approved, a chapter name will be assigned and a charter granted.

Section 6. - CHAPTER TERMINATION. A chapter's charter may be terminated by the National ESP Council when the chapter does not support the purpose of Epsilon Sigma Phi, as set forth in Article III.

Section 7. – CHAPTER DEACTIVATION: When a chapter whose membership falls below 5 annual members the chapter shall be considered to be inactive and the remaining Annual Members shall be considered to be Members-At-Large. When a chapter becomes inactive the chapter shall forfeit the rights of an active chapter including but not limited to receiving the right to have a chapter

delegate to the National Council Meeting and the right for reimbursement for a delegate to the JCEP Leadership Conference. Members-At-Large have the same individual member rights as those members who are Annual Members in good standing.

ARTICLE V - BUSINESS

Section 1. - PLACE OF BUSINESS. The principal place of business of Epsilon Sigma Phi shall be the National Headquarters Office.

Section 2. - FISCAL YEAR. The fiscal year of Epsilon Sigma Phi shall begin on the first day of January and end on the last day of December.

Section 3. - NATIONAL ESP COUNCIL. The voting membership of the National ESP Council shall consist of the (1) National ESP Board and (2) delegates, from chapters and (3) the total group of members-at-large, as determined by a formula in the Standing Rules and Policies.

Section 4. - NATIONAL ESP COUNCIL MEETING. The annual meeting of the National ESP Council of Epsilon Sigma Phi shall be held at a time and place determined by the National ESP Board.

Section 5. - INUREMENT OF INCOME. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, officers, or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 6. - LEGISLATIVE OR POLITICAL ACTIVITIES. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation. The corporation shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of **any candidate for public office.**

Section 7. - OPERATIONAL LIMITATIONS. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation, contributions, to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE VI - LIABILITY

Epsilon Sigma Phi shall in no way be liable for the acts of individual members of the National ESP Council, nor for officers who may act beyond their authority. Officers individually or collectively shall not be liable for Epsilon Sigma Phi, unless they have acted beyond their authority as officers.

ARTICLE VII - NON-PROFIT CORPORATION

Epsilon Sigma Phi shall be a non-profit corporation under Section 501(c) (3) of the Internal Revenue Code.

ARTICLE VIII - DISSOLUTION

If upon dissolution of Epsilon Sigma Phi the assets exceed the outstanding obligations, such balances shall accrue to and be administered through the National 4-H Council, a corporation chartered by the State of Ohio and organized as a tax exempt educational agency. Upon the dissolution of the corporation, if the National 4-H Council is no longer in existence or does not qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law) then the National ESP Board shall, after paying or making provisions for the payment of all the liabilities of the corporation dispose of all the assets of the corporation exclusive for the purposes of the corporation in such a manner, and to such other organization or organizations organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law), as the National ESP Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IX - AMENDMENTS

The Constitution may be amended by two-thirds (2/3) vote of the ballots cast by the National ESP Council in session or by mail. Notice of proposed amendments shall be sent to chapter presidents at least thirty (30) days before balloting.

- I, **Wayne Bath**, President certify that the written consent of two-thirds of the National ESP Council, being first had and obtained, file the following amendments to the Certificate of Incorporation, heretofore filed on May 22, 1930.

Wayne Bath (Seal)

I, **Richard A. Swantz**, a Notary Public in and for the County of Whitman, in the State of Washington do hereby certify that Wayne Bath, President of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed.

(Notarial Seal)

Richard A. Swantz

- I, **Robert C. Clark**, Secretary certify that the written consent of two-thirds of the National ESP Council, being first had and obtained, file the following amendments to the Certificate of Incorporation, heretofore filed on May 22, 1930.

Robert C. Clark (Seal)

I, **Daniel K. Nichols**, a Notary Public in and for the County of Dane, in the State of Wisconsin do hereby certify that Robert C. Clark, Secretary of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed.

(Notarial Seal)

Daniel K. Nichols

- I, **Richard R. Angus**, President certify that the written consent of two-thirds of the National ESP Council, being first had and obtained, file the following amendments to the Certificate of Incorporation, heretofore filed on May 22, 1930.

Richard R. Angus

I, **Norman E. Pruitt**, a Notary Public in and for the County of Prince George's, in the State of Maryland do hereby certify that Richard R. Angus, President of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed. *Norman E. Pruitt*

- I, **Gail Shellberg**, Secretary, certify that the written consent of two-thirds of the National ESP Council, being first had and obtained, file the following amendments to the Certificate of Incorporation, heretofore filed on May 22, 1930.

Gail Shellberg

I, **Barbara Bailey Pullen**, a Notary Public in and for the County of Larimer, in the State of Colorado, do hereby certify that Gail Shellberg, Secretary of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed.

Bobbie Bailey Pullen

- I, **Bill Braden**, President, certify that the written consent of two-thirds of the National ESP Council, being first had and obtained, filed the following amendments to the Certificates of Incorporation, heretofore filed on May 22, 1930.

Bill Braden

I, **Barbara Elliott**, a Notary Public in and for the County of Brazos in the State of Texas do hereby certify that Bill Braden, President of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed.

Barbara Elliott

- I, **Judith S. Carlson**, Executive Secretary/Treasurer, certify that the written consent of two-thirds of the National ESP Council, being first had and obtained, filed the following amendments to the Certificates of Incorporation, heretofore filed on May 22, 1930.

Judith S. Carlson

I, **Sandra R. Gregg**, a Notary Public in and for the County of Otter Tail in the State of Minnesota do hereby certify that Judith S. Carlson, Executive Secretary of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed.

Sandra R. Gregg

- I, **Margaret Viebrock**, certify that This Constitution was amended by a two-thirds (2/3) vote of the ballots cast by the National ESP Council in session. Notice of proposed amendments was sent to the chapter presidents at least thirty (30) days before balloting. These are amendments of the Certificates of Incorporation, heretofore filed on May 22, 1930.

Date: February 7, 1997 Signed: (Margaret A. Viebrock)

President

I, **Nancy Willms**, a Notary Public in and for the County of Douglas, in the State of Washington, do hereby certify that Margaret Viebrock, President of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed.

Date: February 7, 1997 Signed: *(Nancy Willms)*

Notary Public
(Seal)

- I, **Judith S. Carlson**, certify that This Constitution was amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council in session. Notice of proposed amendments was sent to the chapter presidents at least thirty (30) days before balloting. These are amendments of the Certificates of Incorporation, heretofore filed on May 22, 1930.

Date: February 11, 1997 Signed: *(Judith S. Carlson)*

Executive Officer

I, **Larry Doss**, a Notary Public in and for the County of Otter Tail in the State of Minnesota, do hereby certify that Judith S. Carlson, National ESP Executive Director of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed.

Date: February 11, 1997 Signed: *(Larry A. Doss)*

Notary Public
Seal

- I, **Bernadette G. Watts**, certify that This Constitution was amended by a two-thirds (2/3) vote of the ballots cast by the National ESP Council in session. Notice of proposed amendments was sent to the chapter presidents at least thirty (30) days before balloting. These are amendments of the Certificates of Incorporation, heretofore filed on May 22, 1930.

Date: January 11, 2000 Signed: *(Bernadette G. Watts)*

Bernadette G. Watts, President

I, **Judy K. Fulp**, a Notary Public in and for the County of Wake in the State of North Carolina, do hereby certify that Bernadette G. Watts, President of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed.

Date: January 11, 2000 Signed: *(Judy K. Fulp)*

Judy K. Fulp, Notary Public

- I, **Judith S. Carlson**, certify that This Constitution was amended by a two-thirds (2/3) vote of the ballots cast by the National ESP Council in session. Notice of proposed amendments was sent to the chapter presidents at least thirty (30) days before balloting. These are amendments of the Certificates of Incorporation, heretofore file on May 22, 1930.

Date: January 11, 2000 Signed: *(Judith S. Carlson)*

Judith S. Carlson, National ESP Executive Director

I, **Susan Lukken**, a Notary Public in and for the County of Otter Tail in the State of Minnesota, do hereby certify that Judith S. Carlson, Executive Officer of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed.

Date: January 11, 2000 Signed: *(Susan L. Lukken)*

Susan L. Lukken, Notary Public

- I, **Linda D. Cook**, certify that This Constitution was amended by a two-thirds (2/3) vote of the ballots cast by the National ESP Council in session. Notice of proposed amendments was sent to the chapter presidents at least thirty (30) days before balloting. These are amendments of the Certificates of Incorporation; heretofore file on May 22, 1930.

Date: November 12, 2005 Signed: *(Linda D. Cook)*

Linda D. Cook, National ESP Executive Director

I, ,a Notary Public in and for the County of Alachua in the State of Florida, do hereby certify that Linda D. Cook, Executive Officer of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed. Date: Signed:

Notary Public

- I, **Robert M. Ohlensehlen**, certify that This Constitution was amended by a two-thirds (2/3) vote of the ballots cast by the National ESP Council in session. Notice of proposed amendments was sent to the chapter presidents at least thirty (30) days before balloting. These are amendments of the Certificates of Incorporation; heretofore file on May 22, 1930.

Date: October 17, 2011 Signed: *(Robert M. Ohlensehlen)*

Robert M. Ohlensehlen, National ESP Executive Director

I, **Jeana Kienzle**,a Notary Public in and for the County of Twin Falls in the State of Idaho, do hereby certify that Robert M. Ohlensehlen, Executive Director of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed.

Date: October 17, 2017 Signed: *(Jeana L. Kienzle)*, Notary Public

Date: October 17, 2017 Signed: *(Robert M. Ohlensehlen)*

- I, **Robert M. Ohlensehlen**, certify that This Constitution was amended by a two-thirds (2/3) vote of the ballots cast by the National ESP Council in session. Notice of proposed amendments was sent to the chapter presidents at least thirty (30) days before balloting. These are amendments of the Certificates of Incorporation; heretofore file on October 20, 2017.

Date: October 20, 2011 Signed: *(Robert M. Ohlensehlen)*

I, **Jeana Kienzle**,a Notary Public in and for the County of Twin Falls in the State of Idaho, do hereby certify that Robert M. Ohlensehlen, Executive Director of Epsilon Sigma Phi, personally appeared before me and acknowledged the above Certificate of Amendment to be their act and deed. *Robert M. Ohlensehlen*

Date: October 12, 2017 Signed: *(Jeana L. Kienzle)*, Notary Public

BYLAWS

EPSILON SIGMA PHI

The National Honorary Extension Fraternity, Inc.

Article I - MISSION

Epsilon Sigma Phi (ESP) is dedicated to fostering the standards of excellence in the Extension System and developing the Extension profession and professional.

Article II - MEETINGS

Section 1. ANNUAL MEETING. The annual meeting of the National ESP Council of Epsilon Sigma Phi shall be held as specified in the Constitution.

Section 2. SPECIAL MEETINGS. Special meetings of the National ESP Council of Epsilon Sigma Phi may be called by a majority of the National ESP Board, or upon request by the members of the National ESP Council, when a resolution for such special meeting is presented and signed by thirty (30) per cent of the members of the National ESP Council. Upon receipt of such a resolution, the President and National ESP Executive Director shall set a specific place and date for the special meeting to be held within sixty (60) days from the date the resolution is received by the President.

Section 3. NOTICE OF MEETINGS. The business agenda of the National ESP Council meeting and all special meetings of Epsilon Sigma Phi shall be given to all members of the National ESP Council of Epsilon Sigma Phi at least thirty (30) days before the date of the meetings.

Section 4. MEETING CANCELLATION. In case of a national emergency, the President, with the approval of the National ESP Board may cancel a national meeting. Members shall be notified.

Section 5. MEETING LOCATION. The National ESP Board approves the date and location of national meeting.

Article III - NATIONAL ESP COUNCIL

Section 1. VOTING. The designated voting delegates of chapters, members-at-large, and the National ESP Board shall constitute the membership of the National ESP Council and thereby the voting members of Epsilon Sigma Phi.

The board of each chapter shall designate their voting delegates(s) on the National ESP Council.

Members-at-large voting delegates shall be selected by the National ESP Board.

In the case of a vote by acclamation, standing or raising of hands, the President may cast the deciding vote in case of a tie if he/she has not previously voted.

However, if a ballot vote is required, he/she must cast his/her vote when the rest of the votes are cast.

Voting by proxy shall be prohibited. (Amended by National ESP Council, October 13, 2011)

Section 2. Quorum. Members present at a meeting of the National ESP Council of Epsilon Sigma Phi shall constitute a quorum for the transaction of all business.

Article IV - ORDER OF BUSINESS

Insofar as possible, the order of business at the National ESP Council meeting and at all other meetings of the National ESP Council of Epsilon Sigma Phi shall be as follows:

- Registration of voting members
- Proof of notice of meeting
- Reading and disposal of all previous unapproved minutes
- Reports of officers and committees
- Unfinished business
- New business
- Installation of officers
- Adjournment
- (Amended by National ESP Council September 19, 2013)

Article V - NATIONAL ESP BOARD

Section 1. MEMBERSHIP. The National ESP Board shall consist of nine (9) members: President; President-Elect; Second Vice President; Past President; Northeast Region Vice President; Southern Region Vice President; North Central Region Vice President; Western Region Vice President and National ESP Executive Director, a non-voting member of the National ESP Board. (Amended by National ESP Council, October 15, 2010)

Section 2. ELECTION AND TERM OF OFFICE: Second Vice President for Chapter Relations shall be elected annually to serve one year as Second Vice President, one year as President-Elect/First Vice President, one year as President, and one year as Past President. A regional rotation system (North Central, Northeast, South, and West) shall be used for filling the office. The Election of the National Second Vice President may be conducted electronically, prior to the ESP National Conference. (Amended by ESP National Council September 19, 2013 & October 9, 2014)

In the event no qualified nomination is received by the designated deadline from the region, the National ESP Board has the option to re-open the nomination process to obtain a qualified candidate. The position will then be filled by the vote of the ESP Board members to elect or appoint a qualified applicant. (Amended by National ESP Council, October 13, 2011 & September 19, 2013)

In the case of a resignation of a Regional Vice President or other officer on the National ESP Board, the Board shall seek nominees for the vacant position. The ESP National Board, upon obtaining a suitable candidate(s), shall elect or appoint an individual to complete the term. (Amended by National ESP Council, October 13, 2011)

All officers shall assume their duties at the National ESP Council post Board meeting.

The National ESP Executive Director, a non-voting member of the National ESP Board, is to be selected by the voting members of the National ESP Board.

Section 3. QUALIFICATIONS.

The National ESP Board of Epsilon Sigma Phi shall be members of the National ESP Council and members in good standing of a chapter or member-at-large. The National ESP Executive Director is employed by the National ESP Board. The initial term of employment is for one year and is renewed annually; following negotiation and agreement between the person employed and the National ESP Board.

Section 4. VACANCIES. Any vacancy in the National ESP Board shall be filled by the remaining members of the National ESP Board and the vacancy shall be filled by selection from region represented by the vacancy. The same shall serve the remaining term of the person replaced. In the event an elected or appointed National ESP Board Member is no longer employed by Extension (with the exception of Extension retirees securing Life Member status or maintaining an annual membership), their position on the board shall be vacant immediately and will be filled by an appointment of the National ESP Board as set forth above.

Section 5. COMPENSATION. The compensation, if any, of the elected National ESP Board shall be determined by the members of the National ESP Council. All officers shall, however, be entitled to reimbursement for special expenses incurred in directing the business of Epsilon Sigma Phi when such expenses have been approved by the National ESP Board.

Section 6. REMOVAL. A member of the National ESP Board of Epsilon Sigma Phi may, for cause, be removed from office by a majority vote at the National ESP Council meeting or special meeting of the National ESP Council called for that purpose, at which a majority of the members shall be present. No National ESP Board member shall be removed unless in the notice of such meeting it has been stated that his/her removal is to be considered. A National ESP Board member shall be informed that his/her removal is to be considered and a hearing shall be given such a National ESP Board member, in person or by representation at the meeting.

Section 7. MEETINGS. The National ESP Board meets prior to and following the National ESP Council meeting and mid-year. The mid-year meeting is called by the President.

Section 8. CONDUCTING BUSINESS. The National ESP Board may conduct business by mail, electronic mail, or telephone when necessary. Minutes will be kept and approved for any such meetings.

Article VI - DUTIES OF NATIONAL ESP BOARD

Section 1. MANAGEMENT. The National ESP Board shall direct the business affairs of the National ESP Council of Epsilon Sigma Phi. They shall make the necessary rules and regulations which are consistent with the law under which Epsilon Sigma Phi is incorporated, or with the Constitution and Bylaws of

Epsilon Sigma Phi. The National ESP Board shall be empowered to employ a non-voting National ESP Executive Director and any other personnel on a full or part-time basis as is needed to carry out special activities and programs of Epsilon Sigma Phi. The National ESP Board shall determine their duties and fix their wages and have power to dismiss such employees when they are no longer needed, or if they are ineffective.

Section 2. INSURANCE COVERING EMPLOYEES. The National ESP Board shall require the National ESP Executive Director, and any others handling Epsilon Sigma Phi funds, to be covered under an insurance policy that will cover potential financial losses. Such insurance shall be furnished by a responsible insurance company, and the cost thereof shall be paid by Epsilon Sigma Phi. (Amended by National ESP Council, October 15, 2010)

Section 3. AUDITS. The National ESP Board shall examine the accounts of Epsilon Sigma Phi at their meetings and shall in addition have the books submitted for a Financial Review every 4 years or when there is a change of Executive Directors by an impartial competent accountant. In the other 3 years the Executive Director shall prepare all financial records for a review that will be conducted by the Resource Development and Management Committee, with the Chair of the committee overseeing the Financial Review. The annual review shall be made by May 1 of each year. A report of the review shall be submitted to the delegates at the National ESP Council Meeting. The report shall include a statement of income and expenses for the year and provide such other data as may have been requested by the National ESP Board, or may have been ordered by vote of the members of the National ESP Council at the previous meeting. The National ESP Board of Epsilon Sigma Phi shall have the authority to have the books reviewed more frequently than once a year if it is deemed necessary or advisable.

Section 4. EVALUATION OF NATIONAL ESP EXECUTIVE DIRECTOR. The National ESP Board shall hold an annual evaluation of the National ESP Executive Director. Input from the National ESP Board, National ESP Committees, and chapters shall be solicited.

Article VII - DUTIES OF ESP OFFICERS

Section 1. PRESIDENT. The President shall:

- Provide direction and leadership for Epsilon Sigma Phi activities and programs.
- Work with National ESP Board in coordinating their efforts in carrying out Epsilon Sigma Phi's purposes and programs.
- Preside over all meetings of the National ESP Council and the National ESP Board.
- Serve as a member of the Board of Directors of the Joint Council of Extension Professionals (JCEP).
- Move into the role of Past President at the end of their term.
- Perform other duties as assigned by the National ESP Board.

Section 2. PRESIDENT - ELECT. The President Elect shall:

- Perform the duties of the President in his/her absence or disability
- Arrange for the National ESP Committees to meet during the national meeting and coordinate the development of the plan of work for the coming year.
- Serve as a member of the Board of Directors of the Joint Council of Extension Professionals (JCEP).
- Plan and implement the JCEP Leadership Conference with the Regional Vice Presidents.
- Conduct site visit and begin preparing for the National ESP Conference to be held during the year as President.
- Move into the role of President at the end of the term.

Section 3. PAST PRESIDENT. The Past President Shall:

- Chair the Nominating Committee.
- In consultation with the National Executive Director be responsible for Constitution and Bylaws revisions and Handbook revisions.
- Serve as a member of the Board of Directors of the Joint Council of Extension Professionals (JCEP).
- Chair evaluation of National ESP Executive Director procedure.
- Serve as parliamentarian at meetings of the National ESP Board.

Section 4. SECOND VICE PRESIDENT. The Second Vice President shall:

- Serve as the National Boards liaison between the Board and the chapters.
- Appoint committee members with approval of the National ESP Board.
- Move into the role of President-Elect at the end of the National ESP Conference.

Section 5. REGIONAL VICE PRESIDENTS.

- Regional Vice Presidents shall represent the region from which they were elected on the National Epsilon Sigma Phi Board.
- The Regional Vice Presidents shall communicate regularly with the chapter leadership of the chapters within their regions.
- The Regional Vice Presidents shall also be appointed to chair a national committee in addition to the other responsibilities of their office.

Section 6. CHAIR OF THE PROFESSIONAL DEVELOPMENT COMMITTEE.

The Chair of the Professional Development Committee shall:

- Be responsible for coordinating the planning, implementation and evaluation of the National ESP Conference.
- Shall work with the committee to provide professional development opportunities on a national level
- Perform other duties as assigned by the President.

Section 7. CHAIR OF THE MARKETING COMMITTEE.

The Chair of the Marketing Committee shall:

- Review the methods of marketing ESP to the membership including but not limited to: written communication, web-based communication, and items to promote the organization.
- Determine those items that will be carried in the national office to promote ESP as the Extension Professional's Organization.
- Perform other duties as assigned by the President.

Section 8. CHAIR OF THE MEMBERSHIP RECRUITING and RETENTION COMMITTEE

The Chair of the Membership Recruiting and Retention Committee shall:

- Oversee preparation of Program of Work, Mid-Year and End of Year Committee
- Reports of the Membership Recruitment and Retention Committee
- Oversee the preparation and distribution of materials to be used by chapters in the recruitment and retention of Epsilon Sigma Phi members.
- Perform other duties as assigned by the President.

Section 9. CHAIR OF THE RESOURCE DEVELOPMENT AND MANAGEMENT Committee.

The Chair for Resource Development and Management Committee shall:

- Chair the Resource Development and Management Committee Meetings.
- Oversee preparation of Program of Work and End of Year Committee Reports of the Resource Development and Management Committee.
- Oversee the Financial Review in those years when required.
- Serve as a member of the Epsilon Sigma Phi National Board.
- Perform other duties as assigned by the President.

Section 10. CHAIR OF THE SCHOLARSHIPS, GRANTS AND RECOGNITION COMMITTEE.

The chair for Scholarships Grants and Recognition Committee shall:

- Chair meetings of the Scholarship, Grants and Recognition Committee.
- Oversee preparation of Program of Work and End of Year Committee Reports of the Scholarship, Grants and Recognition Committee.
- Serve as a member of the Epsilon Sigma Phi National Board.
- Perform other duties as assigned by the President.

Section 11. CHAIR OF THE GLOBAL RELATIONS COMMITTEE.

The chair of the Global Relations shall:

- Chair the meetings of the Global Relations Committee.
- Oversee preparation of Program of Work and End of Year Committee Reports of the Global Relations Committee.
- Perform other duties as assigned by the President.

Section 12. CHAIR OF THE PUBLIC ISSUES COMMITTEE.

The chair of the Public Issues Committee shall:

- Chair the meetings of the Public Issues Committee
- Represent Epsilon Sigma Phi on any special task forces relating to public issues.
- Oversee preparation of Program of Work and End of Year Committee Reports of the Global Relations Committee.
- Perform other duties as assigned by the President.

Section 13. NATIONAL ESP EXECUTIVE DIRECTOR.

The National ESP Executive Director shall:

- Keep a complete record of the meetings of the National ESP Council and the National ESP Board.
- Serve all notices required in the Bylaws.
- Submit at the National ESP Council meeting a complete report of the year's activities of Epsilon Sigma Phi, except such special reports as are presented by officers.
- Receive and disburse all funds of Epsilon Sigma Phi and keep a complete record and have records audited annually by a qualified accountant by May 1 of each year.
- Perform such other duties as may be required by the National ESP Board.

Article VIII - NATIONAL COMMITTEES

Section 1. APPOINTMENT OF NATIONAL COMMITTEES. The National ESP Board of Epsilon Sigma Phi shall designate national committees to carry out organizational activities. The Second Vice-President shall make national committee appointments and notify appointees no later than one month prior to the National ESP Council meeting.

All persons appointed to such committees shall be members in good standing. National committee members shall become active at the National ESP Conference in the year their appointment is made.

Section 2. NATIONAL COMMITTEES. National committee appointments are for a two-year term. A member may apply for a second two-year term to a respective committee. National committees shall report to the National ESP Board and make recommendations for National ESP Board and National ESP Council action.

Section 3. SPECIAL TASK FORCES. The National ESP Board shall designate special task forces as needed. Appointments are made by the National ESP President.

Section 4. NATIONAL COMMITTEE CHAIRS. The National Past President, National President Elect and the National 2nd Vice President as well as the respective elected Regional Vice Presidents shall serve as national committee chairs based

on an appointment by the National ESP President. The appointments shall last until a successor has been appointed. Change in assignments should be made prior to the National Conference to allow Chairs to begin committee work for the following year during committee meetings while at the conference.

Article IX - FINANCING

Section 1. MEMBERSHIP DUES.

- Dues are to be paid to the National ESP Executive Director between October 1 and February 1 to be considered in the determination of the number of delegates each chapter will be authorized at the National Council Meeting for that dues year.
- Due to the different schedules for dues collection by chapters, dues will continue to be accepted until September 1.
- No dues will be received after September 1. Dues submitted after October 1st will be considered to be dues for the following year.

ANNUAL DUES. Members shall pay annual dues through their chapter or in the case of members-at-large; dues should be paid directly to the National ESP Office.

LIFE MEMBERSHIP. Members, retired from an entity of the Cooperative Extension system, may obtain a paid-up life membership by paying an amount equal to five times the annual dues. For those members whose annual member dues have already been paid during the year in which they retire, the annual dues will be counted toward the payment of the life member dues.

AMOUNT. The dues for annual membership shall be established by the voting delegates at the National ESP Council meeting. Proposed changes in dues shall be made known 30 days prior to the National ESP Council meeting at which the vote is taken. Any increase in dues voted upon at a National ESP Council meeting shall become effective one year after action by the National ESP Council.

Section 2. MEMBER INITIATION FEE. Each chapter shall pay to the National ESP Executive Director a member initiation fee for each new member. The amount of the initiation fee is listed in the Chapter Handbook. This is in addition to national and chapter dues.

Section 3. CHAPTER MEMBERSHIP DUES. In addition to the national dues, chapters may assess dues at their discretion.

Section 4. EPSILON SIGMA PHI DEVELOPMENT FUND. Contributions may be accepted by the Epsilon Sigma Phi Development Fund from affiliated chapters, individual members, and from other groups and individuals who are interested in furthering the purpose of Epsilon Sigma Phi.

Section 5. SPECIAL PROJECTS. To enlarge the program and to increase the effectiveness of Epsilon Sigma Phi, the National ESP Council may arrange for special projects including publications for which a charge may be made.

Article X - EMBLEMS AND RECOGNITION

Section 1. EMBLEMS. The official emblem shall be the one prescribed by the National ESP Council. Emblems may be jeweled on the basis of the following lengths of service: one diamond in the upper-right corner upon completion of fifteen (15) years' service; a second diamond upon completion of twenty-five (25) years' service; and a third diamond at thirty (30) years. Chapters are responsible for emblem diamond jewellery of the Ruby DSA pin. The National Office only prepares the Ruby DSA with the ruby jewel.

Section 2. RECOGNITION. Recognition may be given at National, Regional and State levels. Details on eligibility and number of presentations are provided in the Chapter Handbook.

Article XI - CREED

The official creed of the fraternity shall be that prescribed by the National ESP Council and a copy of the same shall be furnished to each chapter to be displayed at each chapter meeting. Each chapter is urged to use the creed in its initiation ceremony and to provide a copy to each new member.

Article XII - CHAPTER VISITATION

National ESP Board members are available to visit chapters, to speak at annual meetings, to conduct chapter workshops and to assist in other ways. Chapters are encouraged to request one such visit each five (5) years. The National ESP Council and the host chapter are each responsible for certain travel expenses as noted in the Chapter Handbook.

Article XIII - RULES OF ORDER

The "guidelines" as set forth in these Bylaws shall be carefully followed in directing and carrying out the program and activities of Epsilon Sigma Phi and in conducting the meetings of the National ESP Council and the National ESP Board. Supplementary standing rules may be adopted by the National ESP Council if appropriate. For the details of meeting procedures not covered in these "guidelines", Roberts Rules of Order, Revised shall apply.

Article XIV - AMENDMENTS

The Bylaws may be amended by two-thirds (2/3) vote of the ballots cast by the National ESP Council in session or by mail. Notice of proposed amendments shall be sent to chapter presidents at least thirty (30) days before balloting.

- I, **Marilynne Ross**, President, certify that the written consent of two-thirds (2/3) of the National ESP Council, being first had and obtained, file the following amendments to the Epsilon Sigma Phi Bylaws, heretofore filed on November, 1983.

Marilynne Ross (Seal)

November, 1992

I, **Gail Shellberg**, Executive Secretary-Treasurer, certify that the written consent of two-thirds (2/3) of the National ESP Council, being first had and obtained, file the following amendments to the Epsilon Sigma Phi Bylaws, heretofore filed on November, 1983.

Gail Shellberg (Seal)

November, 1992

- I, **Richard R. Angus**, President, certify that the written consent of two-thirds (2/3) of the National ESP Council, being first had and obtained, file the following amendments to the Epsilon Sigma Phi Bylaws, heretofore filed on November, 1992.

Richard R. Angus

July 12, 1994

I, **Gail Shellberg**, Executive Secretary-Treasurer, certify that the written consent of two-thirds (2/3) of the National ESP Council, being first had and obtained, file the following amendments to the Epsilon Sigma Phi Bylaws, heretofore filed on November, 1992. *Gail Shellberg*

July 12, 1994

- I, **Bill Braden**, President, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.

Bill Braden

December 1995

I, **Judith S. Carlson**, Executive Secretary-Treasurer, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Judith S. Carlson*

December 1995

- I, **Margaret Viebrock**, President, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.

Margaret Viebrock

December 1996

I, **Judith S. Carlson**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Judith S. Carlson*

December 1996

- I, **Jim Lindquist**, President, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.

Jim Lindquist

September 2001

I, **Linda D. Cook**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Linda D. Cook*

September 2001

- I, **Fay B Strickler**, President, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.
Fay B Strickler
September 2002
I, **Linda D. Cook**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Linda D. Cook*
October 2002
- I, **Robert M. Ohlensehlen**, President, certify that these Bylaws were amended by two thirds (2/3) vote of ballots cast by the National ESP Council.
Robert M. Ohlensehlen
September 2004
I, **Linda D. Cook**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Linda D. Cook*
September 2004
- I, **James E. Hovland**, President, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.
James E. Hovland
November 2005
I, **Linda D. Cook**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Linda D. Cook*
November 2005
- I, **Nancy E Crago**, President, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.
Nancy E Crago
November 2006
I, **Linda D. Cook**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Linda D. Cook*
November 2006
- I, **Della Baker**, President, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.
Della Baker
September 2007
I, **Linda D. Cook**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.
Linda D. Cook
September 2007
- I, **Duane P. Johnson**, President, certify that these Bylaws were amended by two thirds (2/3) vote of ballots cast by the National ESP Council.

Duane P. Johnson

October 2008

I, **Linda D. Cook**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.

Linda D. Cook

September 2008

- I, **Cassandra Corridon**, President, certify that these Bylaws were amended by two thirds (2/3) vote of ballots cast by the National ESP Council.

Cassandra Corridon

October 2010

I, **Robert. M. Ohlensehlen**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Robert M. Ohlensehlen*

October 2010

- I, **Deborah Thomason**, President, certify that these Bylaws were amended by two thirds (2/3) vote of ballots cast by the National ESP Council.

Deborah Thomason

October 2011

I, **Robert. M. Ohlensehlen**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Robert M. Ohlensehlen*

October 2011

- I, **Mark Stillwell**, President, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.

Mark Stillwell

September 2013

I, **Robert. M. Ohlensehlen**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Robert M. Ohlensehlen* September 2013

- I, **Jeffrey D. Myers**, President, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.

Jeffrey D. Myers

October 2014

I, **Robert. M. Ohlensehlen**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Robert M. Ohlensehlen* October 2014

- I, **Ann Allgood Berry**, President, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.

Ann Allgood Berry

October 2015

I, **Robert. M. Ohlensehlen**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Robert M. Ohlensehlen* October 2015

- I, **Patricia Dawson**, President, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.

Patricia Dawson

October 2016

I, **Robert M. Ohlensehlen**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Robert M. Ohlensehlen* October 2016

- I, **Kathleen Tweeten**, President, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council.

Kathleen Tweeten

October 2017

I, **Robert. M. Ohlensehlen**, National ESP Executive Director, certify that these Bylaws were amended by a two-thirds (2/3) vote of ballots cast by the National ESP Council. *Robert M. Ohlensehlen* October 2017

ESP POLICIES

Introduction

Policies are established by the National ESP Board to facilitate the orderly conduct of business by Epsilon Sigma Phi on behalf of its members. Policies may be modified at any Board Meeting by a majority vote of the National ESP Board where a quorum is present. *(Passed by National ESP Board, November 8, 2005)*

ESP Executive Board

The ESP Executive Board shall consist of the Executive Committee members – President, President Elect, Second Vice President, Past President and the National ESP Executive Director (Ex Officio). The purpose of the Executive Board shall be to address issues that require immediate attention that would not allow for convening the entire Board. The intent of the function of the Executive Board shall at no time be to exclude the remaining members of the Board.

Board Meetings

The mid-year National ESP Board Meeting will be held at a convenient time with the Epsilon Sigma Phi President determining and arranging for the meeting place and accommodations, doing whatever is necessary to keep costs at a minimum. Once arrangements are made the National ESP Executive Director signs the contract and is responsible for payment.

National ESP Board Meetings are held prior to and following, at the same location as, the National ESP Conference.

Conference Calls

The National ESP Board will schedule conference calls as deemed necessary to carry out the immediate business and/or concerns of Epsilon Sigma Phi.

Conference calls may be necessary to carry on the business of National ESP Committees. The calls should be arranged by the appropriate Vice President, in conjunction with the National ESP Executive Director. All conference calls will have a written agenda sent to the National President and committee members at least two weeks prior to the conference call.

Date to Determine Number of Voting Delegates

The number of voting delegates per chapter and for the total group of members-at-large will be determined on February 1 of each year based on membership dues paid.

Fiscal

The ultimate authority for expenditures shall be by the approval of the National ESP Board. The National ESP Executive Director, however, receives and disburses all funds; maintains financial accounts and records for operational funds and develops and manages the operating budget. *(approved by the National ESP Council. (Revision, November 8, 2005)*

There shall be three signatures approved (National ESP Executive Director, his/her assistant, and the President) on the operating funds account; and two on the investment funds accounts. Checks issued on these accounts shall require

two signatures and a third-party reconciliation of the account. (*Passed by action of the National ESP Board, December 3, 2000.*)

The National ESP Executive Director arranges for the annual financial review by the Resource Development and Management Committee for the first three years of a four-year cycle with the review being done by a qualified accountant in the fourth year or at any time there is a change in Executive Directors prior to the National ESP Council Meeting. Books are to be closed on December 31.

The annual financial review report is provided to the National ESP Board and the membership at the National ESP Council Meeting.

The National ESP Executive Director also makes official and legal reports as required by IRS. Tax reporting will be done by a qualified accounting firm with information provided by the Executive Director. Tax returns are due to IRS by May 15th of each year.

Epsilon Sigma Phi shall have a credit card in the name of Epsilon Sigma Phi and held in the possession of the National ESP Executive Director for use at his/her discretion regarding Epsilon Sigma Phi business only. The charge(s) should be paid as soon as possible without any finance charges accrued.

The National ESP Executive Director should arrange for Dishonest Employee insurance and casualty insurance as deemed necessary by the National ESP Board. He/she will be responsible for monitoring renewal dates. (*Passed by the National ESP Council, October 15, 2010*)

The ESP national budget increase will be no more than 10% from one year to the next. (*Passed by the National ESP Board, November 8, 2006*)

Budget requests that will impact the next annual budget will be submitted no later than the mid-year board meeting of the current year.

During a current budget year, the board may approve spending on scholarships and grants that exceeds the number and amount described in the handbook. Decisions to award additional scholarships and grants should be made based on a recommendation from the SGR Committee and funding available. (*Passed by the National ESP Board, November 8, 2006 Amended June 5, 2014*)

ESP Financial Holdings, Investment, and Development Fund Policies (Revised 7/2016)

ESP Financial Holdings

Financial resources for ESP are held in two groups of funds: (1) Organizational fund and (2) Development fund. Epsilon Sigma Phi, Inc. is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code.

ESP Organizational Fund

The primary function of the Organization Fund (operating funds) of the National Epsilon Sigma Phi is to hold operating funds of the corporation in both investments accounts and as cash to support the daily operation of the corporation. The National Board determines spending from the Organizational Fund based on current needs and aligned with an annual budget approved by the National Council. Sufficient funds to cover one year of operating costs should be held in readily liquid accounts. Other funds may be placed in longer-term investments to provide income for operating expenses or reinvestment for growth, as determined by the National Board. The calendar year serves as the ESP fiscal year.

ESP Development Fund

The primary function of the Development Fund of the National Epsilon Sigma Phi is to hold both endowed invested funds (in both restricted and non-restricted investment accounts) and limited cash as charitable assets and to distribute income in accordance with the Spending Policy in support of mini-grants, scholarships, professional recognition, and management expenses to support the professional development mission of ESP as directed by the National Board. The National ESP Council took steps in 1985 to establish a National Epsilon Sigma Phi Foundation to foster even greater emphasis on "Partnership in Professional Excellence" among ESP members and the Cooperative Extension System as a whole.

Epsilon Sigma Phi's most valuable asset is the quality of the Extension faculty/staff dedicated to serving people across the nation. Membership dues provide a base of financial support, within the chapters and nationally, for the ongoing operations of our organization. But, private tax-exempt contributions are necessary to provide an extra margin of excellence. After receiving legal counsel in 2002, the fund name of Foundation was dropped and Development Fund was determined to be the more appropriate designation.

Epsilon Sigma Phi has a commitment to future excellence through the Development Fund to:

- Provide scholarships for professional development and graduate study to promote teaching and research excellence to members.
- Provide grants to chapters for professional development programs.
- Recognize and reward Extension professionals who have demonstrated outstanding educational competencies, professionalism, and programming.
- Publish the latest literature on professionalism and professional development opportunities for Extension faculty/staff.
- Prepare resource materials that chapters can use to emphasize professionalism to prospective members.
- Update and maintain a record of Epsilon Sigma Phi history and encourage chapters to implement Extension history projects.

Annual Development Fund campaign years begin on September 1 and run through August 31 of the following year with all collections for the current campaign year held in the bank account until August 31st when they are deposited to the Patten and Patten account. At the same time, a draft is made on the Patten and Patten account for the annual funds as specified in the Development Fund budget for the current budget year.

The Scholarship Auction at the National ESP Conference generates revenue for the Development Fund. Half of the auction proceeds go to the Development Fund and half to the Organizational Fund.

Investment Policy

Approved National Board -- August 12, 2010, Amended in August 2012

Investment Policy for Epsilon Sigma Phi, Inc.

Purpose

The purpose of the investment policy is to provide a clear understanding of the investment policy, guidelines, and objectives for the total portfolios of both the Development Fund and Organization Fund of National Epsilon Sigma Phi (ESP) for the Resource Development and Management Committee (RD&M), National Board, investment advisors, potential donors, and others.

This policy provides a governing basis for the management and disposition of liquid assets (including cash and non-cash items) held as investments by National Epsilon Sigma Phi, Inc.

The following guidelines have been set forth to give the fund manager(s) an overview of the general investment philosophy and orientation of the RD&M responsible for the funds, and to provide prospective donors information about the investment of funds in the RD&M care. The intent is to give broad direction allowing for the flexibility necessary for the fund managers to successfully implement their investment strategy.

The RD&M has allocated to the Patten & Patten, Inc. responsibility for implementing these guidelines.

Investment Objectives

The principle objectives of both funds' investment programs shall be:

- Preservation of capital on an absolute basis
- Generation of income to fulfil charitable purposes of Epsilon Sigma Phi
- Growth of asset value at a rate greater than inflation (as measured by the Consumer Price Index)
- Provide market (S&P 500) equivalent income

Achieving these objectives will require assuming a moderate level of risk, a long-term investment horizon and diversification among assets. The funds will be invested to maximize total return (capital appreciation, interest and dividend income) consistent with a prudent level of risk.

Funding of Withdrawals/ Distributions

The ESP Organizational Fund has requirements and expectations for part of the funds to be periodically withdrawn for programs and expenses. Resultant periodic cash requirements will fluctuate somewhat but should usually be able to be deferred for a 30day period.

The ESP Development Fund has requirements and expectations for periodic withdrawals for programs and expenses. Resultant periodic cash requirements will fluctuate somewhat but should usually be able to be deferred for a 30-day period. The investment manager(s) will be made aware of these requirements and will be responsible for employing a strategy to meet these needs. The National Board anticipates that the funds will be provided from cash and cash equivalents and investment income earnings. The principal is endowed and cannot be spent; organization funds will be used to make up unmet needs.

Asset Allocation

The Resource Development and Management Committee and National Board have established the following asset allocation guidelines.

Any significant deviations from the established allocations will require approval upon the recommendation of the Investment Manager. Those deviations of no more than 10% points above or below the established range would be in response to “non-normal” market or economic conditions that would be considered temporary or short term. The Chair of Resources Development and Management Committee with approval of the National Board would grant the Investment Manager sufficient latitude to preserve the capital of the funds.

Cash and Equivalents – (Development Fund 0 - 10% of assets)

(Organizational Fund 10 - 40% of assets) Short-term investments shall consist of obligations of the U.S. Government, U.S. Agencies and corporate issues rated A or better by one-year maturity or less, and the two highest grades of commercial paper. Additionally, a money market fund or comparable investment vehicle with like investments may be used.

Fixed Income – (Development Fund 30 - 70% of assets) (Organization Fund 30 -

50% of assets) The quality of the fixed income securities shall not be rated less than “A” by Moody’s or Standard and Poor’s. Maximum ownership of any one issue, exclusive of U.S. Government issues shall be (15)% of the fixed income portfolio at cost. Private placements or other restricted securities shall not comprise more than (10)% of the fixed income portfolio cost. Cash positions should conform to investments described in section A.

Equities – (Development Fund 30 -70% of assets) (Organization Fund 30 – 50% of assets) The portfolio may hold common stocks publicly traded on U.S. Exchanges, NASDAQ listed stocks and securities convertible into such stocks. Equity investments in any major sector classification shall not exceed (20%) of the market value of the total equity portfolio. Equity

investments in any single issue shall not exceed (7%) of the equity portfolio at market value. Cash positions should conform to investments described in section A.

Return Objectives/ Loss Limits

Both the Development Fund and Organization Fund annual total return objective for the total portfolio is an absolute return net after all expenses of at least 7 % of the beginning of year asset value adjusted for deposits and withdrawals. Returns will be measured over a five-year period.

Although investment objectives are long term, performance and activities of the manager(s) will be evaluated at least on an annual basis.

Standards of performance will include the best of:

Expected minimum net total return (appreciation plus income) exceeding inflation by 4 % for equities and (2) % for fixed income over a five-year period.

Expected total return compared to the market to equal or exceed an applicable equity or fixed income index.

Rank in the top half of similar “style” equity and fixed income managers in a database each calendar year.

Losses over a five-year period should be limited to 15 % of the beginning value or maximum value; whichever is greater, in the equity portfolio and (5%) in the fixed income portfolio.

Evaluation and Performance Criteria

Investment managers can expect to be evaluated using both absolute and relative criteria. Two or more of the following relative performance benchmarks will be used to evaluate overall performance in each area of portfolio allocation.

Manager comments, on which are the most appropriate index to use in measuring the manager's performance, are welcome.

Comparisons will be made at least annually.

Equities:

S&P 500 composite index – largest 500 companies, weighted by capitalization

Wilshire 5000 index – 5,000 companies, weighted by capitalization

Other managers with a similar investment style

Any other equity performance index with component issues similar to those of the equity portfolio.

Fixed Income:

Lehman Brothers intermediate government/ corporate bond index – average maturity 4-5 years

Other managers with similar investment style

Any other fixed income performance index of issues with maturity and quality similar to the fixed income portfolio.

Inflation:

Consumer Price Index (CPI) The Resource Development and Management Committee and National Board may employ a professional investment advisor or consultant to perform ongoing independent investment performance analysis.

Prohibited Transactions

Investment activities in the following are prohibited:

- Margin purchases
- Derivatives and hedge funds
- Private placements or other restricted securities
- Commodities (such as wheat, corn, cattle etc, excludes commodities such as gold)
- Foreign issues, unless traded on U.S. Exchanges or markets

Communication and Review

Monthly statements of activity are to be forwarded to the ESP Executive Director, Chair of Resource Development and Management Committee and the investment advisor. Otherwise statements are to be forwarded quarterly.

Investment manager(s) should expect to provide annual or semi-annual portfolio presentations to Epsilon Sigma Phi, which will include reports of portfolio status, returns, and performance comparisons to appropriate benchmarks, economic outlook, investment strategy and other related matters, which would be of interest to the ESP Board. Ongoing communication by phone, letter or personal consultation will be required as deemed necessary by the investment advisor and/or the ESP Executive Director. The Resource Development and Management Committee and National Board place great trust in and emphasis on the investment strategy employed by the fund's managers. Any material changes to or deviations from a manager's approach must be communicated and justified to the ESP Executive Director and the Chair of the Resource Development and Management Committee. ESP requires the managers to communicate any significant changes in management or investment personnel immediately.

Plan Review

The managers shall be responsible for reviewing these guidelines with the ESP at least annually to assure that they remain valid and relevant. Any recommendations as to changes should be submitted in writing to the Chair of the Resource Development and Management Committee and the Executive Director of the National ESP.

ESP Development Fund Spending Policy (Adopted 9/1/2011)

Spending Policy

All contributions will be recorded as principle and added to the corpus (endowed principle).

The annual amount available from the Development Fund is based on our spending policy. The standard spending policy rate is 5%. The annual amount is

determined by applying the spending policy rate to the fund's twelve quarter average market value of its investments as of March 30th of the prior year. The fifty percent (50%) of the National Conference Auction proceeds designated for the Development Funds will be used to meet the annual obligations of the Development Fund distribution.

At the end of each fiscal year the Resource Development and Management Committee will make a recommendation on the remaining balance of the annual distribution per the disposition of these funds. Priority consideration should be given to the addition of these remaining funds to the Development Fund principle. Appropriate uses of the annual distribution are described above in ESP Financial Holdings, Section 1.

ESP Development Fund Named Donations (Approved by ESP National Board 5/2015)

National Epsilon Sigma Phi has an ongoing ESP Key Contributor program in which contributions can be made over many years and the accumulative total determines the Key Recognition Level in which one is recognized.

An ESP Named Donation Program starts July 1, 2015 which will allow an individual or chapter to "name" an award after a person (or chapter) and state the purpose for which a donation of \$25,000 or more is given.

Pledges can be made for payment over 5 years. Naming goes into effect and the award is officially established when the corpus (principal) is fully paid. An accumulated ESP Key contributor has the option to convert an accumulated donation into a named donation when \$25,000 or more has been received according to ESP records.

A named donation can be restricted or unrestricted. A restricted account would give the donor spending authority to establish the name and purpose for which the donation will be used with the agreement of the ESP Board, and its appropriate national committee(s). An unrestricted account would give the ESP Board with input from the appropriate ESP national committee spending authority on the donation.

ESP Development Fund investment policy and spending policy will be applied to all named funds. Named funds will be tracked as sub-funds in the ESP Development Fund. Records will be kept on each named award to track market value and expenditures. This record is to be available for review by the donor and members.

Reviewed, Revised and Adopted July 2016

Officer Nomination and Election Process

The total National ESP Board composition should include a representation that is typical of the racial, gender and age diversity of Epsilon Sigma Phi that reflects

linkages to state Extension administration, Extension off-campus faculty/staff, Extension specialists and the other Extension professional associations.

Criteria for Members of National ESP Board

Nominees must be current Epsilon Sigma Phi members with leadership skills.

Nominees must be willing to make the tenure commitments of the position

Second VP starts a 4-year progression and; Regional Vice President for 2 years or until a successor is elected.)

Nominees should have experiences within Epsilon Sigma Phi as a chapter officer, service on a committee(s) or served in some other leadership capacity for this organization.

Support in writing from Director of Extension or their designee in the state where the nominee holds membership must be sent to the National Office to meet the nomination deadline.

Nominations

Nominations are made by chapters.

Submit nomination required forms and information online to the National ESP Office.

The only campaigning for the National ESP Board offices is:

- Nominees' resume material will be made available to each chapter online including a one page (front and back application form)
- Video submitted by the candidate addressing a question provided by the National Board.

Election Process

- The information provided by the nominee will be made available to the chapters in mid-April for those chapters in regions where regional vice-presidents are being elected and to all chapters who will be voting on the National 2nd Vice President. (All chapters vote on the National 2nd Vice President annually)
- The opportunity to vote will be done in conjunction with the balloting for regional and national recognition awards.
- The open period for voting will be no less than 30 days. (ending in mid to late May)
- Each chapter's vote will count for the number of delegates they have based on the February 1st membership numbers.

Printing

- All items printed should include a revision date.
- National ESP Committees or Board members desiring to publish a brochure, etc, in promotion of Epsilon Sigma Phi and/or its programs, must submit all information in the form of a proposal, including a mock-up and budget, to the Board for final approval.
- As a publication is approved, the national ESP Executive Director will coordinate the printing and distribution.

Reimbursement Policy for National ESP Board Travel and Others Traveling for ESP Business

(Approved by the ESP National Board on 9/16/2009 - Amended in 2010 and again 2011) It is the policy of Epsilon Sigma Phi that reimbursement be made at a fair and equitable rate for expenses incurred during the course of carrying out business for the benefit of the National Epsilon Sigma Phi Organization. The following establishes the guidelines for reimbursement for expenses for National Board Members and any other members who have been designated by the ESP National Board to do business on behalf of the National Board or the National Organization as described.

Expenses will be paid for the following:

- Participation of the President, President-Elect and Past President (or designated representative) in meetings of JCEP.
- Participation as a partner of the JCEP Marketing Team to attend JCEP partner's annual conferences. The National ESP President will determine the representation of Epsilon Sigma Phi at the annual meetings of the JCEP partners keeping in mind the most cost-efficient methods of representation and annual ESP budget. *(Revised by the National Council October 15, 2010)*
- Participation requested for the National President to also represent Epsilon Sigma Phi when invited to attend any ECOP meeting.
- Participation of the ESP Board in the JCEP Leadership Conference each year.
- (Revised by action of National ESP Board, November 8, 2005)
- Participation of the Board member serving as Chair of the Public Issues Committee in PILD Conference and planning committee.
- Reimbursement for participation will be provided for the Chair of Public Issues Committee and one other ESP representative to the PILD Planning Committee. There should be two ESP representatives on the PILD Planning Committee each year, excluding any chair or cochair of the committee that may be from ESP.
- Participation of ESP Board members in the ESP Mid-year Board Meeting and National Conference.
- JOE representative will be reimbursed according to board policy up to The amount specified in the ESP Budget. The JOE representative is notified of this limit in their letter of appointment.

Sources of funds for travel reimbursement:

Travel expenses will be paid from the operating budget of Epsilon Sigma Phi. The amount allocated for Board travel will be evaluated annually and will be allotted as funds are available.

Limitations on reimbursable expenses:

Daily meal expenses will be reimbursed for meals not provided as part of a conference, meeting, or hotel stay based on government per diem rate for destination city. <http://www.gsa.gov/portal/content/104877>. Receipts are NOT required.

Travelers may be paid at 100% of the per diem allowance for the applicable city location. In general, the per diem allowance for the first and last days of travel is

up to 75% of the full per diem rate. Based on specific travel needs, the per diem allowance for the first and last days of travel can be adjusted using the applicable meal percentage from GSA guidelines at the approving authority's discretion. Group meals -The Executive Director should plan group meals that are as economical as is practical for the setting.

Lodging expenses will be reimbursed at actual rate and must be accompanied by receipts. National ESP Board members are encouraged to share a room when possible to reduce costs. Phone calls and Internet charges are not reimbursed.

Travel Reimbursement Policy:

- When traveling by personal vehicle, official mileage will be reimbursed at the current IRS rate.
- When traveling by airplane reimbursement includes:
 - Non-refundable coach airfare purchased 30 days prior to travel (Exceptions to be approved by the ESP President.)
 - Baggage fees
 - Transportation to and from airport when accompanied by receipts; and
 - Any parking/tolls will be reimbursed when accompanied by receipts.
 - Travel reimbursement will be the lesser of the cost to drive and the cost to fly with a 30-day advance airline purchase. (Exceptions to be approved by the National President. The Past President will approve the President's exceptions.)
- Airfare and hotel reservations should be made as early as possible for best pricing and availability. Keep in mind that any decisions made to travel for personal reasons that increase the cost should be discussed with the President (i.e. combining vacation or other travel onto business and excessive cost of airfare, or travel by personal vehicle). President's personal reasons to travel should be discussed with the Past President.
- Reimbursement for National ESP Board Meetings, National ESP Conference, JCEP Leadership Conference and other reimbursable events, will be limited to the days officially designated unless the savings accrued by traveling a day earlier or later, as in the case of weekend travel, more than offsets additional costs for meals and lodging.
- All requests for reimbursement must be submitted within 30 days of official travel.

Pre-Payment of Travel:

No travel expenses will be paid until after an authorized trip, unless Executive Director pays for accommodations and conference registrations through direct billing. Pre-payment of advance expenses for a commercial carrier can be covered with a signed promissory note.

Policies FOR FINANCIAL REIMBURSEMENTS TO CHAPTERS/MEMBERS:

(This Policy was reviewed, revised and approved by the ESP National Board on 7/7/2016)

General Guidelines:

- Travel reimbursement forms will be available on the ESP website. All reimbursement claims will be filed electronically, except for those who do not have access to the website.
- Claims must be submitted to the National ESP Office within 30 days of the conference.

Reimbursement Related to National ESP Conference:

Voting Delegates to National ESP Council: Each voting delegate attending the National ESP Council Meeting will receive a stipend for participation (amount determined in annual budget). Voting delegates must attend **National Council Meeting**, their respective **Regional Meeting**, and the **Entire Conference** to receive reimbursement.

National ESP Committee Members: A stipend (amount determined in annual budget) is available to each committee member that attends the entire National ESP Conference, participating in their National ESP Committee meeting, and who attends their respective regional meeting.

Presenter Stipends: Presenters may be eligible for stipends (amount determined in Annual Budget). Types of presenters receiving stipends and amounts will be determined by the Professional Development Committee and announced with the conference call for proposals. The person receiving the stipend must attend their regional meeting and the entire conference for reimbursement.

Life Member Registration Rebates: ESP life members/retirees are eligible for a registration rebate for the National ESP Conference (amount determined in annual budget). Member must attend their regional meeting and the entire conference for reimbursement.

Members who are eligible for multiple stipends or reimbursements will receive only one reimbursement. The highest stipend or reimbursement amount for which a member is eligible will be the one that is awarded.

Epsilon Sigma Phi Cancellation Policy

Requests for refunds must be sent electronically or by mail to National ESP Office. A \$50.00 processing fee will be deducted from all refunds. All refunds will be issued 4 to 6 weeks after the event. Substitute registrants are welcome and may be named at any time for registrations only (no substitutions will be allowed for stipends which otherwise would be awarded). Refunds will be granted as follows:

- Refund requests sent at least 28 days prior to the event will be granted in full less a \$50.00 processing fee.
- Refund requests sent 14 days to 27 days prior to the event will be granted at fifty percent (50%) less a \$50.00 processing fee.
- Refund requests sent less than 14 days prior to the event will be NOT be granted.

- Refund appeals due to an emergency will be handled on a case by case basis by the ESP President or ESP National Conference Chair.

National ESP Board Expectations

If a current ESP Board member demonstrates inability or lack of responsibility in performing roles, the following procedures are to be followed: *(Revised by action of National ESP Board, November 18, 2006)*

ESP National President will document issues of concern and discuss with the board member who is not performing job responsibilities. Possible solutions will be identified and documented.

If the issues continue to occur the National ESP Board will encourage the member to resign. If the board member refuses to resign, procedures for removal as stated in the by-laws will be implemented.

Miscellaneous Policies

- The National ESP Executive Director will maintain the current membership list which is to be used exclusively for Epsilon Sigma Phi business. He/she will make labels available to National ESP Board and chapters, as requested.
- Epsilon Sigma Phi shall in no way be liable for the acts of individual members, nor for the National ESP Board who may act beyond their authority. National ESP Board members individually or collectively shall not be liable for Epsilon Sigma Phi unless they have acted beyond their authority. Epsilon Sigma Phi does carry National ESP Board liability insurance. *(Passed by action of the National ESP Board on June 16, 2002.)*
- Any member holding an appointed position who fails to perform the function/assignment may be removed from the position by the National ESP Board.
- The President, with the National ESP Executive Director, shall sign all recognition certificates and documents.
- A formal review of the Constitution and Bylaws should be conducted every two years (beginning 1993). A special task force should be appointed to conduct the review.
- The Strategic Plan should be reviewed and updated if necessary by the National ESP Board annually and progress reported to the membership at the National ESP Council Meeting.
- Long-range goals shall be determined every five years with the help of committees, chapter presidents, and members. Yearly, the National ESP Board will develop annual objectives which interface with the national goals. National ESP
- Committees and chapter presidents will assist with developing annual objectives. National ESP Committees should incorporate the goals and objectives into their plan of work.
- The National ESP President will represent Epsilon Sigma Phi at the annual meetings of the JCEP partners. He/she will also represent Epsilon Sigma Phi when invited to attend any ECOP meeting. If the President is unable to represent

- Epsilon Sigma Phi at a particular event, he/she should appoint another National ESP Officer to attend--keeping in mind the most cost-efficient methods of representation.
- A running list of motions approved at a National ESP Board Meeting or National ESP Council Meeting shall be kept by the National ESP Executive Director.
- Members of the National ESP Board cannot be nominated for recognition during their term of service on that Board. (*Passed by the National ESP Board March 1999*)

Policies are adopted by a majority vote of National ESP Board members present and voting. They may be amended or rescinded by 2/3 vote without previous notices or a majority vote after previous notice. Policies may be suspended temporarily by a majority vote. Policies will be formally reviewed every two years (even-numbered years) by the National ESP Board. Policies are kept current by the Past President who notifies appropriate persons.

STANDING RULES

1. Standing rules may be adopted at the National ESP Council Meeting by a majority vote of the voting delegates present and voting. Standing rules may be amended or rescinded by a two-thirds vote without previous notice or a majority vote after previous notice. Standing rules may be suspended temporarily by a majority vote. Standing rules will be formally reviewed every other year (even-numbered years) by the National ESP Board. Standing rules are kept current by the Immediate Past President who notifies appropriate persons. (Amended October 13, 2011)
2. Each chapter may determine procedures for defining membership within **Article IV, Section 1.**
3. Annual dues will be \$40. Each chapter shall collect these dues and pay them to the National ESP Executive Director by February 1 of each year. Members-at-Large pay dues directly to the National ESP Executive Director. (Approved by National ESP Council 2006 for 2008 dues year.)
4. Members-at-large shall pay \$40.00 annual dues directly to the National ESP Executive Director. (Approved by National ESP Council 2006 for 2008 dues year.)
5. Paid-up life memberships are five times the annual dues. Each chapter shall collect these dues and submit them to the National ESP Executive Director. These life memberships are only available to retirees from the Cooperative Extension System. Life memberships may be purchased anytime following retirement.
6. An initiation fee of \$5.00 will be assessed each chapter for each new initiate.
7. New chapters shall pay an affiliation fee of \$20.00.
8. Dues cannot be refunded.
9. Epsilon Sigma Phi's membership list is not to be sold.
10. A member may transfer to another chapter when the National ESP Executive Director receives notice from the secretary of the chapter accepting the transfer.
11. If a vacancy occurs in the President's position, the President-Elect will automatically assume the Presidency for the unexpired term and then serve another full term as President. The President Elect's position would remain vacant until the next annual meeting.
12. If a Past President vacancy occurs, the previous Past President may assume the position for the unexpired term.
13. If a National ESP Executive Director vacancy occurs or if it becomes necessary to solicit for a National ESP Executive Director, the National ESP Board will initiate action, develop the position announcement and advertise the position. In addition, the National ESP Board will establish a Search and Selection Committee to screen applications and extend interview invitations. All interviews will be conducted at regular or special meetings of the National ESP Board.
14. The voting delegates at the National ESP Council Meeting shall adopt the budget for the forthcoming year.
15. ESP members who have not paid dues in the previous three consecutive years will be automatically moved to the "past member" database in the National ESP Office (Passed by the National ESP Council, September 2004).

16. Epsilon Sigma Phi shall not affiliate with any other organization without recommendation of the National ESP Board and the consent of a majority of voting delegates present at a National ESP Council Meeting.
17. The number of voting delegates is determined by the number of chapter members in good standing February 1, prior to the annual meeting. The formula to determine the number of voting delegates per chapter to the National ESP Council is: One voting delegate per 150 members or fraction thereof and the same formula will be used for determining the number of delegates for the total group of members-at-large.
(Passed by the National ESP Council December 4, 1999 - Amended October 13, 2011)

ESP Appeal Process

1. The National ESP Board has directed the Executive Director and Committee Chairs to follow all guidelines related to deadlines established by committees and approved by the National ESP Board. These include but not limited to the following:
 - a. February 1 Membership payment for members – establishes voting delegates at National ESP Council, eligibility for Scholarships, Grants and Recognition.
 - b. Deadlines for scholarship applications for PILD Scholarships, Angus Professional Development Scholarships, Professional Development Grants – December 1.
 - c. Deadline for additional Angus Professional Development Scholarships and Professional Development Grants – March 1.
 - d. Deadline for nominations for National ESP Recognition submission of applications and the National Recognition Submission form – March 1
 - e. Nominations for Regional Vice President and National 2nd Vice President candidates – April 1.
 - f. Applications to serve on National Committees – April 1 Deadline for additional Angus Professional Development Scholarships, Redinger Leadership Scholarships and Professional Development Grants – May 1.
 - g. May 1 Deadline for National ESP Chapter Recognition Awards (Chapter of Merit and Achievement in Chapter Membership)
2. There have been times the above (and others) have not met the deadline. Chapters have been denied a vote at National ESP Council, nominations for recognition and scholarships have been disqualified, Chapters have not received consideration for chapter recognition etc.
3. After considerable discussion following recommendations were made.
 - a. These recommendations suggest a process where action by the Chapter, Committee Chair, and Executive Director address the issue to prevent or lessen missed deadlines.
 - b. Both the chapter (sender) and the Committee Chair or Executive Director (receiver) must make notification to the other party of materials sent or received.

- c. The assumption is that most information will be sent electronically and, in some cases, hard copy will be sent in addition.

Chapter Submission Procedure

At this time all of the submissions for officer nominations, chapter recognition, dues, scholarships and awards are being submitted electronically. The person submitting these items will receive an email notifying them that their information has been automatically been submitted. If no email confirmation is received, it is the responsibility of the individual submitting the documents to contact the ESP National Office for verification that the documents have been received. Some universities have restricted the receipt of emails that are automatically generated from being delivered or they are directed to “trash” or other locations within the mail service.

Appeal Process - for those situations not listed above.

Each appeal of a situation should be handled on an individual basis based on facts from chapter, Executive Director and Committee Chair. Chapters or individuals wishing to appeal the decision of the ESP Executive Director must send a written email appeal to the Chair of Member Recruitment & Retention Committee for dues issues or chapter recognition issues with copies to ESP Executive Director and National ESP President within five working days after receipt of email notification from Executive Director of the decision stating situation and why their appeal should be considered.

In the case of an appeal issue regarding scholarships or recognition awards, Chapters or individuals wishing to appeal the decision of the ESP Executive Director must send a written email appeal to the Chair of Scholarships, Grants and Recognition Committee for dues issues with copies to ESP Executive Director and National ESP President within five working days after receipt of email notification from Executive Director of the decision stating situation and why their appeal should be considered.

In the case of an appeal issue regarding officer nominations or committee appointments, Chapters or individuals wishing to appeal the decision of the ESP Executive Director must send a written email appeal to the ESP National President with copies to ESP Executive Director within five working days after receipt of email notification from Executive Director of the decision stating situation and why their appeal should be considered.

The chair of the appropriate Committee or the National President will immediately call a special meeting of the appropriate committee and will make written recommendation to the National ESP Board within one week of receipt of the appeal. In the case of officer nominations or committee appointment applications, the National President will confer with the National Board to reach a decision on the appeal.

The National ESP President will send written email response to the Chapter President within two days following Board Action on the recommendation from the Member Recruitment & Retention Committee.

Conflicts of Interest Policy

Article 1 – Purpose

The purpose of this conflict of interest policy is to protect Epsilon Sigma Phi's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest application to non-profit and charitable organizations.

Article 2 – Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

- a. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
- b. An ownership or investment interest in any entity or individual with which Epsilon Sigma Phi has a transaction or arrangement, or
- c. A compensation arrangement with the Organization or with, any entity or individual with which the Organization has a transaction or arrangement, or
- d. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- e. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- f. A financial interest is not necessarily a conflict of interest. Under Article 3, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article 3 – Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article 4 – Record of Proceedings

- a. The minutes of the governing board and all committees with board delegated powers shall contain:
- b. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- c. The names of the persons who were present for discussion and votes related to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article 5 – Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee who jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article 6 – Annual Statements

- a. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
 - i. Has received a copy of the conflicts of interest policy,
 - ii. Has read and understands the policy,
 - iii. Has agreed to comply with the policy, and
 - iv. Understands the Organization is chartable and in order to receive and maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article 7 – Periodic Reviews

- a. To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
- b. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and are the result of arm's length bargaining.
- c. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article 8 – Use of Outside Experts

When conducting the periodic reviews as provided for in Article 7, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Epsilon Sigma Phi, Inc.
Annual Conflict of Interest Statement
(to be signed by all Board Members Annually)

The undersigned affirms that he/she:

- Has received a copy of the Conflicts of Interest policy;
- Has read and understands the policy;
- Has agreed to comply with the policy; and
- Understands that **Epsilon Sigma Phi** is charitable, and in order to receive and maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Print Name

Date

Signature