

BYLAWS
Amended October 26, 2020

Article I
MEETINGS

Section 1. ANNUAL MEETINGS. The annual meetings of the Alpha Rho Chapter of Epsilon Sigma Phi shall be held as specified in the constitution.

Section 2. SPECIAL MEETINGS. Special meetings of the Alpha Rho Chapter of Epsilon Sigma Phi may be called by a majority of the members of the executive board, or upon a request by the members of the Alpha Rho Chapter, when a resolution for such a special meeting is presented and signed by twenty (20) percent of the members of the Alpha Rho Chapter. Upon receipt of such a resolution, the president and secretary shall set a specific place, date and time for such a special meeting, which is to be held within sixty (60) days from the date the resolution is received by the president. Special meetings may be conducted using distance technologies provided it is easily accessible to the membership.

Section 3. NOTICE OF MEETINGS. Written notice of all annual and special meetings of the Alpha Rho Chapter shall be given to all members of the Alpha Rho Chapter of Epsilon Sigma Phi at least thirty (30) days before the date of the meeting. Postal or electronic mailing of a notice to the last known address of the member shall constitute proper giving of notice.

Article II
VOTING AND QUORUM

Section 1. VOTING. All members of the Alpha Rho Chapter of Epsilon Sigma Phi in good standing shall be eligible to vote. Each member shall have only one vote. Voting by proxy shall be prohibited. Voting by mail or through secure electronic survey means shall be permitted only when approved by the majority of the executive board.

Section 2. QUORUM. The members present for a meeting of the Alpha Rho Chapter of Epsilon Sigma Phi shall constitute a quorum for the transaction of all business, except as otherwise provided in Article IX of the constitution.

Article III
ORDER OF BUSINESS

Insofar as possible, the order of business at the annual meeting and at all other meetings of the Alpha Rho Chapter of Epsilon Sigma Phi shall be as follows:

Call to order

Proof of notice of meeting

Reading and disposal of all unapproved minutes Reports of officers and committees

Report from Extension Endowment Fund Board of Trustees Unfinished business

New business Election of officers Adjournment

Article IV COUNCIL

Section 1. OFFICER REQUIREMENTS. The officers shall be members of the Alpha Rho Chapter of Epsilon Sigma Phi who are in good standing. Officers listed in Article V of the Constitution shall constitute the executive board. The president-elect is elected annually and shall succeed the president at the annual meeting. The secretary and editor will be elected in even numbered years for a two year term. The treasurer, historian, and vice-president of the Kansas Joint Council of Extension Professionals (KS-JCEP) representing the Alpha Rho Chapter will be elected in odd numbered years for a two year term. Two (2) representatives to the KS-JCEP board of directors shall be elected annually. The secretary, treasurer, historian, editor, and KS-JCEP representatives may be re-elected to succeeding terms. The past president will serve one year immediately following his/her term as president. Elected officers shall hold their offices until their successors are elected and qualified.

Section 2. COUNCIL DIRECTOR REQUIREMENTS. The council directors shall be members of Alpha Rho Chapter of Epsilon Sigma Phi who are in good standing. The council shall consist of the executive board and elected directors representing each of the segments of Alpha Rho Chapter membership: west, central, east, state, and retired. Council directors shall be elected for two-year terms -- east and retired in even numbered years; west, central, and state in odd numbered years. Directors may not succeed themselves. The Director for Extension (or a representative) and the two elected representatives to the KS-JCEP board of directors shall also be council members.

Section 3. VACANCIES. Any vacancy in the council unless caused by removal by the members of the Alpha Rho Chapter so outlined in Article IV, Section 5 below, shall be appointed by the executive board for the remainder of the term. The president-elect shall succeed the president in case of death or resignation.

Section 4. COMPENSATION. The council shall serve without compensation for time spent on chapter activities and business. Council expenses not included in the budget, but incurred in directing the business of or representing the chapter, may be submitted for approval to the council, executive board or at the chapter business meeting.

Section 5. REMOVAL. Any officer or director may, for cause, be removed from office by a vote of three-fourths (3/4) of the members present at any annual meeting, or special meeting for that purpose. No officer or director shall be removed unless in the notice for such meeting it has been stated that removal is to be considered and an opportunity shall be given such an officer or a director to be heard in person or by representation at the meeting where and when removal is being considered. Any vacancy created by the above stated removal procedure shall be filled by an election held by the members attending such meeting.

Article V DUTIES OF THE EXECUTIVE BOARD

Section 1. MANAGEMENT. The officers acting as an executive board shall direct the business and affairs of the Alpha Rho Chapter of Epsilon Sigma Phi. They shall make necessary regulations, rules and decisions which are consistent with the constitution and bylaws of the Alpha Rho Chapter of Epsilon Sigma Phi.

Section 2. BONDS OF EMPLOYEES. The executive board shall require the treasurer, and any others regularly handling Alpha Rho Chapter of Epsilon Sigma Phi funds, to be bonded. Such bonds shall be furnished by a responsible bonding company, and the cost thereof shall be paid by the Alpha Rho Chapter of Epsilon Sigma Phi.

Section 3. AUDITS. The executive board shall examine the accounts of the Alpha Rho Chapter of Epsilon Sigma Phi at their meetings and shall, in addition, have the books audited once a year. The annual audit shall be made between the date of the close of the fiscal year and the date of the annual meeting. A report of the audit shall be submitted to the members of the Alpha Rho Chapter of Epsilon Sigma Phi at their annual meeting and

a sufficient number of copies shall be made available in printed form so that each member of the Alpha Rho Chapter may have a copy. The report shall show the financial condition of the Alpha Rho Chapter of Epsilon Sigma Phi at the close of the fiscal year, shall include a statement of income and expenses for the year, and provide such other data as may have been requested by the executive board or may have been ordered by a vote of the members of the Alpha Rho Chapter at the previous annual meeting or a special meeting. The executive board of the Alpha Rho Chapter of Epsilon Sigma Phi shall have the authority to have the books audited more frequently than once year if they deem it necessary.

Article VI COMMITTEES

Section 1. APPOINTMENT OF COMMITTEES. The executive board of the Alpha Rho Chapter of Epsilon Sigma Phi shall arrange for the necessary committees to carry out activities of the Alpha Rho Chapter and the president shall appoint the individual members of such committees.

Section 2. STANDING COMMITTEES.

Each standing committee will consist of at least six members with terms being two years in length.

A standing committee may organize sub-committees to help carry out its responsibilities.

Representation from each membership segment is encouraged on each committee.

New chapter members are appointed each year by the president within one (1) month following the annual meeting.

The committee chair-elect will become the chair the following year with a new chair-elect appointed by the president.

An executive board member serves as a member of each committee. Committee chairs are non-voting members of the chapter council.

Standing committees are:

- Annual Recognition Reception
- Resource Development and Management
- Constitution and Bylaws
- Endowment Auction
- Global Relations
- Membership Recruitment and Retention
- Memorial
- Nomination
- Professional Development
- Recognition
- Retiree
- Tenure Recognition

Section 3. SPECIAL COMMITTEES. The executive board shall appoint special committees.

Article VII FINANCING

Section 1. ANNUAL MEMBERSHIP DUES.

Each annual member of the Alpha Rho Chapter shall pay annual membership dues set by a vote of the membership. A portion of each member's yearly dues will be forwarded to the Kansas Joint Council of Extension Professionals (KS-JCEP) as set annually by the KS-JCEP Executive Board. This fee covers membership

in KS-JCEP will all the rights and privileges of a voting member.
Life membership is five times the annual dues, paid once.

Section 2. DELINQUENCIES IN PAYMENT OF ANNUAL MEMBERSHIP DUES. Members who haven't paid their current year's dues will have their names removed from both the national and chapter membership rolls but may be reinstated upon payment of current dues.

Section 3. DONATIONS. Donations may be accepted to further the purpose of Epsilon Sigma Phi as set forth in Article II of the constitution of the Alpha Rho Chapter of Epsilon Sigma Phi.

Section 4. SPECIAL PROJECTS. The executive board, after the approval of the members present at an annual or special meeting, may arrange for projects as a means of raising funds and/or enlarging the program and increasing the effectiveness of the Alpha Rho Chapter of Epsilon Sigma Phi.

Article VIII CREED

Section 1. CREED. The official creed shall be that prescribed by the National Council of Epsilon Sigma Phi and a copy of the same shall be furnished to each member initiated, who will be encouraged to display the creed in his/her office.

Article IX RULES OF ORDER

The guidelines set forth in the constitution and bylaws of the Alpha Rho Chapter of Epsilon Sigma Phi shall be carefully followed in directing and carrying out the program and activities of the chapter and in conducting annual and special meetings of the chapter. For details of meeting procedures not covered, Roberts Rules of Order shall apply.

Article X KANSAS COOPERATIVE EXTENSION SERVICE EPSILON SIGMA PHI ENDOWMENT FUND

This fund shall be known as the Kansas Cooperative Extension Service Epsilon Sigma Phi Endowment Fund (Extension Endowment Fund). The purpose of this fund is to improve the quality of educational programs offered by the Kansas State University Cooperative Extension Service by encouraging faculty professional development experiences and special projects.

The Board of Trustees of the Extension Endowment Fund will consist of seven Epsilon Sigma Phi members, one representative from Extension Operations and one representative of Extension Administration. Trustees representing Epsilon Sigma Phi will be the president, immediate past president, president-elect and treasurer of the Alpha Rho Chapter, and three persons elected for three-year terms at the annual meeting of the chapter (at least one to be a life member). The three-year terms of the three elected representatives will be staggered so that one representative is elected each year. An elected representative may not serve consecutive terms. The Extension Administration representative will be the Director for Extension (or a representative). The Extension Operations representative will be the member holding that position. The immediate past-president of Epsilon Sigma Phi will serve as the chairperson of the Board of Trustees.

Income from endowed funds and expendable funds are to be budgeted by the trustees in accordance with the purpose of the fund. A budget shall be presented for approval at the chapter's annual business meeting. The Kansas State University Foundation shall act as custodian of all funds, to manage the same to the best of its ability, and to make payments upon authorization of the president of the chapter, on behalf of the trustees and chapter. A Memorandum of Understanding with the Kansas State University Foundation will guide the

agreement between the Foundation and Epsilon Sigma Phi.

The Board of Trustees will appoint subcommittees of the board such as budget, fund-raising and others as needed. Membership on the committees is not restricted to the Board of Trustees members. The three elected representatives from Epsilon Sigma Phi will automatically serve on the fund-raising committee.

Article XI

JIM LINDQUIST EXTENSION ADMINISTRATIVE LEADERSHIP FUND

This fund shall be known as the Jim Lindquist Extension Administrative Leadership Fund. The annual available earnings from this fund will be used at the discretion of the Extension Endowment Fund Board of Trustees for professional development for extension professionals. Earnings will be used for scholarships by Alpha Rho Chapter members to attend any professional development experience, with preference to the National Epsilon Sigma Phi Conference or administrative leadership professional development that is regional or national in scope. In all other respects, these funds will be used without restriction to race, gender, national origin, religion, age, sexual orientation or disability.

Article XII

AMENDMENTS

These bylaws may be amended in whole or part at any annual or special meeting of the members of the Alpha Rho Chapter of Epsilon Sigma Phi, provided that such action has been duly announced in the notice of the meeting at least thirty (30) days before the meeting and a complete text of the proposed amendment has been given in the notice of meeting, provided there is a quorum which shall be the eligible voters of the meeting and/or those who voted, and provided that two-thirds (2/3) majority of the ballots cast approve such amendments.