



CHI EPSILON SIGMA – BETA CHAPTER
CONSTITUTION AND BYLAWS
Revised February 21, 2020



ARTICLE I. NAME

- Section 1. The name of this fraternity shall be the Beta Chapter of Chi Epsilon Sigma - The National Extension Support Staff Fraternity.
- Section 2. The meaning of the Greek letters has been designated as follows:
Chi - life; Epsilon - loyalty; and Sigma - learning.

ARTICLE II. PURPOSE

The purpose of this Fraternity shall be to maintain the standards and ideals; uphold the morale, prestige and respect of the Arkansas Cooperative Extension Service support staff; to develop an effective working relationship and a spirit of fraternal fellowship among the present and former employees of the Arkansas Cooperative Extension Service; and to encourage professionalism within Extension.

ARTICLE III. MEMBERSHIP

Section 1. Qualifications

Any Arkansas Cooperative Extension Service support staff member (50 percent or more) or retiree shall be eligible for membership.

The University of Arkansas System Division of Agriculture offers all its Extension and Research programs and services without regard to race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital or veteran status, genetic information, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.

Section 2. Classes of Membership

- a. Active – Those support staff members employed in the Arkansas Cooperative Extension Service and who have paid current dues.
- b. Emeritus – Those support staff members with “emeriti status” in Arkansas Extension who have paid current dues may join the District of their choice.
- c. Honorary – May be accorded to those who have performed some meritorious service in the interest of Arkansas Extension support staff.
- d. Inactive – Those former Chi Epsilon Sigma members who have not paid current dues.

Active and emeriti members shall be entitled to hold office, serve on committees, and participate in discussion and activities of the fraternity.

Section 3. Voting

Voting privileges shall be extended to all active and emeriti members in attendance at any duly called meeting or as requested by fax or email. For fax or email votes, the quorum shall consist of a majority (51 percent) of the members responding to the fax or email vote.

Section 4. Dues

All active and emeriti members shall be required to pay the designated annual dues to continue membership.

Dues must be paid between January 1 and January 31 of each year in the amount of \$10 for active members and \$5 for emeriti members. Dues will be \$15 for all active members after January 31 with the exception of new members, who will pay \$10. Annual membership dates are from January 1-December 31.

Section 5. Meetings

An annual meeting for members shall be held in conjunction with the support staff in-service training or on a date selected by the Executive Committee and the Board of Directors.

Section 6. Flower and Card Policy

Flowers will be sent in the event of a member's death.

A card and \$100 contribution will be sent at the death of a member's spouse or child. The \$100 amount will be dependent on funds available at that time.

Section 7. Retirement Recognition

In the event of a qualifying member's retirement, the Treasurer will give the retiree's Chi Epsilon Sigma District Director \$75 to go towards a retirement gift. The gift will be contingent upon the funds being available, the retiree lets their Chi Epsilon Sigma District Director know at least 60 days in advance of their retirement date, and the retiree has been a Chi Epsilon Sigma member for the past three (3) consecutive years prior to the current year.

ARTICLE IV. OFFICERS AND THEIR DUTIES

Section 1. The officers of the Fraternity shall consist of President, President-Elect, Secretary, Treasurer/Membership Chairperson, Annalist, Administrative Advisor, and Past President.

Section 2. Each officer will serve two years consecutively. Officers will be voted on by FAX or email prior to the annual meeting at which time they will be installed. Their term shall begin at the close of the annual meeting.

Section 3. Executive committee shall consist of all the officers plus the past president.

This committee shall meet as necessary to transact the business of the Fraternity.

Five members shall constitute a quorum.

Section 4. Duties

President – Preside over all meetings of Beta Chapter, Chi Epsilon Sigma, the Executive Committee, and the Board of Directors. Sign with the Secretary, all certificates and documents of Beta Chapter. Represent the Fraternity as situations dictate.

President-Elect – Perform the duties of the President in the absence or disability of the President and will be the chairperson of the Nominating and By-Laws Committee. The President-Elect will become the President at the beginning of the new term which begins immediately upon induction at the annual In-Service meeting of Chi Epsilon Sigma.

Past President – Shall perform the duties assigned by the President, will be the chair of the Scholarship & Professional Improvement Committee and preside in the absence of the President and President-Elect. In the event of a vacancy in the office of President-Elect, the Past President shall become President-Elect and assume the duties of the office for the unexpired term.

Secretary – Keep complete records of meetings and be authorized to sign on the checking and savings account for Beta Chapter, Chi Epsilon Sigma.

Treasurer/Membership Chairperson – Receive and disburse all funds. Maintain membership rolls, handle all correspondence pertaining to membership, enrollment, and renewal. She/he will also chair the Recognition & Awards Committee.

Annalist – Maintain the historic records, edit and print quarterly newsletter, compile scrapbook, be responsible for photographic arrangements and website maintenance.

Administrative Advisor – Serve as the liaison between the Fraternity and Extension Administration, send letters of welcome to new staff members, represent the Fraternity as the President deems necessary and will be the Activities Chair.

ARTICLE V. BOARD OF DIRECTORS

Section 1. A board of four Directors, with each member serving a two-year term, shall be elected as follows:

- One member from each of the three Extension districts in Arkansas, two elected one year and one the alternate year.
- One state office staff member.

The Board of Directors will also include the members of the Executive Committee. The Chairperson of the Board of Directors shall be the President.

The Board will meet annually and when deemed necessary by the Executive Committee.

Board members will be elected by FAX or email prior to the annual meeting at which time they will be installed.

If an officer is re-classified, resigns or leaves the organization, the Board will appoint a member to fill the remainder of the term within 30 days. Furthermore, if an officer fails to attend or participate in at least one Board meeting per year (without a viable excuse), the Board will

appoint a replacement within 30 days. The officer must notify the president by email prior to the board meeting if unable to attend.

Section 2. The duties of the Board of Directors are as follows:

Represent the members from the Extension District in which they work. Serve as the liaison between members and the Board. Coordinate district, state, or alumni activities. Approve budgets, treasurer's report, committee reports, etc. Be responsible for sending cards of congratulations, condolences, etc., to members in their represented area on behalf of the Fraternity. Perform other duties as requested by the President and/or assigned by the Executive Committee.

Section 3. President or appointed representative may claim travel to attend the Resolution meeting once a year at the rate of 50% of rate per mile unless otherwise funded by Extension. Official time only may be claimed to attend meetings of the Board.

ARTICLE VI. COMMITTEES

Section 1. Standing Committees are listed below. Unless otherwise designated, the President will appoint chairs. The President and/or chair will appoint individual committee members. Terms will last one year except for one member of each committee who will serve two years. The designation of this member will be left to the discretion of the President and/or the committee itself. Also, if a committee member changes classification, resigns or leaves the organization during his/her term as a committee member, the Chair of the Committee shall be notified as soon as possible and will appoint a replacement within 30 days.

A majority of the members of any committee shall constitute a quorum. A report will be submitted by each committee to the membership at the annual meeting.

Recognition and Awards Committee – Chaired by the Membership Chairperson – This committee will be responsible for various awards of recognition as they are established. This includes the selection process and recommendation of the appropriate committee. This committee will conduct the initiation of new members at the annual meeting.

Scholarship/Professional Improvement Committee – Chaired by the Past President – This committee will establish criteria for awarding scholarships and conduct scholarship selection.

Members only will be allowed to attend seminars, professional improvement sessions, take college hours, and apply for reimbursement. These opportunities will be distributed at the discretion of the committee. Recipients will not be eligible the following year. Professional growth for Fraternity membership will be promoted.

Activities Committee – Chair selected by the President – This committee will plan social activities to enhance professional as well as personal involvement of Fraternity members on a statewide basis as well as encourage district activities.

Nominating and Bylaws Committee – Chaired by the President-Elect or appointed by the President – This committee will secure nominations from the membership and prepare a slate for all officer positions and Board of Director positions to be presented to the membership by FAX or email. Voting will be done by FAX or email and officers and Board members installed at the annual meeting.

Section 2. Special Committees

The President may appoint as many special committees as is deemed necessary. These special committees will report to the Executive Committee and/or the Board of Directors and perform the duties so designated at the time of formation.

A majority of the members of any committee shall constitute a quorum.

ARTICLE VII. DISSOLUTION

If upon dissolution of the Beta Chapter of Chi Epsilon Sigma the assets exceed the outstanding obligations, such balances shall accrue to and be administered through a non-profit organization (example: Arkansas 4-H Foundation). If upon dissolution of this Fraternity the chosen non-profit organization is no longer in existence, then the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the Fraternity, dispose of all the assets to such other organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes that qualify as an exempt organization or organizations under any present or future United States Internal Revenue Law, as the Board so desires.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order Revised* shall govern this Fraternity in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Fraternity.

ARTICLE IX. AMENDMENTS

The Constitution and Bylaws may be amended upon the recommendation of the appointed Nominating and Bylaws Committee and shall require a two-thirds vote of the Executive Committee.

ARTICLE X. PEER AUDIT

A peer audit will be held annually to be scheduled by President. The committee will consist of President, Treasurer, and District Director on a rotation basis in the following order: State Office, Ozark, Quachita, and Delta.

ARTICLE XI. RECOGNITION & AWARD GUIDELINES

Section 1. Support Staff Rookie of the Year

- a. Support Staff's length of employment with Extension must be 1 to 3 years from employment date.
- b. Applicants must be submitted to the Awards Chairperson on a Nomination Form with explanation of why this individual is deserving of this award.
- c. A certificate and twenty five dollars (\$25) cash will be presented at Chi Epsilon Sigma's Annual Meeting.

Section 2. Support Staff Member of the Year

- a. Applicants must be submitted to the Awards Chairperson on a Nomination Form with explanation of why this individual is deserving of this award.
- b. A Biographical Information Form must be filled out by the Nominee and submitted to the Awards Chairperson.
- c. Winner of this award will receive a plaque and one hundred dollars (\$100) cash. District winners (except the winner of the award) will receive a certificate and twenty five dollars (\$25) cash.
- d. This award will be presented at Chi Epsilon Sigma's Annual Meeting.
- e. To be eligible for this award, a support staff member's length of employment with Extension must be a minimum of 4 years from employment date.

Section 3. Silent Auction "Incentive Basket"

- a. This basket will be given to the person who spends the most money at the Silent Auction to be held at our Annual Meeting.
- b. This award will be presented at Chi Epsilon Sigma's Annual Meeting.

Section 4. Silent Auction "Certificate"

- a. A Certificate will be awarded to the district that spends the most money.
- b. This certificate will be presented at Chi Epsilon Sigma's Annual Meeting.

Section 5. Silent Auction "Donated Items" Drawing

- a. For every donated item you bring for the Silent Auction, your name will be put in for a twenty-five dollar (\$25) drawing.
- b. This award will be presented at Chi Epsilon Sigma's Annual Meeting.

Section 6. Recognition

Trophies will be passed on for the following recognitions at our Annual Meeting:

- a. The district with the most new Chi Epsilon Sigma members.
- b. The district with the most Chi Epsilon Sigma members present.

ARTICLE XII. SCHOLARSHIP APPLICATION GUIDELINES

- Section 1. Dependent upon funds availability, a \$500 Chi Epsilon Sigma scholarship will be awarded up to four applicants: a qualifying member, a member's spouse or a child enrolled in a minimum of six hours per semester. (A qualifying member is one with three (3) consecutive years of membership in Chi Epsilon Sigma prior to the current year.)

- Section 2. Applicant must attend an approved institute of higher learning in Arkansas or bordering state.
- Section 3. The scholarship recipient will be selected only from eligible applications received. Recipients who have previously received the scholarship cannot receive the award in two consecutive years.
- Section 4. First priority will be given to those applicants who have not previously received this scholarship.
- Section 5. Applicants should use the Chi Epsilon Sigma Scholarship Application form included in the packet by the Scholarship Committee of Chi Epsilon Sigma.
- Section 6. Only completed applications with required copies of paperwork will be accepted. Completed copies of paperwork include a copy of your high school or college transcript and ACT, COMPASS, or SAT Scores with original paperwork to be **mailed** to the Past President. Must be post marked by midnight of deadline date on application. If selected as a winner, a copy of acceptance letter from the college and a copy of your class schedule along with the address of where funds will be mailed will be required.
- Section 7. The scholarship funds will be made directly to the institution where the recipient enrolls and reports will be required from the institution regarding the recipient's enrollment in the institution.
- Section 8. A scholarship must be used within one year of the date of the award. Failure to do so will result in the forfeiture of the scholarship.
- Section 9. Announcement of the scholarship winners will be made at the annual meeting of Chi Epsilon Sigma each year.

ARTICLE XIII. PROFESSIONAL IMPROVEMENT GUIDELINES

- Section 1. A Chi Epsilon Sigma scholarship will be awarded for a professional improvement workshop or seminar, which is related to their Extension position. Amount will be registration fee but NOT more than \$100. Applications can be submitted at any time throughout the year.
- Section 2. Only one professional improvement scholarship per member per year will be awarded to a member of Chi Epsilon Sigma with three (3) consecutive years of membership prior to the current year.
- Section 3. Scholarship applications must be accompanied by proof of workshop and attendance fee (copy will be accepted). Scholarship fee will be paid upon receipt of "paid fee receipt".

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Revised: March 11, 2016 SM

Revised: March 8, 2018 Dana Stringfellow, Acting Chair of Nominating & By-Laws Committee

Revised: February 26, 2019 Kristen Kiefer, Chair of Nominating & By-Laws Committee

Revised: February 21, 2020 Dana Stringfellow, Interim Chair of Nominating & By-Laws Committee