Epsilon Sigma Phi Handbook



Includes:

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Epsilon Sigma Phi Handbook

SECTION A: Strategic Plan

2024-2027 National Epsilon Sigma Phi Strategic Plan

- **Optimize National ESP Leadership and Operations**
    - Create operating Handbook/Manual for Committees (e.g. RDM Manual) to increase continuity, training, and smoothness of transitions
    - Enhance committee member process (promotion, recruitment, appointment and types of committee membership)
    - Develop Onboarding Videos and resources (for items that do not change that can be self-guided and accessible on-demand)
    - 100% completion of Board and Organization annual duties and responsibilities (develop list of annual duties, by calendar start/stop/board agenda)
    - Optimize ESP calendars and annual rhythms to create a clearer sequence and accessibility of opportunities
    - Continue diversifying ESP revenues to keep value high and cost as affordable for members as possible (e.g. sponsor packet; online donations; sales, ads, endowment packaging, etc.)
    - Develop target list of ideal sponsors, partners and collaborators for ESP (e.g. industry associations; companies engaged in extension space; foundations; small business opportunities of members and their families).

        - Optimize technology to reduce friction and improve experience for members; achieve efficiencies; and provide improved data and analytics (e.g. website, store, applications, membership system)
- **Evaluate organizational policies, procedures and systems**
        - Establish a strategy for long term capital stability for the operational portion of ESP at the national level
        - Treasurer position/ implementation for National ESP Council
            - Standard operating procedures docs for Board (possible short videos to help)

- **Enhanced communication with**
        - Members: connect articles to people and committees to link-up
        - Communication preferences for members/ Explore options for communications
        - Social media presence
        - Plan member engagement strategy for members and chapter leaders from National (office, board and committees)
        - Chapter Leaders: newsletter specifically for chapter leaders
        - Committees at chapter level: connect National committees with Chapter committees
- **Increase opportunities for members**
        - Increase professional development opportunities by creating additional experiences (e.g. expand

First Timers, Extension Leader Fellowship, National Board Scholarships, etc.)
    - Facilitate the reduction of membership tenure requirements to be ESP members
    - Make it clear and easy for potential members to qualify their eligibility to join and membership engagement plan (e.g. target market, compelling benefits package, easy and exciting process to join).
    - Enhance membership opportunities through online training, resources, discounts, network, job opportunities, etc.
    - Clarify and update ESP features, advantages and benefits of ESP membership to create distinction and clarity for prospective members to join and existing members to renew
- **Increase value of ESP National to chapters**
    - Connect national committees to chapter units
    - Identify opportunities for Life members and New member engagement
    - Enhance chapter leader engagement at National level
    - Increase press release, media and engagement of institutional leaders when celebrating and recognizing members (e.g. lists of local media of chapters, newsletters/HR offices, etc. so we can apprise)
    - Organized and accessible library of PD recordings and resources
- **Engage in broader network**
    - Members will have targeted opportunities to grow their professional network
    - Develop process for member leadership positions when representing ESP (ELC, PILD, JOE)

2019-2022 National Epsilon Sigma Phi Strategic Plan

- **Study committee and board structure and responsibilities**
    - Conference, finances, board orientation, National/Chapter committees, Affinity Groups
- **Enhanced communication with**
    - Members: connect articles to people and committees to link-up
    - Chapter Leaders: newsletter specifically for chapter leaders
    - Committees at chapter level: connect National committees with Chapter committees
- **Increase professional development and leadership opportunities**
    - Clarify RFPs for Leadership, Affinity Groups and possible invitations for scholarly work
    - Connect administrators to members
- **Increase value of ESP National to chapters**
    - Connect national committees to chapter units
    - Identify opportunities for Life members and New member engagement
- **Engage in broader network**
    - Members will have targeted opportunities to grow their professional network

- ESP National will reach out to other associations and organizations to strengthen the Extension System

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 303 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.

SECTION B: National Committee Guidelines

(In this section: Committee guidelines, descriptions, membership terms and appointments, expectations, video conference guidelines, and committee planning calendar)

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 Past President shall make committee appointments and notify appointees as soon as possible after the appointment 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. When possible preference should be given to members that have never served on a national committee.

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.

Committee Descriptions

Global Relations Committee: Global Relations Committee functions to increase cultural competency and global connections for ESP members within the Extension System by creating opportunities for international professional development, by supporting international work, and by increasing capacity to apply a multi-cultural inclusive perspective to programming in local communities.

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.

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 chaired by the National President-Elect, 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. The Executive Director shall serve as an ex-officio member of the committee to ensure any chapter needs are communicated from the National Office.

Affinity/ Interest Groups

ESP offers an opportunity for members to collaborate around special interests/ current issues. There are two structures for these professional learning communities of ESP members.

Affinity Group - These groups have organized into a more formal structure within ESP including a submitting a group charter and work plan to the National Board. The charter and work plan establishes a formal connection between the Affinity Group and the National Board.

Interest Group - Include members that wish to collaborate around a special interest but have not formally organized as an official ESP Affinity Group. An Interest Group may be sponsored by a National Committee.

Term of Committee 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 or 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 Reappointment application on the Website. If a member fills a mid-year vacant position for less than 12 months, this does not count toward the two terms for two years guideline. Committee recruitment should begin at the Extension Leadership Conference and during Committee Meetings at the National ESP Conference. (updated Nov 2020)

New Committee appointment applications are due from interested members along with recommendations from chapters or Committee Chairs to the National Office by May 1. Use the **New Committee Application** found on the Website. Current first term committee members applying for a second term must notify the National Office by March 10 prior to the end of their term.

Committee appointments are based on the following criteria:

- Application statement
- Recommendations from committee chair and/or chapter president
- National meeting participation
- Past national committee activity (if reapplying)
- Positions may be appointed regionally but the board retains the option to appoint outside of any specified region.

- Board strives for a diversity of chapters, regions, and experience.

All National Committees shall report to the National ESP Board and make recommendations for National ESP Board and National ESP Council action.

Committee Affiliates

A committee affiliate is an ESP member who requests to participate in committee activities as a non-voting member. The role is encouraged to promote more member involvement and interest in committee work. Committee affiliates will be approved by the committee chair, receive committee communication, and participate in committee meetings as deemed appropriate by the committee chair. The national committee chair will notify the executive director of all active committee affiliates. Affiliate committee members shall not have previously served as an appointed member of the committee in which they are seeking affiliate membership. An affiliate member may serve a maximum of 2 years on the same committee.

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 in the amount determined by the national board. Committee Members become eligible for a stipend following their first year of service. 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.

Strategic Action Plans of Work documents are to be completed and filed with the National Office on 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 Google Drive at the address provided by the National Office. Program of Work Accomplishment 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 use in the popular annual report which is distributed to all members attending the annual meeting and it is published on the website.

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 or the Executive Director 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 acts as chair for the committee and develops agenda and business for the committee. He/she works with the committee to develop their Strategic Action Plan of work, popular annual and full length annual committee reports, transmits committee requests, concerns, and recommendations to the National ESP Board.

- 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.

Video Conferencing Guidelines

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.

- Agenda and objectives must be pre-determined two weeks in advance.
- The content of the call must be action-oriented.
- 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.

Committee Planning Calendar

- National Committee members are appointed -- June National ESP Board Meeting
- The work begins with committee members -- at the National ESP Conference (new members may be invited to join calls prior to the conference). Officially the outgoing committee is represented at the first National Conference committee meeting. The incoming committee is then represented at the second National Conference committee meeting. However both incoming and outgoing members are encouraged to attend both meetings.
- 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 Accomplishments report due September 1st prior to National ESP Conference, prepared and submitted to National ESP Board and National Office on Google Drive (National Office may change the date based on the date of the National Meeting).
- Files are given to new National ESP Board members at the National ESP Conference (Chair position is appointed by the National President no later than July1).

SECTION C: Global Relations Committee

(Reviewed and Adopted July 2020)

The Epsilon Sigma Phi National Global Relations Committee

Global Relations Committee functions to increase cultural competency and global connections for ESP members within the Extension System by creating opportunities for international professional development, by supporting international work, and by increasing capacity to apply a multi-cultural inclusive perspective to programming in local communities.

First organized in 1981 as the International Committee, the name was changed to Global Relations Committee in 1992. The Standing Committee – Global Relations is composed of two ESP members from each of the four regions and a National Board Member appointed by the ESP President. All members are invited to join the Global Relations Committee as Affiliate Members.

Role of the Global Relations Committee

1. Encourage ESP members to increase cultural competency and global connections in Extension International Programming.
2. Support participation in International opportunities for Extension personnel.

3. Make contact and promote collaborations with ESP and International organizations listed below.

Learning Outcomes

Participants in this experience will:

1. Gain different perspectives of Extension/non-formal education programs and its applications in the context of another country
2. Increase knowledge of Extension values, methods and practices from another country which could be transferred to one's work at home
3. Increase understanding and appreciation of the host country's culture and society
4. Effectively engage in a cross-cultural situation
5. Increase awareness and capacity to respond to the Extension program needs of people of diverse backgrounds

Program Objectives

This professional development program is designed to:

1. Learn about Extension/non-formal education in another country including all program areas of Cooperative Extension (i.e., youth development, family and consumer sciences, environment, sustainability, agriculture, etc.)
2. Expand Extension faculty's knowledge of historic and current linkages between the USA and the hosting country

3. Increase participants' understanding of the host country's society
4. Increase participants ability to communicate cross-culturally to be more effective in working with culturally diverse audiences

Epsilon Sigma Phi International Fellowship/Scholarship

A project of the Global Relations Committee

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.

Original Proposal Document

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. Scholarship applications will be received by the deadline posted in the scholarship description. Generally all scholarships will have either a November 1 or May 1 (or both) deadline. The committee will receive applications from members for scholarships offered by Epsilon Sigma Phi.
    - Review and rank the applications.
    - When applicable, verify with the 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 and the Rita T Wood Grant offered by Epsilon Sigma Phi. All Grants Due –

November 1, and May 1 if funds remain after the November 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 the appropriate grants.
    - Provide rationale for rankings and recommendations.
    - The 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 four categories: Extension Volunteer/Lay Leader, Professional/Business Leader, Businesses/Organizations, 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, 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 Google Drive.
10. Prepare articles for *ESP Connection* Newsletter as identified in Strategic Action Plan.
11. Carry out other responsibilities assigned by the National ESP Board.

ESP Scholarships

Public Issues Leadership Development Conference (PILD) Scholarship

Required documents for a complete application:

- Application
- Chapter President Statement of Support
  (If Applicant is Chapter President - Past President should submit) Comments or support letter should include a statement verifying that the applicant has not previously attended the PILD Conference.

- Director Statement of Support

Deadline: November 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 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:

Describe your Professional Development Plan	10 points
Potential benefit of seminar to applicant and chapter	10 points
List your previous involvement in public issues	10 points
TOTAL	30 points

Application Submission:

- Complete the following:
    1. Public Issues Leadership Development Application Form
    2. Request Statements of Support from:
- Chapter President
- Immediate Supervisor

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 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.
- Financial statement including receipts showing payment for registration fees, travel, lodging, etc.
- Brief report for possible use in *ESP Connection* Newsletter

Questions:

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

The Art Redinger ESP Administrator / Leader Scholarship

Required documents for a complete application:

Application

Statement of support from immediate supervisor if an active member (not required for life members)

Statement of support from Chapter President

Deadline: May 1

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.
- Scholarships of $1,000.00 each will be awarded annually to outstanding administrators/leaders based on accomplishments. Number of awards vary annually pending funds available.

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 include county, regional, state, national and program administrators / leaders.
- Recipients must agree to attend the entire National ESP Conference.

Judging Criteria:

Professional Development Plan	25 points
Role in Extension Programs	25 points
How this Study fits professional development goals	25 points
Impact	25 points
TOTAL	100 points

Reimbursement Procedure:

Funds must be used within one year of announcement of award.

- Request for scholarship payment.
- Proof of participation.
- Financial statement including receipts showing payment for registration fees, travel, lodging, etc.
- Brief report for possible use in *ESP Connection* Newsletter.

To request payment, click here.

Richard R Angus Professional Development Scholarship

Required documents for a complete application:

- **Application**
- **Chapter President (or designee) Statement of Support** (If Applicant is Chapter President - Past President should submit)
- **Immediate Supervisor Statement of Support**

Deadline: November 1

(An additional call for applications on May 1 may be made pending funding and board approval.)

Purpose:

- Epsilon Sigma Phi, through the ESP Development Fund, provides funds for scholarships not to exceed $1,000 per member to encourage, stimulate, and support professional development through participation in courses, seminars, conferences or workshops. Number of awards vary pending funds available.

Judging Criteria:

- ESP members whose dues are paid for the previous year and the current year by February 1 are eligible for this scholarship.

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
Total	**100 points**

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.

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.
- Proof of participation.
- Financial statement including receipts showing payment for registration fees, travel, lodging, etc.
- Brief report for possible use in *ESP Connection* Newsletter.

Questions:

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

ESP National Conference First Timer's Scholarship

Required documents for a complete application:

Application

Deadline: May 1

Purpose:

Epsilon Sigma Phi, through the ESP Development Fund, has established this scholarship to promote professional development for eligible ESP members to attend the National ESP Conference for the first time.

The scholarship is to only be used to defray the cost of attending the National ESP Conference. Scholarships in the amount of early bird registration will be awarded. One award per region for a total of 4 will be awarded.

Criteria:

- ESP members whose dues are paid for the current year by February 1 are eligible for this scholarship.
- Extension professionals that have previously attended the National ESP Conference are not eligible.
- Recipients must agree to attend the entire National ESP Conference.

Judging criteria:

Followed application procedures	5 points
Relevance of meeting to professional development plan	40 points
Plan for sharing conference knowledge	40 points
Involvement in ESP	15 points
Total	100 points

Application procedure*:*

• Complete the National ESP Conference First Timer's Application form online

Selection Process:

• The ESP Scholarships, Grants and Recognition Committee will review applications and submit selection recommendations to the National ESP Board.

Reimbursement Procedure:

Funds must be used within one year of announcement of award.

- Request for scholarship payment using the online form.
- Receipt showing payment for registration fees.
- Brief report for possible use in *ESP Connection* Newsletter.

Justin Morrill Scholarship

Required for a complete application:

- Application
- Statement of support from immediate supervisor if an active member (not required for Life members)
- Statement of support from Chapter President

Deadline: May 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 as well as those employed by Tribal Extension institutions to attend the National ESP Conference

The scholarship is to only be used to defray the cost of attending the National ESP Conference. Scholarships in the amount of $1,000 will be awarded. Number of awards vary annually pending funds available.

Criteria:

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

Extension professionals that have previously attended the National ESP Conference may apply.

Recipients must agree to attend the entire National ESP Conference.

An ESP member in good standing may only receive once in five years or twice in a career.

Judging Criteria:

Properly completed application and support letters	5 points
Impact on Extension programs:	
Involved with concerns & interests of fellow 1890/1994 Tribal 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 are 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 no later than May 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.

Reimbursement Procedure:

Funds must be used within one year of announcement of award.

- Request for scholarship payment.
- Proof of participation.
- Financial statement including receipts showing payment for registration fees, travel, lodging, etc.
- Brief report for possible use in *ESP Connection* Newsletter.

To request scholarship payment, click here.

ESP Chapter at Risk Scholarship

To submit an application, click here

Deadline: May 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.
- <u>Recipients must agree to attend the entire National ESP Conference</u>.

Judging Criteria:

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 (*See Sec. E in Handbook*) .	20 points
Total Points	**100 points**

Application procedure:

- Complete the Chapter At Risk Scholarship Application form found on the ESP website.
- 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 an online application and statement of support no later than May 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 July 1.

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.
  - Provide a brief summary report to State's Extension Director, Chapter President & National ESP office for possible use in ESP Newsletters.

ESP Grants

Professional Development Programming Grants

Required documents for a complete application:

- **Application**
- **Chapter President Statement of Support** (If Applicant is Chapter President - Past President should submit)

- **Immediate Supervisor Statement of Support**

Deadline: November 1 (Additional May 1 call for applications may be made pending funding and board approval.)

Purpose:

- The purpose of the Epsilon Sigma Phi Professional Development 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.
- The 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 Immediate Supervisor. (Please click Home at the top of the page and then follow the Professional Development menu to the application and support forms.)
- 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

- Provide Statements of Support from:
  * Chapter President or executive committee member
  * Extension Director or designee

Scoring Criteria: (Items 1,2 and 3 must be yes to be funded)

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 broad 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)	
Maximum Points	**25**

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:

ESP Connection Newsletter articles about funded projects:

- May/June 2013, p.4
- March/April 2013, p.7

Submitting final report and funding:

To request funding or to submit a final report for a grant that has been awarded, please visit the Reimbursements page under the Resources menu.

Rita T Wood Grant

Required documents for a complete application:

- **Application Form**
- **Application prep document:** This is a word document of the application to help you prepare your answers for submitting online.
- **Chapter President Statement of Support**
- **Immediate Supervisor Statement of Support**

Purpose:

- The Rita T. Wood Grant is intended to provide funds for one or more grants per year to individual members or chapters of Epsilon Sigma Phi.
- Grants to a chapter may be for programs or activities supporting leadership development and chapter growth.
- Grants to individuals may be made for the leadership or professional development of others within ESP.
- Award amounts may vary. Current maximum annual grant award is $1250.00.
- The prime outcome from funded projects is to energize the Epsilon Sigma Phi organization and membership. The purposes include but are not limited to the following:

- To improve infrastructure at the national or state chapter level and support the sustainability and growth of Epsilon Sigma Phi organization;
- To strengthen the ESP organization's ability to carry out its mission and serve its leadership teams or members; propel the ESP organization forward at the committee, chapter or national level;
- To increase the organization's visibility in the community, college, university or other professional associations;
- To stimulate development of the Extension professional
- To increase diversity in our membership and attract young and early career professionals;

Criteria for Consideration:

- Project should demonstrate a plan to improve infrastructure at the national or state level.
- Project should focus on new or enhancement of existing programs that support the sustainability and growth of the ESP organization
- Project will help propel the organization forward at the local or national level.
- Project should show potential to strengthen the organization's ability to carry out its mission and serve its leadership teams or members.

- Project will help increase ESP's visibility in the community, university or other professional associations.
- Projects should be such that it can be replicated by other ESP committees or chapters.

Deadlines: November 1. (Additional calls for applications may be made pending funding and board approval.)

Application Expectations:

- The project may be submitted by an individual or 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 be such that it can be replicated by other ESP committees or chapters.
- The 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 Rita T Wood Professional Development Grant Application must include statements of support from the Chapter President and the Immediate Supervisor.
- The projects are to be completed one year from the date funding is announced.
- 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.
- An article for the Connection Newsletter, concurrent session presentation or poster exhibit at the National ESP Conference is encouraged.

Scoring Crieria:

Scoring Criteria for Rita T Wood Grant	Yes is required
Is the applicant an ESP member in good standing. If the application is from an interdisciplinary team, are at least 50% of the team ESP members in good standing?	
Does the project have the potential for replication in other states?	
Does the project address the needs of a grand audience of Extension employees?	

	Points allocated for scoring
Project justification, issues, description and objectives clearly outlined.	0-5 points
Implementation plan clearly described	0-5 points
Evaluation plan and anticipated outcomes are well outlined	0-5 points
Budget request is justified and appropriate	0-5 points
Project is innovative for chapter, Epsilon Sigma Phi or Extension at large	0-5 points
Total points	**0-25 points**

Funding and Reporting:

To request funding or to submit a final report for a grant that has been awarded, please visit the Reimbursements page under the Resources menu.

ESP Recognition Program

National Recognition Awards - Nominations from Chapters

Each year the Chapter must submit their nominations for national recognition on the **National Recognition Nomination Form** by March 1. An application must also be submitted online for each national recognition nominee.

Chapter use of the National Online System to Collect Chapter Nominations

Chapters are invited to use the national online system to collect recognition applications / nominations at the chapter level. **See Instructions**.

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).

- ESP members whose dues are paid for the previous year and the current year (by February 1).
- 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 benefited, 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 Only Recognition Categories:

Distinguished Service Ruby Recognition (one national award)

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.

Deadline: March 1

Instructions for Distinguished Service Ruby Nomination

- Nominations for Distinguished Service Ruby Recognition are submitted using the on-line form under the Awards / Recognition tab, and finally the Distinguished Service Ruby link.
- 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.
- The application must be included on the **National Recognition Nomination**. Both the Ruby Application and The National Recognition Form are due by March 1
- 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 (3,000 characters maximum) 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.

National (one per region) and Chapter Recognition Categories:

Friend of Extension Recognition

Deadline: March 1

Friend of Extension Recognition Overview

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 4 awards may be given, with preference given to one award per category, based on committee scoring
- 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 official, Extension volunteer/lay leader, professional / business leader, 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 at the top of this page.
- 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 Categories: A candidate should be selected from each of the four categories:

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

National Friend of Extension Nominations

- Nominations for Friends of Extension Recognition are submitted using the on-line form linked at the top of this page.
- 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.

National Friend of Extension Application

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 (2,500 characters maximum)
    - Brief background of nominee
    - Describe candidate's Involvement with Extension
    - Describe candidate's personal efforts that support the Extension program
- The value of the contributions of the nominee (3,500 characters 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
- A narrative summary of the nominee for presentation (1,600 characters 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 (see link at the top of the page). Comments must be limited to 1000 words. A letter may be attached to the online form in lieu of typing into the form directly.
    - Describe the contributions the nominee has made to your Extension program
    - Why you think the nominee is deserving of this recognition

National Judging Criteria

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

Scope of Work: background, Extension involvement, personal efforts	40 pts.
Impact: results, value, difference	40 pts
Support Letter: contributions, why deserving?	20 pts.
Total	**100 pts.**

National Award Presentation

- All national honorees will be honored at the National Recognition Banquet during the ESP National Conference.
- National ESP will provide two dinner banquet tickets for Friend of Extension honoree/guest.
- The recipient is responsible for travel costs and lodging at the conference.
- Chapters are encouraged to support honorees with travel cost assistance if possible.

Distinguished Service Recognition Award: Chapter & National by Region

Distinguished Service - 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 Award Application that must be submitted to the ESP Executive Director by March 1 and their name must be included on the **National Recognition Nomination** form found on the ESP website.
- An editable/ printable Chapter Recognition Certificate (download from **Chapter Resources**) can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the **ESP Store**.

Distinguished Service Recognition (National by Region)

Gives national 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 Award Application and must be included on the **National Recognition Nomination 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 Award: Chapter & National by Region

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 the nomination process and recognition requirements.
- An editable/ printable Chapter Recognition Certificate (download from Chapter Resources) can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Store.

Continued Excellence Recognition (National by Region)

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 Application and must be

included on the Chapters National Recognition Nomination Form. Both must be submitted by March 1.

- Nominee must be a current or previous chapter recipient.
- The year the applicant received the chapter Distinguished Service recognition should be provided in the text of the nomination application.
- 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 Award: Chapter & National by Region

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 (download from the Chapter Resources) can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Store.

Mid-Career Service Recognition (National by Region)

Gives national 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 Application and must be included on the Chapters National Recognition Nomination 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 will be awarded 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 Career Recognition Award: Chapter & National by Region

Early Career 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 (download from the Chapter Resources) can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Store.

Early Career Service Recognition (National by 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 Application and must be included on the Chapters National Recognition Nomination 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 Award; Chapter & National by Region

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 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 (download from the Chapter Resources) can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Store.

International Service Recognition (National by Region)

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 will be awarded 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 Application and must be included on the Chapters National Recognition Nomination 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.

Administrative Leadership Recognition Award: Chapter & National by Region

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, 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 (download from the Chapter Resources) can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Store.

Administrative Leadership Recognition (National by Region)

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.
- Nominee must be a current or previous chapter recipient.
- Nominees must complete an online Administrative Leadership Recognition Application and must be included on the Chapters National Recognition Nomination Form. Both must be submitted by March 1.
- One recognition per region per year will be awarded 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.

Visionary Leadership Recognition Award; Chapter & National by Region

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, 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 (download from the Chapter Resources) can be prepared and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Store.

Visionary Leadership Recognition (National by Region)

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 nominee per chapter per year.
- Nominees must complete an online Visionary Leadership Recognition Application and must be included on the Chapters National Recognition Nomination Form. Both must be submitted by March 1.
- Nominee must be a current or previous chapter recipient.
- One recognition per region per year will be awarded 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.

Excellence in Outreach & Engagement Individual and Team Recognition Awards; Chapter & National by Region

Recognizes exceptional efforts and achievements in effectively engaging a wide range of audiences and communities through impactful outreach or community engagement. Nominations should emphasize efforts of exceptional commitment to connecting with communities, fostering participation, and building lasting partnerships that enhance learning, collaboration, and impact in Extension programs and outreach. Additionally, nominations should highlight excellence in

creating, delivering, and evaluating programs that effectively engage audiences and strengthen relationships between Extension and the communities it serves.

Judging Criteria:

- Program description addresses significant issues audience engagement and outreach efforts for a period of at least one year.
- Makes innovative efforts to attract and reach a variety of audiences.
- Demonstrates collaborative efforts.
- Utilizes creative and unique strategies to market or publicize the program to reach new audiences.
- Demonstrates potential for replication by others.

Judging Rubric

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

Excellence in Outreach & Engagement - Individual and Team Recognition (Chapter)

- 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 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).

An editable/ printable Chapter Recognition Certificate can be prepared (**download from Chapter Resources**) and signed by chapter leadership. ESP certificate seals are available for purchase from the **ESP Store**.

Excellence in Outreach & Engagement - Individual and Team Recognition (National by Region)

- 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 Excellence in Outreach & Engagement Recognition Form and must be included on the **Chapters National Recognition Nomination** 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 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.

Distinguished Team Recognition Award; Chapter & National by Region

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 (downloaded from Chapter Resources) and signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Store.

Distinguished Team Recognition (National by Region)

- Each Chapter may nominate one team annually.
- Team nominees must be current or previous chapter recipients.
- Nominees must complete an online Distinguished Team Recognition Application and must be included on the Chapters National Recognition Nomination 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.

Chapter Only Recognition Categories

Chapter Meritorious Support Service Recognition (for support staff – 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 (download from Chapter Resources) can be prepared and

signed by chapter leadership. ESP certificate seals are available for purchase from the ESP Store.

- **To submit an application contact your chapter awards chair**

Chapter 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 Store.
- **To submit an application contact your chapter awards chair.**

Chapter 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)

- 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 Store.

SECTION E: Membership Recruitment and Retention

(Reviewed and Adopted November 2016)

Role of the Membership Recruitment and Retention Committee

This committee works with chapters to recruit and retain membership. The committee manages various programs or initiatives aimed at recruiting and retaining membership.

Each chapter is encouraged to have a MRR Committee at the chapter level. This committee supports the local chapter committee with tools and best practices. **"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.

Additional Information may be found in our **ESP ByLaws** under Article VIII - National Committees.

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.

Currently in our online membership system we have an informal sub-category of Annual Members titled "**State Managed Annual Members**". This sub-category is only different from Annual Member in the way dues are collected such as a university payroll deduction system.

Committee Relationship to Chapters

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

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 the 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 Resources / Membership Recruitment and Retention Committees

Guidelines, tools and best practices for local chapters are offered as suggestions from the National MMR Committee to recruit and retain members.

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 encourage dues payment for new and renewing memberships. If paid to the chapter, 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.

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 transferable 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 elcyour 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 a 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.

- Officer have access to online membership reports and the ability to download complete membership records through the **Chapter Officers Toolbox Page**.
- 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.
- Membership invoices are sent out from the National Office on October 1. See the **Chapter Officers Toolbox** for a complete current year collection guidelines and calendars. See Section titled Membership Management.
- The Chapter Membership Chair 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 national officernational 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.
- The board should make the chapter aware of scholarships and grant 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 a National Board member or designated representative to attend/speak at the annual meeting.
- Invite a National Board member or designated representative to meet with the Chapter Steering Committee and the Extension Director.
- Draft a proposed structure--officers, committees, membership criteria, and dues.
- Describe progress, problems, and questions. Ask for resources/assistance if needed.
- Enroll new members into the national membership database.
- Provide names, addresses, phone numbers of the steering committee, interim executive committee, and elected officers so they receive appropriate communication.
- Throughout the chapter reactivation process, keep the National ESP Office informed.

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.

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, preconference workshops 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 the Joint Council of Extension Professionals (JCEP)

This program is typically in February of each year. Visit the JCEP website at jcep.org for details on the upcoming conference.

Also see National Board Responsibilities at ELC

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 the 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.

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, NAEPSDP 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: 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 Second Vice President will represent ESP on the PILD Planning Team. Because the planning of PILD starts in June, the incoming President Elect should start participating in PILD planning before officially becoming the President Elect.

ESP is also entitled to appoint one other representative to the PILD planning committee for a two-year term. The application is posted in even years to serve as an appointee on odd year conferences for JCEP. 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 Foundation 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 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 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.

To help reach a projected goal for an endowment fund of at least $500,000 in restricted member donations, 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 and the Organizational Fund (50/50 split).

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:

1. To review and make recommendations regarding branding and marketing materials to be produced, including free vs. cost items.
2. To coordinate with identified vendors for "for-sale" items to assure availability of a variety of items and prices for our membership.
3. To provide support/promotional materials about ESP for state chapter use.
4. To review and make recommendations regarding the content of promotional materials for an ESP marketing campaign.
5. To create marketing templates as necessary to promote consistency in branding for ESP webinars, events or other communications through PowerPoint or other publishing programs.

6. To assist in developing creative strategies for marketing efforts and work in coordination with the Resource Development Committee to obtain funding to support them.
7. To help identify, share, and promote "best practices" in marketing among our chapters across the country.
8. 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.
9. Submit an article for each publication of the ESP Connections Newsletter.
10. Provide a web link to ESP Marketing Strategies.
11. 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

A marketing document prepared by the ESP National Marketing Committee to support chapters with marketing ideas.

"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 is 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.

Marketing Tools

Three tools are often useful to chapters when marketing Epsilon Sigma Phi:

A promotional brochure for your chapter (see "EPSILON SIGMA PHI

1. The Cooperative Extension Professionals' Organization") a chapter newsletter or chapter handbook for all members
2. A membership roster of your chapter members. Many chapters produce two to four-chapter newsletters each year and most have chapter officer handbooks.

3. The ESP branding guide and resources page that includes branded templates.

Suggestions for Marketing ESP

Wear Epsilon Sigma Phi name tag, pins, ribbons, shirts, jackets and other ESP marketing collateral that are available through the National ESP Office.

Supplies and Resources are available from the **National ESP Online Store** and as **Chapter Resources** from the National Office.

Bookmark Listing National Board: Each year a bookmark listing names, addresses, phone, FAX # and the e-mail address of the 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 in the **Chapter Resources** section of the website.

Constitution and **Bylaws**: Available under the Handbook section of the website.

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 **Chapter Resources**. 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. Order from the **ESP Store**

Epsilon Sigma Phi Jewelry & Custom Imprinted Promotional Items. Order from the **ESP Store**

Extension Professionals' Creed: 8-1/2 x 11 size creed suitable for framing. Often presented to new members as part of initiation ceremony from the **ESP Store**

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 two hard copies annually through the mail. The current issue is posted on the website at **espnational.org**. Past editions of the newsletter are posted on the ESP website on the **ESP Connection Newsletter** page.

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. Certificates are mailed from the National Office to the Chapter President on a monthly basis.

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. are available from the **ESP Store**

Check **ESP Store** and the **Chapter Resources** page for new materials that become available.

SECTION J: Chapter Relations Committee

(Revised and Approved 9/2020)

Role of the Chapter Relations Committee:

- The National Chapter Relations Committee is chaired by the National ESP President-Elect. 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 President-Elect and the four Regional Vice Presidents with the Executive Director serving 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 the 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 Handbook

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.

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 Extension Leadership Conference sponsored by JCEP 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 Extension Leadership Conference sponsored by JCEP.
- 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 the year.
- Chairs annual business meeting, sets agenda, reminds all officers and committees about their expected participation.

- Gives the President's report at the annual business meeting. Chairs the annual meeting (works with the vice president or president-elect in arranging the 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 the secretary or recognition chair returns the 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 the executive board/committee, as past president/advisor, during the year following presidency.

The President has the following duties related to the National ESP Office

- Takes responsibility for initiating nominations for the 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 the date set by the National Office.

- Responds promptly to correspondence from National ESP Officers and committees.
- Signs all certificates of recognition presented to chapter members.
- Responds to evaluation of National ESP Executive Director by March 1.
- Submit a chapter annual report to the national office as requested.
- The Chapter President must provide an updated list of the newly installed chapter officers and committee chairs to the ESP National Office to ensure 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 State Chapter Officer Update Form can be found under Chapter Management through the Chapter tab.

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..
- Invites all life members to the annual meeting by individual invitation or through newsletter article; recognizes them during the meeting.
- Invites all retiring members to the 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 the 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.

- Serves as the chapter financial officer and maintains membership records.
- May serve as both the chapter financial officer and as the chapter secretary and/or membership chair.
- Maintains chapter checking, savings, and special fund accounts.
- Works with the budget committee in developing the budget for the upcoming year immediately after the 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 the president; pays recurring bills routinely.
- Works with the audit committee in having financial records audited immediately after the 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.

The Secretary/Treasurer has the following duties related to the National Office

- Works with the National ESP Executive Director to ensure the accuracy of the names of all members who are in good standing.
- Works with chapter members to ensure 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. As an option, new members can submit online new member applications.
- 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.
- 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, encouraging the use of the National ESP Online Store.
- 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.

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 the 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 the coming year for the 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 a 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.)

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 the chapter annual meeting.
- Sends sympathy cards to the deceased's relatives on behalf of the 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 the retiree's group within the chapter.

- Helps with fellowship reception for life members and friends prior to or following the annual meeting.

Member Recognition Program

Chapters may give multiple recognition awards at the chapter level. In most categories a chapter may submit nominations for national awards also. See the **Scholarships, Grants and Recognition Handbook section** (scroll down to **ESP Recognition Program**) for a complete overview of all awards and criteria. You would direct members who want to apply to the **Recognition Awards** page. Award applications and the National Recognition Nomination forms are due March 1.

Chapter use of the National Online System to Collect Chapter Nominations

Chapters are invited to use the national online system to collect recognition applications / nominations at the chapter level. **See Instructions**.

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.

Chapter of Merit Recognition Program

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.

Points are awarded based on how the application questions are in the Chapter Annual Report, Due May 1. Chapters are recognized at the National ESP Conference.

Two points are awarded for each designated item listed in the Chapter Annual Report, please reference the report submission for specific details. Chapters will be awarded Bronze, Silver, Gold, or Platinum status at the National ESP Conference.

Platinum: 80 points or more

Gold: 60 - 79 points

Silver: 40 - 59 points

Bronze: Less than 40 points

Policy for Payment of National 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.

Since the chapters are allowed to collect dues at their own convenience and since 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 the 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 paid between February 1 and May 1 will be credited to the current year. While the member paying during this time will not count toward chapter totals, the member themselves are considered in good standing for the year.

On May 1, any members with dues payment pending is given the status of Expired. Any expired member (or a chapter representative) will need to notify the National Office to have membership reinstated. When a member pays their dues to have their membership reinstated after May 1, the member will have the option to have the dues credited toward the current

year or the upcoming year. A member must pay dues for two consecutive years to be eligible for national activities (scholarships, awards, member presentations, etc.) A member with an expired status for three constitutive years will be removed from the database.

October 1st is the beginning date for the dues campaign for the following year. The National Office will email dues invoices to each member on October 1 for the upcoming year.

Chapters do have the option to not use the online membership system. These chapters will be referred to as "State Managed Chapters" with "State Managed Members". A state managed chapter will collect all national dues and submit them to the national office in one check before February 1 of each year. Members of state managed chapters cannot pay dues online through the national website.

INFORMATION FOR CHAPTER TREASURER / MEMBERSHIP CHAIR

Using the Online Membership System

It is important that the person responsible for membership on the chapter level understand the online membership program. It is important that the chapter help keep national records accurate by providing updated information on each member as appropriate. This may include:

- Review new member applications and confirming that all new members have created accounts in the online system.
- Review of member information to insure accuracy

- Notifying the National Office of members who have passed
- Review Expired Members, encourage members to rejoin, notify the National Office of members that have left Extension.

Chapter dues collected by the National Office will be forwarded to the chapter at least three times a year. These dues will be sent to the treasurer.

For chapters who decide to be state managed chapters, 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 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.

Correspondence regarding National Dues should be sent to:

ESP National Office

SEND DUES AND MEMBERSHIP REPORT TO:

Epsilon Sigma Phi National Office

PO Box 1440

Owasso, Oklahoma 74055

espoffice@espnational.org

Phone: 918-376-0841

Executive Director Evaluation

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 the 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.

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.

Click here to download this ceremony as a Word document

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. (See the ESP Online Store for additional items you might present)

The Ceremony:

Presider:

Building human capital means increasing the ability of 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, 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.

Presider:

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

(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 for 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. The following three installation ceremonies are provided as a reference. You will need to adapt or maybe author your own chapter ceremony. If you have one to share, please send it to us so we can share it here on this site.

INSTALLATION OF CHAPTER OFFICERS I

(This ceremony was used at the National level in 1999. 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.

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weather and winds that may come our way. You will have the support of the other roots and trunk to assist you.

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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 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 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 5,000 members nationwide, has made a significant difference in enhancing the competence of Extension professionals.

*The Chapter, organized in (enter date), 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 name) 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 name), Epsilon Sigma Phi. Congratulations.

Memorial Service Ceremony

At the national conference and at many chapter meetings a memorial service is held to honor those ESP members having recently deceased. This page offers five potential ceremonies that have been used at previous meetings. You are welcome to adopt these for your use. If you have a difference ceremony that you have used in your chapter, please send it to us so we can can share it here on this site.

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

Ursala 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 on 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 the 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.

Request for Chapter visit by a National Officer

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. 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 the 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 FORM

You may include all of the following information in an email. You do not have to use a specific form.

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 than once every five years, the chapter will pay all expenses associated with the National ESP Board member's visit.

SEND FORM electronically to espoffice@espnational.org

Chapter Resources provided from National Committees

As part of their plan of work, national committees often provide valuable resources for chapters. Please contact the committee chair for additional information on any of these resources.

Marketing Epsilon Sigma Phi - A Guide for Chapters

Chapter Membership, Recruitment and Retention Guidelines and Best Practices

See **Chapter Resources** and Chapter Management for additional resources and information.

SECTION L: National Conference

(Revised April 2023)

NATIONAL ESP CONFERENCE GUIDELINES

The annual Epsilon Sigma Phi National Conference is the centerpiece professional development event of our organization. The entirety of all processes and procedures surrounding the national conference (including planning, marketing, implementing, evaluating, and interpreting the conference's impact) is intended to contribute to the acquisition of leadership skills for members.

To achieve continuity between national conferences from year to year, and to enhance the efficiency of staging the event, this section of the ESP national handbook shall serve as a guidebook for all those involved in any part of the national conference.

Conference planning is a shared responsibility, with specific, defined roles and responsibilities for all those involved. Members of the conference planning committee shall work together and will comprise the conference production team.

Key players in the conference production team shall include, but are not limited to:

- Members of the Executive Planning Committee, which will include but is not limited to:
    - ESP national board member who will be president at the conference (serves as co-chair of the Executive Planning Committee)
    - National ESP Executive Director (serves as co-chair of the Executive Planning Committee)
    - Other ESP national board members and national office personnel, as appropriate
    - Chair of national Professional Development Committee
    - Chair or Co-chairs of host chapter conference planning committee
- National board members
- Members of Host Chapter Planning Committee
- Members of ESP national Professional Development Committee
- Representative from site selection firm
- National Headquarters

Purposes of the National ESP Conference:

- Provide professional development for Extension professionals in attendance
- Provide opportunities for Extension professionals to make scholarly presentations on programs with significant impact, outcome of significant research projects, advancements in program delivery or methodology, etc. in furtherance of extension excellence
- Recognize and celebrate recipients of ESP's national and regional awards
- Recognize the honoree of the annual ESP Distinguished Ruby Award, and provide an opportunity for the honoree to present the annual Distinguished Ruby Lecture
- Provide opportunities for national committees to meet in-person
- Conduct fund-raising activities, including but not limited to: auctions (live and silent), a conference lapel pin, and the solicitation of individual and chapter monetary/item donations, whose proceeds shall be used to support the ESP national organization/development fund
- Showcase programs, partners, opportunities, data/research, strategies to advance the ESP mission

Timing and Location:

- A national call will be made for a host chapter each year, rotating among each of the four ESP regions, as appropriate and whenever possible

- If no chapter indicates an interest in hosting, or if the location selected by the host chapter presents an insurmountable issue, the national board will review all bids submitted and select a location
- Every effort will be made to schedule the national conference at a time that does not conflict with religious holidays, conferences of other extension professional associations/partner organizations, major activities in the host state (e.g., state fair, etc.), and other specific events, as appropriate
- Host-state chapter leadership will be responsible for checking to make sure that the above-mentioned events are not in conflict; several all-faiths holidays calendars are available online and should be consulted for the year in question, prior to preparing final bid to host
- The ESP national board and Executive Director, working with members of the chapter in the host state, as appropriate, will select the final dates and location for the conference
- Every attempt should be made to schedule the conference in September or October, within the above parameters (not conflicting with other professional association national conferences, religious holidays, etc.)
- Every attempt should be made to host the conference in a city with a major airport, to facilitate ease of travel from across the nation for all potential participants
- If the nearest major airport to the conference hotel is too far for affordable local transportation (e.g., hotel shuttle, taxi, ride-sharing services, etc.), the Host Chapter Planning Committee will be responsible for ensuring that travel from the nearest airport to the conference hotel is available to conference attendees at an affordable rate

Leadership Team

Coordination of many individuals with busy schedules requires a deliberate structure of roles and responsibilities. There shall be two main leadership teams for the national conference: the Board Executive Committee and the Host Chapter Planning Committee, as described below. In addition, the host-state chapter shall have as many individual committees/task forces/working groups as shall be necessary to accomplish all of the work required for a successful conference.

Executive Committee

- Is responsible for the overall planning and coordination of the conference
- Shall provide regular updates/communications between the Executive Committee and the national board, which will be handled by the co-chairs of the Executive Committee (i.e., the Executive Director and/or the national board member who will be president during the conference)
- Shall meet immediately after the host-state bid has been formally accepted, to set the framework for committee communications and meeting schedule
- Shall meet face-to-face at the national conference that is one year prior to the national conference being planned by the committee
- Shall utilize a site selection firm to ensure that any potential unforeseen issues do not interfere with the success of the conference
- The national office Executive Director/Administrator shall be the main point of contact to the site selection firm; other

members of the Executive and Host Chapter Planning Committees shall refrain from contacting site selection firm representatives without express permission

Membership of the Executive Committee:

- Will be co-chaired by the ESP National Executive Director/ Administrator and the ESP national board member who will be president during the national conference that is being planned
- Other Executive Committee Members:
    - Chair or co-chairs (no more than three people) from the Host Chapter Planning Committee
    - Chair of ESP national Professional Development Committee
    - One to two additional national board members, as appropriate (selected by the co-chairs of the Executive Committee)

Site Selection Firm:

- Plays a major role in developing the final bid package on behalf of any state desiring to submit a conference bid (see “Host Chapter Bidding Process” for more information)
- Shall, in conjunction with the national office and the national board, handle all communications, contract negotiations, etc. with the host hotel, and with any necessary overflow properties
- May be used, as appropriate, for securing resources or venues outside the hotel (e.g., opening night event, etc.)
- May arrange site visit(s) of any potential host hotels and any other relevant locations for members of the Executive

Committee and the national board, as appropriate, in order to facilitate site selection and conference planning

Host Chapter Planning Committee:

- Appointment of Chair/Co-chairs of the Committee shall be made by the leadership of the host chapter, immediately after bid approval by the ESP National Board
- Host chapter leadership shall inform the national office of the names and contact information for the Committee Chairs/Co-chairs, so that conference planning discussions can begin immediately
- Host chapter leadership is responsible for reviewing all guidelines and procedures regarding national conference (in the national handbook) and for working to ensure that Committee follows these guidelines/coordinates with the Executive Conference Planning Committee to ensure and successful national conference
- Selection of other members of the Host Chapter Planning Committee shall be made by the leadership of the host chapter, in conjunction with the Chair/Co-Chairs of the Committee
- As many members of the Committee members as possible should attend the prior year national conference, using this time to visit with the Host Chapter Planning Committee and Executive Committee in that state, prior to the year of their own conference
- Committee Chair/Co-chairs shall appoint one person to attend the meetings of the national Professional Development Committee during the two years prior to their state's conference (this person will assist the PD Committee with conference concurrent session planning and will serve

as a liaison to their chapter regarding relevant conference session issues; not eligible for committee stipend unless also a full committee member via the regular national committee membership selection process)
- Committee Chair/Co-chairs shall maintain regular and effective communication with the national office/Executive Committee
- More information and suggested duties for the Host Chapter Planning Committee Chair/Co-chairs/members may be found in the Section on Host Chapter Responsibilities

The Conference Program

Professional Development Conference Program

- The Host Chapter Planning Committee will collaborate with the Executive Planning Committee and the national Professional Development Committee to develop a proposal for the overall program/major portions of the national conference (opening event, overall conference agenda, keynote speakers, special guests, pre-conference tours, conference evaluation, etc.)
- The overall program should include: a conference theme, a specific logo, objectives, schedule, preconference tours, opening event, plans for concurrent and poster session locations in the conference facility, opening keynote, suggestions for Professional Development Committee for potential and capnote speakers, etc.

- Options for virtual (i.e., live streaming) or asynchronous (i.e., taped and posted online for later viewing) participation in the main sessions (e.g., keynote/capnote, Ruby lecture, recognition banquet, etc.) should be explored and offered if appropriate and feasible, to provide opportunities for participation to as many ESP members as possible
- If a conference scheduling conflict with another professional association, religious holiday, etc., cannot be avoided, opportunities for virtual/asynchronous participation, as described above, will be expected
- The proposed conference program (full agenda, minus specific information on concurrent sessions and posters, which are the purview of the national Professional Development Committee), along with a complete conference budget and a conference evaluation plan (developed in collaboration with the chair of the national Professional Development Committee), will be presented to the national board no later than six months prior to the national conference
- Final approval of the full conference program rests with the national board

National ESP Council Meeting

- The official annual meeting of the National ESP Council (i.e., the official annual business meeting of the organization, including chapter delegates) is to be held during the national conference
- Details on the specific roles and responsibilities of the host state chapter for the national council meeting may be found in the handbook section entitled “Bidding for a National Conference”

Recognition Banquet

- The national and regional recognition presentations are developed by the national Scholarships, Grants and Recognition Committee, in conjunction with the national office
- The national and regional recognition presentations will be conducted during a banquet, which will take place as the final evening event of the national conference

Distinguished Ruby Luncheon and Lecture

- This lecture is a vitally important part of the professional development offered at the national conference
- The winner of the Distinguished Service Ruby Recognition will be one of the conference keynote speakers, at an event conferring a sense of significant honor to the recipient

Fund-raising Activities

- During the conference there should be a major fund-raising activity (usually both a silent and a live auction) for the financial benefit of the national Development Fund
- The host chapter will conduct this fund-raising activity in close cooperation with the national board (for more information, see guidelines on “auction” later in this document

Conference Budget:

- The conference is expected to be financially self-sustaining

- The conference is expected to generate some profit (i.e., it will not lose money)
- The conference Executive Committee will be responsible for developing a proposed conference budget, which will be given to the national office no later than April 1 of conference year
- The host chapter should include in the budget a plan to factor in the cost of any contingencies, should they arise (e.g., lower than expected registration, unexpected increased costs, etc.)
- The budget should include any complimentary items obtained from the conference facility to provide a clear picture of the true and actual cost of the conference
- The Executive Director will finalize the conference budget and present it to the national board for approval, ideally at the annual mid-year board meeting of the year of the conference, but no later than May 1 of the conference year, to ensure that registration for the conference may be opened in a timely manner
- The conference registration fee will be set by the national board, based on the approved conference budget
- The Executive Committee will remain constantly alert for opportunities to maximize the use of resources through any possible collaborative relationships and in-kind contributions
- Host chapters are requested to provide some type of local hospitality suite for, at a minimum, the volunteers that are assisting with the conference (usually members of the host chapter); the funding of this hospitality is not part of the conference budget, and the host chapter may seek donations or other ways to fund refreshments for these volunteers

- All expenses incurred shall be within the approved budget (excepting the hospitality suite, as delineated above).
- To provide an added incentive for a successful conference, and to thank the host chapter for their assistance, the national organization will pay the host chapter 25% of the profits from net conference proceeds (e.g. not including ESP scholarship revenue, auction, etc.)
- The host chapter is responsible for any expenditures that exceed the approved conference budget (for decisions or activities within their scope of control)
- In the unlikely event of a negative ending balance (i.e., if the conference loses money), the national organization will absorb the loss (outside of any items that are over the approved conference budget, as delineated above)
- A final budget report will be provided to the national board by the Executive Director to be included in the permanent records of the National ESP Organization

Contracts

- The national ESP Executive Director and/or the National ESP President or their designee will sign all contracts that are binding upon the national organization
- In some cases, where access or financial savings would be enhanced by contracting with the local chapter or university, the Chair of the Host Chapter Planning Committee shall notify the Executive Director and work with them on the appropriate contractual agreements
- Cancellation Conference insurance will be used to provide protection against any unforeseen and uncontrollable forced cancellation of the conference

Conference Registration:

Guidelines

- The conference registration fee is set by the national board, based on the proposed budget prepared by the Executive Committee
- The registration process shall be handled by the national office
- The national office will give leadership to registration activities at the conference
- The Host Chapter should offer to have volunteers available to assist with onsite registration activities at the conference, should the need arise
- The recommended registration deadlines are as follows:
- Once full conference registration is determined, pricing should be set for single-day, guest meals, tours, non-members, etc.
- Special note: stipend-eligible registrants must register for the full conference, or stipend eligibility is voided

Special Invitations and Complimentary Registrations

- Special invitations to the conference may be issued to distinguished guests (e.g., State Extension Directors, national administrative personnel, key stakeholders, etc.) by the President of the national board
- At a minimum, the state Extension Director of the Host Chapter should be invited
- Special invitations may or may not be accompanied by complimentary registration, at the discretion of the national board
- Special Invitations to distinguished guests in the host state may be issued by the Chair/Co-chairs of the Host Chapter

Planning Committee, with sufficient notification to the Executive Director and the national board
- Payment for complimentary registration for any distinguished guests who are invited by the Host Chapter Planning Committee are the responsibility of the Host Chapter

Marketing and Promotion

- Conference marketing and promotion/registration materials will be distributed to members via the national website (espnational.org), a specific conference website (built by the national office in collaboration with the Host Chapter Planning Committee), the ESP Connections newsletter, and through other means, as appropriate
- Consideration should be given, during the registration process, to request that registrants select their preferred concurrent sessions, to best match conference facilities with projected attendance

Conference Registration Cancellation and Refund Policy

- Requests for refunds must be sent electronically or by mail to the ESP National Office
- A $50 processing fee will be deducted from all refunds
- All refunds will be issued four to six weeks after the event
- Substitute registrants are welcome and may be named at any time
- No substitutions will be allowed for any stipends

Refunds will be granted as follows:

- Refund requests sent at least 30 days prior to the first day of conference will be granted in full, less a $50 processing fee

- Refund requests sent 15 days to 29 days prior to the first day of conference will be granted at fifty percent (50%), less a $50 processing fee
- Refund requests sent less than 15 days prior to the first day of conference will NOT be granted
- Refund appeals due to an emergency will be handled on a case-by-case basis by the National President, President-elect, and 2nd Vice President
- Tour charges are refundable with conference registration refunds, up to 30 days prior to the first day of conference
- Tours are not able to be refunded within 30 days of the first day of conference
- Tour tickets may be transferred to other conference registrants, but any such transfers are the full responsibility of the registrant seeking the transfer

Registration Rate Payments

- If payment is not received by the deadline, registration will be charged at the prevailing higher rate or subject to cancellation
- Early Bird Registration: payment or proof of mailed payment must be received by the early bird registration deadline, in order to honor the early bird registration rate; Early Bird Registration payments not made by the deadline will be changed to the Regular Registration rate
- Regular Registration: payment or proof of mailed payment must be received by the regular registration deadline, in order to honor the regular registration rate; Regular Registration payments not made by the deadline will be changed to the Late Registration rate

- Any registrations not paid by the final Late Registration deadline are subject to cancellation

Bidding for the National Conference

Call for Bids to Host the National ESP Conference:

- Any chapter may submit a bid for any year
- The host state will rotate among the four regions, when appropriate and possible, in the following order:
    - Northeast
    - South
    - North Central
    - West
- The relevant Regional Vice President for the host region will initiate the distribution of information to chapter and will encourage them to submit bids to host the national conference
- The relevant 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 relevant Regional Vice President will provide guidance to states indicating an interest in submitting a bid
- The relevant Regional Vice President will direct states wishing to submit a bid to review the “Bid Timeline,” as found in the ESP National Handbook
- Potential bids will be discussed at various times:
    - During the national conference (three years out from the year for which the chapter is bidding)
    - During any regional meetings (under the guidance of the Regional Vice President)

    - During the ESP sessions at the annual JCEP Extension Leadership Conference (relevant Regional Vice President will provide guidance to the discussion)
    - Other venues/communication opportunities, as appropriate and feasible
- The relevant Regional Vice President will report to the national board on discussions held with chapters indicating an interest in submitting a bid, no later than January 15 during the year in which the bid is expected
- Once bids are received, the Executive Director will work with each chapter in finalizing preparations for the formal bidding process
- Bids should be presented to the national board no later than May 15 of the relevant year
- Final announcement of the accepted bid/conference site selected by the national board will be made two years in advance

Bidding Timeline

Hosting the national conference takes immense planning. Ideally, the members of a chapter will hold extensive discussions surrounding the potential to bid, at least four years in advance of the year of the conference they are considering bidding to host. All deadlines below are approximately two and a half years out from the relevant conference date (because the conference is held in the fall and the relevant deadlines begin in January).

- January 15 deadline: Chapter notifies their Regional Vice President or the National Office of their interest in bidding, including a list of preferred potential host cities (CHAPTER DOES NOT SOLICIT ANY ACTUAL HOTEL BIDS)

- March 15 deadline: Executive Director works with the chapter to finalize their “Bid Proposal” form
- April/May deadline (depending on timing of national board’s mid-year meeting): Chapter presents their bid proposal to the national board
- Bids are considered at the mid-year meeting of the national board, unless the board is able to review them earlier
- No later than two years prior to the relevant conference dates: final selection of bid by national board

Bid Preparation Steps

Chapters should complete the “Bid Proposal” form and return that to the National ESP Office no later than March 15. The National ESP Executive Director can help answer any questions related to the “Bid Proposal” form and its completion.

National ESP Conference Bid Proposal

CONTACT DETAILS

State/Chapter/University:

Host Chapter Committee Chair Contact Name:

…….. email …….....phone

DATE SELECTION

Our Proposed Conference Dates (*Monday-Thursday*):

List the following National Extension Organizations Annual Meeting Dates:

a. NACAA _____
a. ANREP _____
a. NAE4-HA _____
a. NEAFCS _____
a. NACDEP _____

Religious Holiday Conflicts:_____

- *If a conflict with a major patriotic or religious holiday is unavoidable, chapter should include the reason why they cannot select a different date, and must include an action plan for inclusivity of any members who would potentially be affected (virtual participation, etc.) by such a conflict*

TRAVEL DETAILS

Our Proposed City Location:

Distances to the closest Airports and the Airlines that service them:

Average Airfare From the following Airport Hubs
(https://www.transtats.bts.gov/AIRFARES/)

- Hartsfield-Jackson Atlanta International Airport (ATL): Atlanta, GA
- O'Hare International Airport (ORD): Chicago, IL
- Dallas/Fort Worth International Airport (DFW): Dallas, TX
- Denver International Airport (DEN): Denver, CO
- John F. Kennedy International Airport (JFK): Queens, NY
- McCarran International Airport (LAS): Paradise, NV
- Orlando International Airport (MCO): Orlando, FL

Possible Hotel Options (*do not contact hotels for details or options, but we are looking for potential facility locations in your proposed city that should be considered by the National Board)*

What are the options for transportation from the primary airport to the city or potential hotel location?

▢ Rental Cars ▢ Uber/Lyft/Shared Rides ▢ Shuttle Companies

▢ Public Buses ▢ Public Trains/Subways ▢ Taxis

▢ Other _____

Preliminary information:

- Conference Theme (*National Office will assist with design, layout and approve final copies*):
- Possible Professional Development Tours (typically held during the day prior to evening opening event)
- Possible Life Member Tours *(traditionally held in the afternoon(s) during the conference; must not conflict with any general sessions, the Distinguished Ruby Luncheon, or the awards banquet*)
- Possible Opening Event Location
- Local/State Speaker Suggestions
- List of potential local (i.e., host state, as opposed to national) conference sponsors or donors who might be willing to provide either financial support or in-kind resources (all national donors and sponsors are the purview of the national office and the national board)
- Potential offsite attractions for tours, free time, guests, etc.

Include a Letter of support from your State Extension Director

Include a letter of invitation to the national board from the Chapter President

1. Executive Director works to solicit bids from various potential conference host hotels, according to ESP policy and any specific conference needs
2. Executive Director shares hotel/host site proposals with national board and host chapter
3. Executive Director, national board, and host chapter leadership discuss any potential issues/concerns with each proposed hotel/host site

The Executive Director can work with the chapter to help prepare the bid package, if desired.

Information from Hotel to be Acquired from Executive Director

- Hotel charges and contractual obligations (should limit any potential financial liabilities)
- Hotel and other facility policies regarding cancellation and under-use of sleeping rooms
- Hotel sleeping room options and rates (number of singles, doubles, suites, and any complimentary rooms)
- Layout/map of hotel
- Fees for use of hotel audio visual/sound equipment (and any policies/fees regarding the use of outside equipment)
- Any fees for hospitality rooms or other incidental expenses

- Internet accessibility and any associated charges (for both meeting rooms and sleeping rooms)
- List of available meeting rooms, which should include but is not limited to:
    - 1 room with capacity to seat 250 people, banquet-style (to be used for the Ruby Luncheon and Award Banquet, at a minimum, and preferably also for all general sessions)
    - 1 room with capacity to seat 250 people auditorium style, if ability to use banquet room for general sessions is not feasible
    - 6- 8 (8 is preferred) meeting rooms with capacity to seat 30-40 people classroom style
    - 1 boardroom/conference room with capacity to seat 20-25 people, board meeting-style, to be used for pre-and post-conference national board meetings
    - Suite options for national president and host chapter hospitality
    - Space for conference registration and up to six display tables
    - Space for 20-40 poster sessions, with display tables or other appropriate poster display methods
    - A room for use as locking storage, for auction items, spare A/V, and other valuable equipment (may also be used as conference “office,” where any onsite printing, organizing, etc. could be accomplished
- List of any potential additional charges
- Other preliminary hotel information, as applicable and if available, including information regarding meals, parking fees, taxes, shuttle service, additional complimentary sleeping rooms, and any other additional concessions or incentives

Host Chapter Responsibilities

General Conference Overview

- Conference attendance is estimated to be at a breakeven point with 200 full time registrants. Average conference attendance is between 225 and 250 with years falling higher and lower.
- Contracts should be addressed to “Epsilon Sigma Phi National Extension Professionals’ Association, Inc”

- The Host Chapter should have a contact and/ or committee for each of the following: Volunteers, Hospitality, Decorations, Tours, Opening Event/ Entertainment, Life Members, Auction, Sponsorships and Technology
- The Host Chapter should plan to have a member on the National Professional Development Committee for the year prior and the year in which the conference is held in the host region. 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.
- The Host Chapter should view the National ESP Conference as a special professional development opportunity for the Host Chapter as well as surrounding chapters and should promote maximum participation from state and regional Epsilon Sigma Phi members and non-members.
- Invite local guests from the University and the Extension System of the Host Chapter(s). They are to be the guests of the host.
- The Host Chapter is responsible for any costs that exceed budgeted expenses for which they are assigned responsibility.

Standing ruleLogo and Theme

- The host state will submit a theme for the conference no later than 2 years prior to the meeting.
- The National Office will develop the logo and brand package assets for the conference. They will work with the host state for suggestions on incorporating the theme and requested elements into the logo.

Promotion of Conference

- Assist with the development of promotional materials for promoting the conference to ESP Membership including but not limited to, email blasts, social media posts, and articles for the ESP Connection Newsletter
- Help create and distribute handout(s) for various ESP functions including the prior ESP conference, Extension Leadership Conference, PILD and for state chapter meetings in their state.
- A promotional video to share at the national conference one year out and to provide through the website for chapters to use locally.

Sponsorships

- The host state is encouraged to find local partners to help sponsor the conference. Sponsorships can be cash or in-kind contributions. Exhibitors may be solicited if space is available.
- The National Organization has National Partnerships in place so please be sure to keep an updated sponsor list to present at check in meetings with the Executive Conference Team.

Audio Visual Equipment

- Host Chapter will work with the Professional Development Committee to secure technology to support seminar presenters as needed during seminar presentation periods.
- Provide AV equipment when feasible (check with the National Office on the hotel policy). Providing projectors and/or screens for seminar rooms.

Opening Event Coordination

- Typically the first evening of the conference is planned by the Host Chapter. Opening events should include food but do not have to include a full dinner service, and some type of entertainment to welcome the conference attendees. This event can be offsite or at the hotel
- The event should not have a formal program and should allow for networking and fellowship of conference attendees
- The opening event is a budgeted cost of no more than $65 per person. Any cost exceeding this will require sponsorship dollar contributions from the host state
- Location for the opening event should be a consideration when budgeting. Charter buses drastically increase the cost of the opening event and should be taken into account when deciding the opening event location and activities.

Entertainment

- There is $1,000 budgeted for entertainment including but not limited to entertainment for the opening event, auction, and any performances to occur throughout the conference.

Tour Coordination

- Coordinate with the Professional Development Committee to arrange 4-5 off site tours with a capacity of at least 25 people for each tour. Tours may be for leisure or education.
- Preparation of tour descriptions, schedule, capacity, and price must be finalized 10 months prior to the conference.
- The host may negotiate group pricing with any off site vendors/attractions or may seek assistance from the

National Officer for group pricing. The final contract will be executed by the National Office.
- Work in cooperation with the national office to coordinate any transportation needed. It's preferable to have university vehicles or local transportation companies that might offer a discounted service.
- Pricing for tours will be determined in cooperation with the national office to ensure transportation and ticket costs are covered with a minimum attendance

Life Member 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.
- Facilitate a life member networking session during the conference

Decorations

- The budget for decorations is $500. Decorations should be representative of the theme of the conference as well as the brand for Epsilon Sigma Phi. Try to incorporate green and gold elements in décor so it feels like ESP.
- Arrange for decorations at the meals if appropriate. Cost must be included in the decorations budget. Additional decorations may be included in foyers and registration areas if desired.
- If chapters wish to honor recognition recipients at recognition banquet with corsages/boutonnieres, it will be the responsibility of the chapter to cover this expense. The Host Chapter Committee will provide the name of a local florist and help facilitate this process.

- Provide stage decoration or flowers as needed.
- The podium sign and directional signs will be provided by the National Office.

Volunteers

- Plan to have between 15-40 volunteers to assist with on site conference duties such as, but not limited to; registration, decorating, serving as a room host, directing members, etc.
- The Host Chapter should arrange for volunteers to stuff registration packets and help to organize the registration process on the day before conference begins
- The Host Chapter should arrange for volunteers to assist with the registration process onsite during the hours set

Hospitality

- 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.
- The host state will be provided a hospitality suite for the duration of the conference.

General Session

- The host committee should identify at least one potential keynote speaker from the local area no later than 18 months prior to the conference to speak at a general session. This might be an Extension Director, University President, or a local keynote speaker the chapter has a relationship with and who might speak for a discounted rate. Other speaker recommendations from the host state are welcome. The

National Board and Professional Development Committee will approve the speaker no later than 1 year prior to the conference. The National Office will facilitate the negotiation of all speaker contracts. The National Office has a network of keynote speakers in the case the host committee does not have connections with any speakers. The keynote speaker fee should not exceed $1,000. In the event the speaker fee is more than $1,000 the host state will be responsible for obtaining sponsorship to cover the fees in excess of $1,000.

- Arrange for flags (US and State) at the general sessions and National ESP Council meeting.
- Arrange for color guard, singing of the national anthem, leading of Pledge of Allegiance and/or other appropriate flag ceremony at the opening general session.
- Provide volunteers to take up banquet tickets and monitor entrance doors.
- Note: Banquet seating will be prepared by the National ESP office
- Note: The National ESP Executive Director and the National ESP Board will handle all of the details of preparing and presenting the plaques and certificates.

Development Fund Auction

- Fundraising 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 Committee 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 that includes light entertainment during the reception prior to the banquet.
- Arrange for auctioneers. The more the auctioneers know about the organization and its members, the more fun the chatter is likely to be. The host chapter should try to secure an auctioneer(s) as a local in-kind contribution.
- Donated items will be placed in the silent or the live auction. This determination is made by the host chapter chair. It is helpful to have the silent auction items displayed by mid afternoon 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, and bidder sign-up.
- The National Office will collect all payments.

SECTION M: The Epsilon Sigma Phi National Board

(Revised December 2019)

DUTIES OF NATIONAL EPSILON SIGMA PHI BOARD MEMBERS

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

The National ESP Board meets mid-year, during the National ESP Conference. and monthly via video conference to transact business, review committee reports, act on recommendations, and address the maintenance of a viable, professional organization.

President:

Legislated Duties from ByLaws

- Provide direction and leadership for ESP activities and programs.
- Work with the National ESP Board in coordinating their efforts in carrying out ESP's purposes and programs.
- Presides over all meetings of the National ESP Council and the National ESP Board.

- Serves as a member of the Board of Directors of the Joint Council of Extension Professionals (JCEP).
- Moves into the role of Immediate Past President at the end of their term.
- Performs other duties as assigned by the National ESP Board.

Appointed Duties and Additional Clarifications

Term

- Term begins at the close of the ESP National Conference and concludes at the end of the next ESP National Conference.

General Duties

- Participates in all National ESP Board meetings (mid-year and pre and post meetings during National ESP Conference) and conference calls.
- Appoints all National Committee Chairs (done prior to taking office)
- Signs, with the National ESP Executive Director, all award certificates and documents of ESP.
- Communicates with ESP members through articles in the ESP Newsletter.
- Responds to correspondence promptly with copies to the National ESP Office and appropriate National ESP Board members.
- Keeps National ESP Board and ESP members informed concerning pertinent matters.

- Conducts chapter visits as requested/determined by chapter/National ESP Board.
- Maintains communication link within the Extension System with Directors and Administrators.
- Keeps communication open with/between National ESP Board, and National ESP Executive Director.
- Serves as an official fiscal agent of the organization. Name and personal social security number may be provided to IRS and banking institutions as required by federal and state laws that govern 501c3 organizations.
- Authorizes payment of bills that differ from the adopted budget.
- Determines site of mid-year National ESP Board Meeting with National ESP Board approval.
- Annually reports to ESP membership through the Annual Report and the Popular Report.
- Provides input to the Past President for the annual evaluation of the National ESP Executive Director.
- Writes to out-going committee members within one month of the National ESP Conference to thank them for their service.

National Conference

- Co-Chairs (with the Host State Conference Chair) 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.

- Issues invitations to the National ESP Conference through the website and the ESP newsletter.
- Contacts all recognition recipients following selection to provide congratulations and to encourage them to be present to receive their recognition.
- Presents the Distinguished Service Ruby and National Friend of Extension Recognitions at the Recognition Banquet.
- Ensures 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.
- Presides at the National ESP Council Meeting and serves as a voting delegate.

JCEP (in addition legislative duties)

- Performs duties or committee assignments of JCEP, attends JCEP board meetings.
- Participates on the JCEP Marketing Team by attending sister National Association Meetings as assigned.
- Invites members of the JCEP Marketing Team who are designated to attend the ESP Conference as JCEP Marketing Team representatives.
- Attends the Extension Leadership Conference sponsored by JCEP.
- Attends PILD.

President-Elect:

Legislated Duties from ByLaws

- Perform the duties of the President in his/her absence or disability
- Serve as the National Boards liaison between the Board and the chapters. (*amended 2020*)
- Coordinate with the National ESP Committees to meet during the national meeting and coordinate the development of the plan of work for the coming year. (*amended 2020*)
- 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 visits and begins preparing for the National ESP Conference to be held during their year as president.
- Move into the role of President at the end of the term.

Appointed Duties and Additional Clarifications

Term

- Takes office as President at the close of the National ESP Conference.
- Plans and presides at the post conference board meeting as the new president.

General Duties

- Participates in all National ESP Board meetings (mid-year and pre and post meetings during National ESP Conference) and conference calls.
- Chairs the National ESP Chapter Relations Committee.

- Chairs one of the National ESP Committees as assigned by the National ESP President.
- Responsible for orientation and communication of and between regional VPS and 2nd VP.
- Appoints committee chairs for the following year after the elections for new board members have taken place. Considerations should be given to tenure and the skill sets of the committee chairs when appointments are being made.
- Serves as an official fiscal agent of the organization. Name and personal social security number may be provided to IRS and banking institutions as required by federal and state laws that govern 501c3 organizations.
- Submit monthly reports to the President outlining activities conducted in the past month.
- Annually reports to Epsilon Sigma Phi membership through the Annual Report and the Popular Report.
- Provides input to the Past President for the annual evaluation of the National ESP Executive Director.
- Votes on national elections and the national recognition ballot within their respective region.
- May be called upon to represent National Epsilon Sigma Phi at other regional and/or state meetings, as requested by the National President.

JCEP (in addition to legislated duties)

- Performs duties or committee assignments of JCEP, attends JCEP board meetings.
- Attends the Extension Leadership Conference.

National Conference

- Plans agenda for Chapter Presidents' Breakfast (or similar event) at The National ESP Conference and presides over this event.
- Works with the Executive Director to plan ESP 101 training at the National Conference.
- Co-Chairs (with the Host State Conference Chair) the initial planning of the National ESP Conference held during their year as president. This responsibility requires close coordination with the National ESP Board, National ESP Executive Director, Conference Local Arrangements Committee and Professional Development Committee.
- Serves as a voting delegate at National ESP Council Meeting

Immediate Past President:

Legislated Duties from ByLaws

- Chair the Nominating Committee.
- Recommends committee appointments (in May) with approval of the National ESP Board for next year. Appointments are made using recommendations from chapter president and/or current National ESP Board members. (*amended 2020*)
- 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.

Appointed Duties and Additional Clarifications

Term

- Term is completed at the end of the National ESP Conference.
- Not expected to attend the post conference board meeting in the year term ends.
- Term representing ESP on JCEP board ends at the end of the calendar year in which their ESP Board term ends.

General Duties

- Participates in all National ESP Board meetings (mid-year and pre and post meetings during National ESP Conference) and conference calls.
- Chairs one of the National Committees as assigned by the National ESP President. Provide National Committee Leadership and serve as the link between the National Board and the National Committees.
- Chairs the Nominating Committee to secure candidates for the position of Second Vice President.
- Recommends committee appointments (in May) with approval of the National ESP Board for next year. Appointments are made using recommendations from

chapter president and/or current National ESP Board members.
- Committee appointments must be finalized and approved by the National ESP Board by July 1st. If possible, appointments should be made prior to June 1st.
- Submit monthly reports to the President outlining activities conducted in the past month.
- Annually reports to Epsilon Sigma Phi membership through the Annual Report and the Popular Report.
- Provides leadership for the annual evaluation of the National ESP Executive Director.
- Serves as an official fiscal agent of the organization. Name and personal social security number may be provided to IRS and banking institutions as required by federal and state laws that govern 501c3 organizations.
- Votes on national elections and the national recognition ballot within their respective region.

JCEP (in addition to legislated duties)

- Coordinates ESP participation in the Extension Leadership Conference
- Performs duties or committee assignments of JCEP, attends JCEP board meetings.
- Attends the Extension Leadership Conference sponsored by JCEP

National Conference

- 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.
- Plans and presides at the Past National Presidents luncheon, or similar event, during the National ESP Conference.
- Serves as a voting delegate at the National ESP Council Meeting.

National Second Vice-President:

Legislated Duties from ByLaws

- Moves into the role of President-Elect at the end of the National ESP Conference.

Appointed Duties and Additional Clarifications

Term

- Elected (per election procedures described in handbook) in May. This position begins a 4 year term that rotates through leadership positions.
- Takes office at the end of the National ESP Conference of the year when they were elected.
- Will be given access to all ESP board files immediately after election and invited to participate as an observer in all subsequent board meetings prior to taking office.
- Expected to attend pre-board meeting prior to their installment at the National ESP Conference.

General Duties

- Participates in all National ESP Board meetings (mid-year and pre and post meetings during National ESP Conference) and conference calls.
- Chairs one of the National Committees.
- Submit monthly reports to the President outlining activities conducted in the past month.
- Annually reports to Epsilon Sigma Phi membership through the Annual Report and the Popular Report.
- Becomes familiar with the policies, procedures, by-laws and handbook of Epsilon Sigma Phi.
- Provides input to the Past President for the annual evaluation of the National ESP Executive Director.
- Votes on national elections and the national recognition ballot within their respective region.

National Conference

- Serves as a voting delegate at the National ESP Council Meeting.

JCEP

- Attends the Extension Leadership Conference sponsored by JCEP.

Regional Vice Presidents:

Legislated Duties from ByLaws

- 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.

Appointed Duties and Additional Clarifications

Term

- Regional Vice President is a two year term.
- Take office at the end of the National ESP Conference held during the year in which they are elected.
- Newly elected Regional VPs participate, as observers, in the pre-conference board meeting prior to being installed. They are not expected to attend the post-conference board meeting following the end of their term.

General Duties

- Participate in all National ESP Board meetings (mid-year and pre and post meetings during National ESP Conference) and conference calls.
- Chair one of the National Committees.

- Assist in fulfilling Board decisions, fiscal oversight, and committee recommendations.
- Serve as a member of the Chapter Relations Committee which is responsible for planning the ESP sessions held during the Extension Leadership Conference and the Regional Meetings during the National ESP Conference.
- Regional VPs should collaborate and share chapter successes and trials with other regional VPs who can in turn share with other chapters in their region.
- Submit a monthly report to the President outlining activities conducted in the past month.
- Annually report to Epsilon Sigma Phi membership through the Annual Report.
- Provide input to the Past President for the annual evaluation of the National ESP Executive Director.
- Vote on national elections and the national recognition ballot within their respective region.
- Represent National Epsilon Sigma Phi at a National, Regional, State and/or Chapter meeting as requested by the National President.

Regional VP Duties

- 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 (written or conference calls) 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.
- Help identify members to assume leadership as Second Vice President when the rotation of that office comes to their region.
- Promote leadership among membership in the Region for selection of candidates for National Committees and Regional Vice President.
- Identify chapters that are "at risk" and give support as requested and approved by the National ESP Board.
- 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 the Development Fund, and/or accept leadership responsibilities with copies to appropriate individuals.

National Conference

- Chair the Regional Meetings at the National ESP Conference.
- Participate in the presentation of Regional Recognition during the National ESP Conference Recognition Banquet.
- Work with local ESP chapters to submit bids for hosting the National ESP Conference when a bid is needed from the region they represent.
- Serves as a voting delegate at the National ESP Council Meeting.

JCEP

- Attend the Extension Leadership Conference sponsored by JCEP.
- Assist in leading the ESP session of the Extension Leadership Conference sponsored by JCEP and chair regional meetings if they are planned.

Committee Chair Responsibilities (reposted from ByLaws):

CHAIR OF THE PROFESSIONAL DEVELOPMENT COMMITTEE

The Chair of the Professional Development Committee shall:

- Oversee the committee's preparation of Program of Work and End of Year Committee Reports.
- Serve as a member of the National ESP Conference Planning Team
- Oversee the implementation of professional development activities and member scholarship opportunities at the National ESP Conference in coordination with the Conference Planning Team.
- Shall work with the committee to provide professional development opportunities on a national level.
- Serve as a member of the ESP National Board.
- Perform other duties as assigned by the President.

CHAIR OF THE MARKETING COMMITTEE

The Chair of the Marketing Committee shall:

- Oversee the committee's preparation of Program of Work and End of Year Committee Reports.
- 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.
- Serve as a member of the ESP National Board.
- Perform other duties as assigned by the President.

CHAIR OF THE MEMBERSHIP RECRUITING and RETENTION COMMITTEE

The Chair of the Membership Recruiting and Retention Committee shall:

- Oversee the committee's preparation of Program of Work and End of Year Committee Reports.
- Oversee the preparation and distribution of materials to be used by chapters in the recruitment and retention of Epsilon Sigma Phi members.
- Serve as a member of the ESP National Board.
- Perform other duties as assigned by the President.

CHAIR OF THE RESOURCE DEVELOPMENT AND MANAGEMENT COMMITTEE

The Chair for Resource Development and Management Committee shall:

- Oversee preparation of the committee's Program of Work and End of Year Committee Reports.
- Oversee the Financial Review in those years when required.
- Serve as a member of the ESP National Board.
- Perform other duties as assigned by the President.

CHAIR OF THE SCHOLARSHIPS, GRANTS AND RECOGNITION COMMITTEE

The chair for Scholarships Grants and Recognition Committee shall:

- Oversee preparation of the committee's Program of Work and End of Year Committee Reports.
- Serve as a member of the ESP National Board.
- Perform other duties as assigned by the President.

CHAIR OF THE GLOBAL RELATIONS COMMITTEE

The chair of the Global Relations shall:

- Oversee preparation of the committee's Program of Work and End of Year Committee Reports.
- Serve as a member of the ESP National Board.
- Perform other duties as assigned by the President.

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

By-Laws addressing Nominations and Elections / Article VI, Sections 1, 2, and 3

ESP Policies addressing Nominations and Elections

Criteria for Members of National ESP Board

- 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 year 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.Application/Nomination

Application/Nomination

- Nominees (annual members and life members) should have support from the 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.

Election Process

- 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!

National Board Responsibilities at the Extension Leadership Conference (ELC) Sponsored by JCEP

The purpose of the **Extension 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 Extension 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 Extension Leadership Conference are determined by the JCEP Board. The Extension 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.

ESP Meeting at the Extension Leadership Conference

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

Meeting at the Extension Leadership Conference 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 the 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., mailings 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, assisting 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.
- 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)

1. Position Description and Position Announcement finalized by National ESP Board:
2. Search/Selection Committee appointed by ESP National Board

3. Position Announcement and Description released, Application deadline set
4. Announcement of the Search/Selection Committee
5. Position advertised via:
    a. Presidents of all chapters
    b. Personnel offices of all Extension Services
    c. Fall ESP Connection newsletter
    d. ESP Website
    e. JOE Job Search Site
6. 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.
7. Applications screened by Search/Selection Committee o Interview invitation extended to highly qualified applicants o Interviews conducted
8. National ESP Board will negotiate each vacancy and transfer prior to announcing the selected applicant
9. Selection decision announced
10. Person selected will be involved in orientation training:
11. 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.
12. Newly appointed director will be invited and expected to attend and participate in the ESP National Conference, National ESP Board meetings and National Council meeting.
13. Office equipment, files, supplies moved to the new location: As soon after the National ESP Conference as feasible.

14. The National ESP Board determines allowance for moving expenses.
15. A new National ESP Executive Director at a new location within two months of completion of the National ESP Conference.

PROCESS FOR EVALUATION OF EXECUTIVE DIRECTOR

1. 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.
2. 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)
3. 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.
4. Mid-Year Board Meeting A performance appraisal of the National ESP Executive Director is conducted by the National ESP Board under the leadership of the Past National President.
5. 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.
6. Fall Report of results made at the National Conference.

Section O – Governing Documents

Epsilon Sigma Phi Constitution

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)

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.

- Ø 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

- Ø 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

- Ø 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

- Ø 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

- Ø 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

- Ø 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

- Ø 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)

- Ø 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

- Ø 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

- Ø 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

- Ø 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

- Ø 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)

- Ø 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

ESP Policies

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 are adopted by a majority vote of National ESP Board members where a quorum is present. 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.

Policies Governing National Board

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.

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.

National Board Nomination and Election Process

Polices for governing the nomination and election process for National Board members may be found in the Handbook section: ESP National Board / Guidelines for Officer Nomination and Elections.

Fiscal Policies

Authority and Oversight

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)

The President, President-elect, and Treasurer shall be signatories on all accounts of the organization. In addition, the management company serving as Executive Director shall designate employees of the company who shall also have signature and/or administrative authority on the organization's accounts. The names of these individuals shall be reported annually to the board, and at any time when there is a change to those authorized to act.

Expenditures on any accounts, as well as regular reconciliations, shall be approved according to a procedure developed by the Executive Director and approved by the board. Third-party and/or electronic bill payments may be utilized when deemed in the best interest of the organization.

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 the IRS. Tax reporting will be done by a qualified accounting firm with information provided by the Executive Director. Tax returns are due to the 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)*

Epsilon Sigma Phi is committed to respecting the privacy of its financial and in-kind donors. All Financial Data is protected through industry-standard safeguards such as encryption, access controls, network firewalls, and physical security.

Epsilon Sigma Phi will not sell, share or trade our donors' personally identifiable information with any other entity. All access to donor financial information is strictly limited to board approved personnel who need to process those data. No approved access to data may be used by any person, organization or group without express written permission of the Board.

Financial Holdings, Investment, and Development Fund Policies

ESP Financial Holdings Financial resources for ESP are held in two groups of funds:

1. Organizational fund
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 Organizational 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.

The annual amount available from the Organizational 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 twenty quarter average market value of its investments as of March 30th of the prior year. (*Amended and passed by the National ESP Board, June 11, 2024*)

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 {member donations} and

non-restricted {earnings} 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. Restricted endowed funds are the member contributions (Principal) and the Non-restricted endowed funds are the earnings on the invested endowed accounts.

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 June 1 and run through May 31 of the following year with all collections for the current campaign year held in the bank account until November 1 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 upcoming budget year. *(dates revised October 2019)*

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 for Epsilon Sigma Phi, Inc

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

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 Organizational 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 fulfill 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 30-day 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; organizational 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) (Organizational 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) (Organizational 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 Organizational 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.

Development Fund Spending Policy

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 twenty quarter average market value of its investments as of March 30th of the prior year.

(amended by motion from the RDM Committee, February 2024)

Auction Proceeds

The annual fundraising auction proceeds be allocated 50%-50% into the actual investment of both the Development Fund and Operating Fund in the ESP Investment QuickBooks to support activities and principal growth of each.

Year End Balances

Development Funds not fully awarded and appropriated for the year will be divided 50% to remain in the Development Fund investment pool and 50% be rolled over into the Development Fund budget available for future years. This is to occur with the year end closing procedures each calendar year. The unused money shall continue to support the professional development activities of the budget.

Development Fund Named Donations

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

Reimbursement Policy for Travel on National 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 **Extension Leadership Conference** each year. • (Revised by action of National ESP Board, November 8, 2005)
- Participation of the Board member serving in **PILD Conference** and planning committee. Reimbursement for participation will be provided for the Board member 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 co-chair of the overall JCEP committee that may be from ESP.
- Participation of ESP Board members in the ESP **Mid-year Board Meeting** and **National Conference**.

- **JOE representatives** 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 the federal government per diem rate for the destination city. 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

(or any member requesting reimbursement) 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). The 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 the 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.

Reimbursement Policy for Chapter/Members (non-travel) (Stipends, Awards Scholarships, Chapter Dues, Authorized purchases)

This Policy was reviewed, revised and approved by the ESP National Board on 7/7/2016

National ESP Conference Stipends

Conference stipend request must be submitted to the National ESP Office within 30 days of the conference. See

Reimbursement Website Page for reimbursement forms. Requests for reimbursements will be filed electronically.

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 the 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. Committee

Members become eligible for a stipend following their first year of service. *(amended by Board motion 11/6/2025)*

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.

Scholarship and Grants

Reimbursement must be requested electronically. See the **Reimbursement Website Page** for reimbursement forms. Funds will not be dispersed until all the requirements of the scholarship or grant are met as each scholarship or grant's specific guidelines.

Authorized Purchases

The National Office will reimburse any chapter or member for authorized purchases on behalf of the national program. Receipts documenting purchase must be submitted with reimbursement request See the **Reimbursement Website Page** for proper form and procedures.

Chapter Dues

Chapter dues collected by the National Office on behalf of the local chapter will be returned to the chapter three times a year. Dues collected will be sent to the chapter treasurer. (revised 8/2018)

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
    1. 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
    1. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
    2. An ownership or investment interest in any entity or individual with which Epsilon Sigma Phi has a transaction or arrangement, or
    3. A compensation arrangement with the Organization or with, any entity or individual with which the Organization has a transaction or arrangement, or

4. 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.
5. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
6. 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
    1. 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.
    2. 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.
    3. 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.
    4. 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
    1. 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.
    2. 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.

3. 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 4 – Compensation

1. 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.
2. 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.
3. No voting member of the governing board or any committee whose 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 5 – Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the Organization 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.

Article 6 – Periodic Reviews

1. 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:
2. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and are the result of arm's length bargaining.
3. 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 7 – Use of Outside Experts

When conducting the periodic reviews as provided for in Article 6, 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.

ESP Appeals Process

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:

1. February 1 Membership payment for members – establishes voting delegates at National ESP Council, eligibility for Scholarships, Grants and Recognition.
2. Deadlines for scholarship applications for PILD Scholarships, Angus Professional Development Scholarships, Professional Development Grants – November 1.
3. Deadline for additional Angus Professional Development Scholarships and Professional Development Grants – March 1.

4. Deadline for nominations for National ESP Recognition submission of applications and the National Recognition Submission form – March 1
5. Nominations for Regional Vice President and National 2nd Vice President candidates – April 1.
6. Applications to serve on National Committees – April 1 Deadline for additional Angus Professional Development Scholarships, Redinger Leadership Scholarships and Professional Development Grants – May 1.
7. May 1 Deadline for National ESP Chapter Recognition Awards (Chapter of Merit and Achievement in Chapter Membership)

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.

After considerable discussion following recommendations were made.

1. These recommendations suggest a process where action by the Chapter, Committee Chair, and Executive Director address the issue to prevent or lessen missed deadlines.
2. Both the chapter (sender) and the Committee Chair or Executive Director (receiver) must make notification to the other party of materials sent or received.
3. 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 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 a 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 a written email response to the Chapter President within two days following Board Action on the recommendation from the Member Recruitment & Retention Committee.

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 the list available to the 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)*

ESP Standing Rules

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*)

1. Each chapter may determine procedures for defining membership within Article IV, Section 1.

2. Annual dues will be $75. 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 2025 for 2027)
3. Members-at-large shall pay $75.00 annual dues directly to the National ESP Executive Director. (Approved by National ESP Council 2025 for 2027.)
4. 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.
5. An initiation fee of $0.00 will be assessed each chapter for each new initiate.(Fee reduced to $0.00 by National Council 2018 for 2020)
6. New chapters shall pay an affiliation fee of $20.00.
7. Dues cannot be refunded.
8. Epsilon Sigma Phi's membership list is not to be sold.
9. A member may transfer to another chapter when the National ESP Executive Director receives notice from the secretary of the chapter accepting the transfer.
10. 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.

11. If a Past President vacancy occurs, the previous Past President may assume the position for the unexpired term.
12. 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.
13. The voting delegates at the National ESP Council Meeting shall adopt the budget for the forthcoming year.
14. 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).*
15. 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.
16. 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)*

EPSILON SIGMA PHI - Bylaws

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 the 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 the 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

The 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. 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. 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. (*Amended by National ESP Board, April 2, 2026*)

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 the 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
- Coordinate with the National ESP Committees to meet during the national meeting and coordinate the development of the plan of work for the coming year. (*amended 2020 National Council*)
- Serve as the National Boards liaison between the Board and the chapters. (*amended 2020 National Council*)
- 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.
- Appoint committee members with approval of the National ESP Board. (*amended 2020 National Council*)
- 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: (*amended 2020 National Council*)

- 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. 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 Past-President shall make national committee appointments and notify appointees no later than one month prior to the National ESP Council meeting. (*amended 2020 National Council*)

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. Changes 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 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. (Note: This fee was set at $0.00 by 2019 National Council)

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 jeweling 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.