

Constitution and By-Laws for
ALPHA CHAPTER OF EPSILON SIGMA PHI FRATERNITY
State of Montana

ARTICLE I - NAME

The name of this organization shall be the Alpha Chapter, Epsilon Sigma Phi, National Honorary Extension Fraternity at Montana State University.

ARTICLE II - PURPOSE

The purpose of the Alpha chapter shall be:

- to develop an effective working relationship and spirit of fraternal fellowship by involving members in the projects of the chapter.
- to recognize the outstanding achievement of Extension professionals by the presentation of awards.
- to give retired and past Alpha Chapter members continued affiliation with the MSU Extension profession by providing opportunities to meet and contact through newsletters.
- to articulate and promote the interests of Extension faculty and staff on issues related to the profession in Montana by having a member on an ad hoc standing advisory committee to the Director of the MSU Extension.
- to administer scholarships, loans, and grants by serving as a resource for available scholarships and by receiving, reviewing, and making recommendations on applications.

ARTICLE III - MEMBERSHIP

Section 1: A person who has performed satisfactory service as a faculty, professional and/or administrative staff member on a full or part-time appointment in the Cooperative Extension Services of the Land Grant Universities or Colleges, or the Federal Extension Services of USDA shall be eligible for membership in Alpha Chapter. Persons who have held state appointments but not federal appointments shall be considered the same as those who have held both appointments.

Section 2: Transfers of Extension professionals who were initiated by other chapters of Epsilon Sigma Phi will be accepted as members of Alpha Chapter.

Section 3: Satisfactory service shall be determined by the analyst and membership committee, who shall determine whether candidates for membership have the qualifications listed below. A report of such determination will be shared with the membership at a Chapter meeting or by letter.

Following are the minimum qualifications for membership:

- a. The candidate has completed a minimum of three years of full or part-time employment in organizations listed in Section 1 of this article.
- b. The candidate has demonstrated competent knowledge in assigned fields of responsibility.

- c. The candidate has exhibited skill with educational techniques essential to conducting an effective Extension program.
- d. The Membership Committee may request information from the candidates' supervisors regarding tenure or other review that may indicate whether the candidate possesses the minimum qualifications.
- e. Acceptance of a candidate for membership shall be put to a vote of the membership committee. A majority vote of the membership committee is required for election to membership.
- f. All elected members shall be notified of their election by the membership chair and informed of time, place, and cost of their initiation.
- g. A person who meets the minimum requirements can become a member without regard to race, color, gender, age, handicap, or national or ethnic origin.

Section 4: Membership Classes. Membership is divided into three classes: Active, Associate, and Life.

- a. Active members. Active members are those presently employed by MSU Extension who have paid dues for the current year.
- b. Associate members. Associate members are former active members who have separated from employment with MSU Extension, or retired, and pay their dues on an annual basis.
- c. Life members. Active or Associate members who retire may obtain this membership by paying a one-time National Lifetime Membership fee of five times the National dues at the time application is made for lifetime membership.

Section 5: Withdrawal and re-instatement of members shall be accomplished as follows:

- a. Any member may withdraw from the fraternity by notifying the Secretary of such desire providing all dues and assessments are current. Such withdrawn members may be re-instated to active membership by notifying the Chapter secretary of such desire and paying the dues and assessments for the current year.
- b. Members who fail to pay dues and assessments for two years shall be placed on a "dropped membership" list by the Chapter and National secretaries. Dropped members may be re-instated by notifying the Chapter secretary of such desire and paying the dues and assessments for the current year plus the dues and assessments for the preceding year.

Section 6: Expulsion of Members: A member may be expelled from the Epsilon Sigma Phi for failure to observe the fraternal obligation, for conduct unbecoming to a member or upon the unanimous recommendation of the Executive Committee. However, charges must be referred in writing and answered by the accused member who will be heard by the Membership Committee and the Executive Committee. The recommendation of these groups will be submitted to the membership. A majority vote of the members will be necessary for "the expulsion to become final.

Section 7: Initiation Fees and Dues: Initiation fee, annual dues and life membership fees are assessed by and payable to the ALPHA Chapter of both the National Fraternity and the local Chapter and are submitted to the Alpha Chapter Secretary-Treasurer. All dues and fees for the National Fraternity are

submitted by the Chapter Secretary to National 90 days after the beginning of the current fiscal year.

ARTICLE IV - FISCAL YEAR

The fiscal year of Alpha Chapter will be the same as National and shall begin on the first day of October and end on the last day of September of the following year.

ARTICLE V - OFFICERS

Section 1: The elected officers of this chapter shall consist of a President, Vice-President, and Secretary-Treasurer. The Analyst will be appointed by the President.

Section 2: All officers will be elected to serve a period of two years or until their successors are elected.

Section 3: Officers' Duties:

a. President:

1. The president shall preside at all executive board meetings and all chapter meetings; shall work with the Vice President in the appointment of all chairs of standing and special committees; and shall, with the executive committee, prepare the agenda for annual and special meetings.
2. The President or a member who the President may designate, shall represent the Alpha Chapter at any State, Regional, or National events.
3. The President is responsible for keeping the members up-to-date with letters if meetings are not feasible.

b. Vice President:

1. The Vice President shall preside in the absence of the President.
2. The Vice President will automatically succeed to the office of President.
3. The Vice President is chair of the membership committee, is in charge of the initiation of new members, and will work with the President in the appointment of standing and special committees.

c. Secretary-Treasurer:

1. The Secretary Treasurer shall keep a record of all meetings of the Alpha Chapter and the executive committee, maintain a record of membership, tenure, recognition and any other records deemed necessary by the executive committee.
2. Sign as secretary all certificates and documents of Epsilon Sigma Phi, Alpha Chapter.
3. Submit to the National Council of Epsilon Sigma Phi a complete record of each year's activities and membership.
4. Receive and disburse all Alpha Chapter funds, including payment of national dues, and keep a complete financial record.
5. Perform other duties as requested by the executive committee.

Section 4: Executive Committee: The officers and past president make up the membership of the Executive Committee. The Executive Committee will be responsible for the accomplishment and realization of the "Purpose" of this organization (Article II). The Committee will guide and assist fraternity members and all other Montana Extension professionals

toward the highest professional and ethical standards.

The Executive Committee will take advisory action whenever necessary to correct any situation which is or may become damaging to the fraternity or Extension reputation, honor or public esteem.

Section 5: Committees (Special, Ad Hoc, etc.) Special ad hoc committees such as audit, etc., may be appointed by the President to serve for a specific purpose and for a designated period of time. The chairs of committees will be appointed by the President. The chairs will appoint members of their respective committees.

ARTICLE VI- ELECTION AND ELIGIBILITY OF OFFICERS

All officers will be elected to serve a period of two years or until their successors are elected. All committee chairs and members will be Appointed for a period of two years or until their successors are appointed.

Section 1: Any member of Alpha Chapter who is in good standing is eligible for office.

Section 2: Officers shall be elected at the annual meeting or by electronic or postal mail. Regardless of method (meeting or mail) a simple majority of the votes cast for each office shall constitute election.

Section 3: A nominating committee of not less than three nor more than five members shall be appointed by the President to present a slate of candidates for Vice President and Secretary-Treasurer.

Section 4: Write-in nominations are accepted.

ARTICLE VII - CONDUCTING OF BUSINESS

When possible an annual meeting will be at the time and place of the Montana State University Extension Conference, Professional Development Week or similar statewide meeting. Special meetings may be held upon the call of the President or upon the written request of twenty percent of the members. Business can be conducted by letter and/or E-mail to members with ballots or response sheet enclosures on issues so members can vote or express thoughts on issues affecting the Chapter.

ARTICLE VIII - EMBLEM

The official emblem shall be that adopted by the National Council of Epsilon Sigma Phi. The official emblem of Epsilon Sigma Phi has a wall of Troy around the outside symbolizing the protection which the fraternity provides to its members. The "E" on the stem of the key signifies Extension. The Greek letters are interpreted to mean Extension System Veteran. The colors of the organization are green and gold.

ARTICLE IX - SUPPLIES

All charters, membership cards, emblems, mailing lists, and supplies shall be secured through the National Executive Secretary-Treasurer of Epsilon Sigma Phi.

ARTICLE X - AMENDMENTS

Amendments to this Constitution and By-laws may be made at the annual meeting of the fraternity or by email or mail, by an affirmative vote of a majority of the members responding.

Adopted March 24, 1993

Amended October 21, 2013