MEMBERSHIP:
Membership in Pi Chapter of Epsilon Sigma Phi will be accepted at any time. Dues are payable to National on the date designated by the National Board. Updates can be sent on an ongoing basis. Participation of new members in the Initiation Ceremony is optional.
Minnesota Pi Chapter will act in a manner consistent with the National policy of not charging a reinstatement fee for lapsed membership.
To be eligible for full state and national membership, candidates should have an accumulated service of at least 3 years and support the purpose of Epsilon Sigma Phi. Membership is open to any Extension program or administrative professional, including but not limited to 4-H Program Coordinator, Horticulture Program Coordinator, Community Specialists, or Nutrition Education Assistant.
Associate membership will be open to any Extension program and administrative professional (see descriptors above) who has served less than three years, and includes membership in only the state association.
All members who have email addresses will receive board minutes following each board meeting.

OFFICERS:
President
1. Preside at all board meetings and annual meeting. If unable to attend, provide materials for Vice President to preside.
2. Schedule and make arrangements for quarterly board meetings; generally two are face-to-face and two are via conference call. All meetings should have conference call capability to allow board members to access meetings efficiently.
3. Maintain communication with National ESP Office, including reading regular e-mail updates and instructions, responding to requests for reports and chapter data, and meeting deadlines.
4. Maintain communication with Pi Chapter officers and committee chairs to assist/monitor the ongoing work of the chapter.
5. Attend the Regional President’s Workshop (JCEP) to receive training and materials that are essential to carrying out the President’s duties; recommend an alternate if unable to attend.
6. Attend National ESP Meeting or recommend an alternate.
7. Provide an article for each issue of the chapter newsletter, Slice of Pi.
9. Assist Vice-President in preparation for his/her role as President the following year.

Vice-President/President-Elect
1. Perform duties of the President, in their absence.
2. Compile the Pi Chapter Annual Report; request reports from officers and committee chairs, and arrange for printing of copies to be distributed at the annual meeting.
3. Attend the Regional President’s Workshop (JCEP), if possible.
4. Attend National ESP Meeting, if possible.
5. Identify, recruit, and orient the individual committee chairs for all Standing Committees, to be announced at the annual meeting.
6. Serve as Liaison to the MAEE Board to keep lines of communication open as both associations plan for Annual Conference and professional improvement opportunities.
**Past-President**
1. Continue to participate in ESP board and annual meetings.
2. Serve as chair of the nominating committee.
3. Annually review and update roles and responsibilities of officers and committee chairs.

**Secretary**
1. Record minutes of all meetings of Pi Chapter, board meetings, and any other transactions.
2. Distribute minutes of all board meetings via e-mail to all ESP members with e-mail capability.
3. Provide minutes of the annual meeting to be included in the Pi Chapter Annual Report.

**Treasurer**
- Keep a complete record of all receipts and expenditures of Pi Chapter.
- Provide financial reports for each meeting or as requested.
- Prepare annual budget for next fiscal year, to be submitted at the annual meeting.
- Requests for payment of bills should be submitted on the ESP “Request for Payment” form along with proper receipts. This form needs to be signed by the President.
- The treasurer is authorized to pay bills that are authorized in the annual budget without further Board approval. Other bills need Board approval before payment is made. Only the Treasurer's signature will be required.
- The secretary will serve as the alternate signature for the checking account.
- An internal audit will be conducted by a volunteer committee appointed by the President prior to the annual meeting.

**Committees:**
The President-Elect will identify, recruit, and orient committee chairs for all ESP Standing Committees. Ad Hoc Committees are appointed by the President.
Standing Committee appointments will be done by the respective committee chairs, with input from the President-Elect and the Executive Board. Committee members will be recruited at the Annual Meeting via a volunteer sign-up. Those who serve will be contacted and placed as committee members.
The Chapter’s goal is to rotate committee chairs on a regular basis. The rotation will be monitored by the ESP Board.
Committee chairs or another representative of each committee shall serve on the Board and have voting privileges.
Committee chairs are encouraged to submit pertinent articles to the newsletter editor(s) for inclusion in the *Slice of Pi*.
Each committee chair will prepare a committee report to be included in the Pi Chapter Annual Report, distributed at the annual meeting.

**COMMITTEE RESPONSIBILITIES:**

**A. AWARDS and Recognition:**
Committee will promote the ESP awards process, solicit award applications, and follow through with completed nomination forms.
Select award recipients from those nominated, secure appropriate award items, and present chapter awards at annual recognition event.
Persons selected for state awards should be nominated the following year for regional consideration. This can be done anytime from the Pi Chapter Annual Meeting to March 1 of the following year. The Awards committee will collect the needed information immediately following the Annual Meeting.
Awards that should be forwarded for regional consideration will include Mid-Careers, Team, DSA. The Awards Committee shall also nominate appropriate recipients for national award recognition.

**B. NEWSLETTER:**
The Editors of the *Slice of Pi* newsletter shall begin their terms with the newsletter immediately following the organizational meeting of the Board each year following the Annual Meeting and election of officers.
The newsletter will be published two times a year –Winter/Spring and Fall. It will be sent electronically and land mail as indicated by the membership.
C. FUNDRAISING:
The committee has two primary purposes: raise funds to continue building the Minnesota Extension Workers Scholarship (MEWS) Fund administered by the University of Minnesota Foundation and to raise funds for operational expenses supplementing the annual and life membership fees. Fundraising for any other purpose contributing to the professional development and work of ESP, Pi Chapter, would also fall under the responsibility of this committee.
The ESP Executive Committee shall determine the direction and intention of Fundraising Committee annually. Use of the funds will be clearly communicated to all Pi Chapter members and participants in any fundraising activity.
Fundraising methods could include silent, live or dollar auctions or other methods as determined by the committee.
Fundraising for the MEWS Fund:
  a. Extension’s University Foundation representative is the designated Epsilon Sigma Phi University of Minnesota Foundation contact person. S/he can keep ESP apprised of the protocol required for a fund-raising activity of this type.
  b. The protocol requires the need to record the following information for all non-gifts: Date of the event; general description of the event and charitable use for the proceeds; tax deductible amount should be based on the fair market value (or include the definition of the fair market value) and not on the cost. Estimate of the amount of revenue expected; an estimate of the expenses and if the expenses will be paid by the Foundation, CUFS or other sources; a contact person and phone number for questions.
The University of Minnesota Foundation protocol for fund-raising events further states that “for auctions, in order for any of the amount to be tax deductible and recorded as a gift, the fair market value for each item auctioned must be listed for the donors to see. The amount given above the fair market value is a gift. The gift portion should be sent to the Foundation for gift recognition on each individual’s record and should include a description of what is to be auctioned, its fair market value, and the amount the individual paid for the item.”
Fundraising for operational expenses to supplement the amount generated through annual and life membership fees.
  a. Funds raised would go directly into the Pi Chapter budget to support annual expenses such as organizational communication and committee work.
  b. Items and funds contributed for this purpose are not tax deductible.

D. PROFESSIONAL IMPROVEMENT:
This committee shall identify and recommend to the executive committee appropriate professional improvement programs and activities; plan, implement and evaluate offerings.
The ESP Professional Improvement Committee Chair will work with the annual conference planning committee.
Requests for professional improvement contributions from ESP by other professional organizations shall be submitted in writing. The requests should ultimately benefit ESP members.
ESP Professional Improvement chair will represent ESP on the appropriate MAEE committee to explore joint activities and co-sponsorship.

E. LEGISLATIVE:
  1. Minnesota legislative funding for Extension: Work with the Associate Extension Dean of Government Relations to inform retirees of extension legislative issues.
  2. Federal benefits: Monitor federal benefits through NARFE and forward information to members via e-mail, as appropriate.

F. RETIREE/LIFE MEMBER:
This committee shall maintain communication and cooperation with life members and carry out the following tasks:
  1. Collaborate with the Extension Dean’s Office to
     a. Prepare and distribute the retiree directory on a regular basis
     b. Distribute by e-mail the Dean’s newsletter, Extension Update, three times a year
  2. Prepare and conduct an annual non-sectarian memorial recognition for members who have died during the past year.
  3. Mail special ESP condolence cards to family members of deceased ESP members.

G. SCHOLARSHIP:
ESP will promote scholarship applications for advance studies for master’s degree or beyond and for professional development for full, associate and life members.
Information on scholarships for academic study and professional development shall be distributed via the ESP newsletter, emails to the membership and the “official” Extension Weekly electronic newsletter.

The amount of scholarships for advanced degrees and professional development is based on up to 90% of the annual accrued interest in the Minnesota Extension Workers Scholarship (MEWS) fund. Funds can be allocated to scholarships and for general professional development of staff. Scholarship committee chair will provide all scholarship recipients with appropriate and timely procedures for claiming reimbursement.

MEWS Fund – The Minnesota Extension Workers (MEWS) Scholarship Fund (#2941) is seated in the University of Minnesota Foundation as a 501(c)3 scholarship fund. The purpose of MEWS is to provide funds for scholarships as awarded by the Scholarship Committee. Funds may be accessed by a representative designated by the Executive Board.

H. HISTORY AND ARCHIVES COMMITTEE:
The purpose of this committee is to maintain and organize the ESP archive and history files held in the Coffey Hall attic. The committee chair will monitor timely submissions to the file by the Executive Board and Committee Chairs of Pi Chapter, following this file guide:

- **President:**
  - Annual Reports
  - Constitution & Bylaws Updates
  - Other appropriate information (i.e. MEWS Fund)

- **Secretary:**
  - Minutes
  - Appropriate Correspondence

- **Newsletter Editor:**
  - Newsletters

- **Membership Committee:**
  - Membership List
  - New Initiates
  - Life Time Members
  - Transfer Members

- **Scholarship Committee:**
  - Scholarship Winner List

- **Award Committee:**
  - List of State Award Recipients
  - Summary of Regional/National Nominees

- **Other Committees:**
  - Appropriate Materials

OUT OF STATE MEETINGS & WORKSHOPS:

A. Attendance and Sources of Financial Support:

1. **National Meeting:**
   - Voting delegates will be designated by the ESP Board. If possible, the president plus another board member should be designated. All members are encouraged to attend.
   - Voting delegates to the National Meeting will be reimbursed for expenses from the MEWS fund, minus the National reimbursement. Other attendees will be encouraged to apply for MEWS scholarships to offset expenses.

2. **Public Policy Workshop in Washington, DC (PILD):**
   - Pi Chapter will support member participation in PILD with fees provided by Extension Administration or a MEWS Fund Scholarship.

3. **Regional President’s Workshop (JCEP):**
   - The President and President-Elect, or board designee, will attend the Regional President’s Workshop. Partial transportation expenses are paid by National ESP; other expenses will be reimbursed by the MEWS Fund.

B. Reimbursement Procedures:
The chair of the Scholarship Committee will be responsible for managing the reimbursement procedures for those attending an out-of-state meeting and receiving MEWS Fund support.