ARTICLE I

NAME

The name of this association shall be Pi Chapter – Epsilon Sigma Phi, the University of Minnesota Extension Chapter of the National Honorary Extension Fraternity. Hereafter, National Epsilon Sigma Phi shall be referred to as ESP.

ARTICLE II

MISSION

ESP and Pi Chapter are dedicated to fostering standards of excellence in the Extension system and developing the Extension profession and professionals.

ARTICLE III

PURPOSE

The purpose of this honorary fraternity shall be to recognize excellence in the Extension community; provide an opportunity for networking, fellowship and collaborative efforts; foster leadership development through mentoring Extension professionals in the philosophy and professional practice of Extension education; and facilitate professional development within Extension nationally and through University of Minnesota Extension.

ARTICLE IV

MEMBERSHIP

Section 1 – Qualifications: Full Annual Membership in this organization is open to all county, regional, and state Extension program and administrative professionals, who have served in Extension for three or more years and support the purpose of this organization. Full membership includes membership in both the state and national associations.

Section 2 – Qualifications: Associate Annual Membership in this organization is open to all county, regional and state Extension program and administrative professionals who have served in Extension less than three years, and includes membership in only the state association.

Section 3 - New Members: Potential members, who meet the qualifications set forth in ARTICLE IV, Sections 1 and 2, shall be invited to join the fraternity by the chair of the mem-
Section 4 – Life Members: Life membership shall be granted to all qualified members in good standing who have left extension or at the time of retirement upon payment of dues specified by the executive committee.

Section 5 – Annual Members (both Full and Associate): An annual member is one who maintains commitment to the overall purpose of ESP and pays annual dues as established by the Pi Chapter executive committee.

Section 6 – Life and Annual Members have full membership privileges, including voting and holding office.

Section 7 – Retired members who choose not to pay the lifetime membership dues, may pay annual state dues to enjoy the full membership privileges of the state association.

ARTICLE V

BUSINESS AND MEETINGS

Section 1 – Place of Business: The principal place of business of Pi Chapter shall be the St. Paul Campus of the University of Minnesota.

Section 2 – Fiscal Year: The fiscal year of Pi Chapter shall be October 1 through September 30.

Section 3 – Annual Meeting: The annual meeting of the membership of Pi Chapter shall be held at a time and place determined by the executive committee.

Section 4 – Special Meetings: Special meetings of Pi Chapter may be called by a majority of the members of the executive committee, or upon request, in the form of a resolution, by twenty (20) percent of the members of Pi Chapter. In such a request there shall be a recommendation for the date when the meeting shall be held. Upon receipt of the resolution the executive committee shall set a specific date and place for such a special meeting to be held within twenty (20) days of the date specified in the request.

Section 5 – Notice of Meetings: The notice of annual or special meetings and the business agenda for those meetings shall be sent to all members of Pi Chapter at least ten (10) days before the date of the meeting.

Section 6 – Roberts Rules of Order Newly Revised shall apply for all procedures not covered in the guidelines of this document.

ARTICLE VI

VOTING AND QUORUM

Section 1 – Voting: Members of Pi Chapter shall each have one vote in all matters to be decided by Pi Chapter. Voting by proxy shall be prohibited.

Section 2 – Quorum: Members present and voting at meetings of Pi Chapter shall constitute a quorum for the transaction of business.
ARTICLE VII
OFFICERS AND EXECUTIVE COMMITTEE

Section 1 – Officers: The officers shall consist of president, vice president, secretary, treasurer and immediate past president. The president and vice president shall be elected for one-year terms. The vice president shall be president-elect. The secretary shall be elected in odd numbered years for a term of two years; the treasurer shall be appointed annually by the executive committee with no term limit. These officers shall take office for the following year(s) at the close of the annual meeting of the membership in which they are elected and/or appointed.

Section 2 – Directors: Two directors shall serve on the executive committee. One director shall be elected each year for a two-year term and will take office at the close of the annual meeting of the membership. One director represents annual membership and one director represents life membership.

Section 3 – Committee Chairs: The chair of each standing, internal and special committee shall serve on the executive committee. Committee chairs shall be appointed annually by the president with the approval of the executive committee. The committee chairs shall begin their duties at the close of the annual meeting of the membership.

Section 4 – Executive Committee: The executive committee shall include the officers, directors, and committee chairs. The executive committee will make decisions on behalf of the membership.

Section 5 – Vacancies in the Executive Committee: Vacancies shall be filled by appointment of the executive committee to serve until the next annual meeting of the membership.

ARTICLE VIII
OFFICERS AND EXECUTIVE COMMITTEE DUTIES

Section 1 – President: The president shall preside at all meetings of Pi Chapter and of the executive committee and serve as the chief executive officer in all affairs of Pi Chapter.

Section 2 – Vice President: In the absence or disability of the president, the vice-president shall perform the duties of the president. The vice president shall compile the annual report of Pi Chapter for the annual meeting of the membership.

Section 3 – Secretary: The secretary shall keep a complete record of the meetings of Pi Chapter and of the executive committee and of other transactions of the fraternity.

Section 4 – Treasurer: The treasurer shall keep a complete record of all receipts and expenditures of Pi Chapter, submit a report of the financial affairs of the fraternity and prepare a budget for the next fiscal year to be approved at the annual meeting of the membership.

Section 5 – Directors: The directors shall work with the membership committee in contacting prospective members and non-renewals; assist awards and recognition committee by recommending worthy candidates; and serve on the executive committee.

Section 6 – Immediate Past President: The immediate past president shall serve as chair of the nominating committee; annually review and update roles and responsibilities for officers and committee chairs; and continue to actively participate in executive committee and Pi Chapter meetings.

Section 7 – Committee Chairs: The chair of each committee will provide leadership to carry
out the responsibilities of their committee; determine committee membership with the advice of the executive committee; serve on the executive committee; and prepare a written report for the annual report.

ARTICLE IX

COMMITTEES

Section 1 – Appointment of Committees: The president with the approval of the executive committee shall annually review and recommend Pi Chapter standing, special and internal committees; appoint committee chairs; and request newsletter articles and written reports from each committee.

Section 2 – Standing Committees:

Membership: This committee shall work with the treasurer to maintain and report an annual roster of annual and life members to the ESP office; identify and recruit qualified new annual and life member candidates; report all changes of status of members; be responsible for the initiation and orientation of new members; and order ESP membership cards and/or creeds for new members with approval from the executive committee.

Awards and Recognition: This committee shall recommend to the executive committee individuals and teams to be nominated for chapter, regional or national ESP awards; be responsible for securing and presenting chapter awards; and annually review the criteria for selecting awards recipients.

Professional Improvement: This committee shall identify and recommend to the executive committee appropriate professional improvement programs and activities; plan; implement; and evaluate offerings.

Scholarship Committee: This committee shall promote scholarship programs of Pi Chapter and ESP; review applications and recommend Pi Chapter amounts; and annually review scholarship selection criteria.

Retiree/Life Member: This committee shall work to maintain the active involvement of life members in the chapter; maintain communication linkages with life members; and report needs, concerns and issues to the executive

History and Archives: This Committee shall maintain such historical records and memorabilia of Pi Chapter as deemed desirable.

Global Relations: This committee provides awareness and access to international work, service, and travel opportunities.

Legislative: This Committee shall remain informed and keep membership informed of pertinent legislative matters that concern the University of Minnesota Extension Service and its staff.

Fundraising: This committee shall raise funds according to the direction and intention of the Executive Committee for these purposes: to add to the Minnesota Extension Workers Scholarship Fund; to support the mission, vision and operations of Pi Chapter, and any other purpose which contributes to the professional development and work of ESP, Pi Chapter members.

Section 3 – Special Committees: The executive committee shall appoint special committees as needed to carry out the business of Pi Chapter.
Section 4 – Internal Committees:

Executive: see ARTICLE VII Section 4.

Audit: This committee shall consist of three (3) members not to include members of the executive committee; shall review the financial records of Pi Chapter; and recommend any changes deemed advisable.

Nominating: This committee shall be chaired by the immediate past president of Pi Chapter; and shall recommend to the executive committee a slate of candidates for office to be elected at the annual meeting of the membership.

Budget: The treasurer shall prepare an annual budget.

Section 5 – MAEE Liaison: The President-Elect will serve as liaison to the MAEE Board to keep lines of communication open between the two organizations, plan the Annual Conference, professional improvement opportunities, and other projects/programs as determined by both Executive Boards. Likewise, MAEE will appoint a representative to serve as a liaison to the ESP Board.

ARTICLE X

FINANCES

Section 1 – Initiation Fees: The amount of the initiation fee shall be recommended by the executive committee to the membership for approval at the annual meeting of the membership.

Section 2 – Annual Membership Dues: The amount of the annual membership dues, to include dues for Pi Chapter and ESP, shall be recommended by the executive committee to the membership for approval at the annual meeting of the membership. The dues approved shall be in effect during the fiscal year following the year in which it is approved.

Section 3 – Life Member Dues: Life member dues are a one time payment of an amount (at least) equal to the national membership dues at the time application is made. An annual voluntary contribution will be requested for Pi Chapter.

ARTICLE XI

MEMBERSHIP CARDS, EMBLEMS AND CREED

Section 1 – Membership Cards: Each member of Pi Chapter may be furnished a membership identification card signed by the Pi Chapter President and the National Executive Director.

Section 2 – Emblem: The official emblem shall be the one prescribed by ESP.

Section 3 – Creed: The official creed of the fraternity shall be that prescribed by ESP. A copy of the creed shall be provided to each new member by the membership committee.

ARTICLE XII

AMENDMENTS

Section 1 – The Articles of Incorporation and Bylaws may be amended at any annual or special meeting of Pi Chapter by a vote of two-thirds (2/3) of the ballots cast, provided notice of the proposed amendment has been sent to voting members at least ten (10) days prior to the meeting.