

Alpha Kappa Chapter Epsilon Sigma Phi Organizational Guidelines and Procedures

Guidelines and Procedures of the Chapter

I. Board of Alpha Kappa Chapter

- Number and timing of meetings per year
 - The Board shall meet four times each year, with the first meeting being in the spring after the Annual meeting, and it being in-person at a central location arranged by the President; the subsequent meetings may be in-person, or electronic via such technology as LYNC, Adobe Connect, etc. with one being in the fall, one in the winter before December break, and one within a month preceding the Annual Membership meeting.
- Board Meetings
 - National ESP committee members or officers are considered Ex Officio members of the Alpha Kappa Chapter Board.
 - Voting or decisions between meetings of the full Board may be made electronically.
 - Guests at Board meetings: the President may invite administrators or other guests to Board meetings as they deem appropriate.

2. Officers (*See the Constitution and Bylaws for general responsibilities of each officer*)

- President:
 - Schedules regular meetings and plans agendas for Board Meetings and the Annual Meeting.
 - Gives President's report at Annual Meeting and provides the report to the Secretary electronically for inclusion in the Chapter Annual Report.
 - Signs all certificates of recognition awarded to chapter members.
 - Assists Recognition Committee in submitting nominations for national recognition.
 - President invites the presidents of related Extension Associations to bring greetings if they will be attending the ESP Annual Meeting.
 - Provides for appropriate balloting for national recognition and makes sure the ballot is returned to National ESP Executive Director.
 - Sees that the chapter delegate(s) to the National ESP Council is/are selected and the National ESP Executive Director notified.
 - Serves on the Kentucky Joint Council of Extension Professionals (JCEP).

- Has the authority to appoint special committees as needed or required, such as the audit and budget development committees.
- President-elect:
 - Coordinate the awards and recognition program in conjunction with the Annual Meeting & Professional Development Committee.
 - Purchases a gift for the outgoing President according to budgeted amount and presented at the end of the Annual meeting.
 - Serves as a member of the Scholarship, Grants, and Recognition Committee.
 - Serves on the Kentucky Joint Council of Extension Professionals
- Secretary:
 - Corresponds with National ESP Executive Director on behalf of chapter on all matters except financial.
 - Supplies copies of Extension Professionals' Creed for each new member at annual initiation ceremony.
 - Presents secretary's minutes at Executive Committee, Board meetings and Annual Meeting. Minutes may be done electronically.
 - Collects all annual reports from officers and committee chairs for inclusion in the Annual Report.
 - Prepares the annual report for distribution at or before the Annual Meeting that contains written summaries from all chapter officers and committees; the Annual Report may be distributed in an electronic form and will be posted on the ESP Alpha Kappa website.
 - Orders various certificates from National ESP Executive Director at the request of Recognition Committee. Maintains a supply of nationally supplied materials needed for chapter business. (Extension Professionals' Creed, National ESP Constitution, various leaflets, etc.).
 - Works with Chapter Relations Committee chair in collecting materials for yearly historical records of chapter.
 - Records the membership numbers assigned to new members by the National ESP Office.
 - Submits names, supplied by the Chapter Relations Committee, of deceased members to National ESP Executive Director.
 - Serves on the Kentucky Joint Council of Extension Professionals.
- Treasurer:
 - The Treasurer is ex-officio member of the Resource Development Committee.
 - Serves as the chapter financial officer and maintains membership records.
 - Works with the Budget Development Committee in developing budget for upcoming year and presents it to the Board for approval at the winter Board Meeting.

- Will work with the audit and budget development committees appointed by the president.
 - Keeps record of all chapter income and expenses using approved accounting procedures.
 - Corresponds with the National ESP Executive Director on all matters relating to the finances of the chapter.
 - Sends notice to National ESP Executive Director at the close of the chapter's fiscal year, reporting all members who have been dropped for non-payment of dues.
 - Coordinates with the Professional Development Committee to track and manage budget for the Annual Meeting and Professional Development In-service Conference.
 - Receives registration for Annual Meeting and Professional Development In-service Conference.
- Past President:
 - Serves on Executive Committee, during year following presidency.
 - Provides advice and counsel to the President and Executive Committee.
 - Serves on the Kentucky Joint Council of Extension Professionals.
- All officers submit annual reports to the Secretary electronically for inclusion in the Annual Report.
- KY JCEP Representatives:
 - The ESP representatives to the KY Joint Council of Extension Professionals are: Past President, President, Secretary and Public Issues Committee Chair.
 - As a member of JCEP, ESP representatives will serve in JCEP offices as called for in the JCEP rotation schedule.

3. Committees: (See Constitution and Bylaws for additional duties and responsibilities of Committees.) Committee members are appointed for a term of one year and may receive two additional appointments for a total of three one year appointments.

Alpha Kappa Chapter Committees include:

- **Chapter Relations** (*Constitution & Bylaws, Guidelines and Procedures, History, Files and Records, Fellowship*)
 - Reviews Constitution and Bylaws and proposes revisions at the direction of the Board and in accordance with changes in the National ESP Constitution and Bylaws, on a biennial basis.
 - Keeps records of historical significance.

- Updates the historical list of agents and award recipients annually and provides same to the chapter webmaster to be added to the chapter website.
 - Annually compiles a list of Extension Professionals who passed away during the preceding 12 months, which is to be included in the Annual Report.
 - Conducts a memorial at the Annual Meeting.
 - Review annually, in conjunction with the Executive Committee, the Organizational Guidelines and Procedures of the ESP Alpha Kappa Chapter, and present recommended changes to the Board as warranted.

- **Global Relations**
 - Maintain a list of chapter members working in foreign countries, with location, address, etc. Provide this info to the National Global Relations Committee.
 - Invite “foreign Extension individuals” who are studying or working in KY to the state meeting.
 - Invite Agricultural Attachés visiting UK or KSU to be a speaker at a special ESP event or meeting to discuss Extension in his/her country—request information on women, youth, and /or agricultural programs.

- **Membership, Recruitment and Retention** (*New Members, Lifetime Membership, and Initiation and Area Contacts*)
 - Compiles a list of eligible prospective members and sends a letter of invitation and membership form to prospects.
 - Collects initiation fees/dues from initiates and sends them to the chapter treasurer.
 - Conducts an induction ceremony at the Annual Meeting.
 - Presents the new members a certificate, copy of the *Extension Workers Creed* and/or pin from ESP National Headquarters.

- **Professional Development** (*Annual Meeting and Professional Development Conference*)
 - Works with Extension Administration and ESP leadership in planning and conducting professional development experiences annually.
 - Plans and makes arrangements for the Annual Meeting and professional development conference, including reviewing possible meeting sites, making meal arrangements, setting registration costs and communicating meeting plans and registration materials with the membership.

- Coordinates with Marketing Committee to promote conference in newsletter and on website, and with Awards Committees to make presentations at Annual Meeting.
 - Works with the treasurer in managing the Annual Meeting and Professional Development Conference budget and registration.
 - Plan networking, educational or evening event held in conjunction with the Annual Meeting.
- **Public Issues** (*Benefits and Legislation*)
 - Serves two years as Chair.
 - Serves on the Kentucky Joint Council of Extension Professionals.
 - Informs members of public issues educational opportunities via the ESP Newsletter.
 - Informs members of changes and proposed changes in State & Federal retirement programs.
 - Facilitates dialog with the Alpha Kappa Chapter of ESP and Extension Administration and Human Resources.
 - Arranges for member opportunities to meet with human resources, investment agencies, etc.
 - Encourages membership to maximize their fringe benefits.
 - Chair will be given top consideration to attend PILD if funds are available.
- **Marketing** (*Publicity, Website, Newsletter*)
 - Work, in conjunction with the Newsletter Editor, with Executive Board members and the Retirees and Lifetime Member Chair to acquire news articles and announcements for two newsletters a year distributed electronically to staff and Lifetime members. Mail to members without access to e-mail.
 - In conjunction with the chapter Webmaster, maintain and update items on the Alpha Kappa Chapter web site throughout the year.
 - Utilize support/promotional materials from National ESP for informing Extension professionals about ESP.
 - Work with ESP leadership in keeping ESP and its goals and activities in front of county and state Extension staff.
- **Resource Development and Management** (*Audit, Budget, Endowment, Awards fund*)
 - Coordinates silent auction or other fund raising activity at the annual meeting. Funds are used to support a charitable cause determined by the Executive Board.
 - Information regarding the fund raising activity is included in the annual meeting publicity.
 - Each Extension Area is expected to participate, i.e., provide at least one item for silent auction, etc. All active and Life members

are also encouraged to provide items/support for the fund raising event.

- Serves as the Chapter contact for Development activities for the Chapter and national ESP.
 - Committee chair will also serve as chair of the audit and budget development committees, whose members are appointed by the President.
 - Present the audit report at the Annual Meeting.
- **Scholarship, Grants and Recognition** (*Awards and Recognition, Scholarship, Regional/National Awards, Professionalism, President-elect is a committee member.*)
- Makes information and applications regarding National and Chapter ESP scholarships, grants and recognition available to members, collects applications/nominations and coordinates selection and recognition of winners. (See web site for applications and procedures for submitting: <http://www.ces.ca.uky.edu/epsilonsigmaphi/>)
 - Submits Chapter winners to National ESP Executive Director.
 - Secures certificates from National for recognition as appropriate, framing of same.
 - Solicits applications for Alpha Kappa Chapter T. R. Bryant Professional Development Funds; reviews and selects recipients based on money available from endowment.
 - Works with the CES Personnel Director to identify members who have completed 25, 30, 35 and 40 years of professional service in Extension and arranges for appropriate recognition.
 - Submits appropriate information about chapter winners to Chapter Secretary for inclusion in the Annual Report.
- **Retirees and Life Members**
- Communicates with life members via e-mail regularly sharing news and updates from former Extension professionals.
 - Coordinates the selection and recognition of the “Outstanding Retiree Service Award” at the ESP Annual Meeting
 - Facilitates the selection of the Retiree Scholarship for Undergraduate Students and recognizes the recipient at the ESP Annual Meeting
 - Arranges for a program for Retirees attending the ESP Annual Meeting
 - Works with the Professional Development Chair in securing space for the Retiree meeting at the ESP Annual Meeting.

- Committee chairs select committee members and the President then officially appoints them to the committee. (See By-laws: Article V.)
- Chairs-elect are elected by the committee.
- Reports of committee activities shall be presented to the Executive Board as needed throughout the year at each Board Meeting.
- Annual reports of activities are sent electronically to the Secretary for publication in the Annual Report distributed at the Annual Meeting.

4. Duties of Area and Division Contact Chairs

Purpose

Area and Division contact chairs are the regular contact link between the membership and ESP Executive Committee. They keep the membership informed on National and State activities; inform the officers and committee chairs of needs from the membership, encourage participation in activities of the Alpha Kappa Chapter of ESP, including the Annual Meeting, and promote scholarship and recognition opportunities. Area and Division Contact Chairs serve on the Board as full members.

January-March Contact chairs are selected from current paid members for a two year term that begins at the close of the annual meeting according to the following schedule: Contacts should rotate terms among program areas (if applicable) i.e., 4-H, FCS, Agriculture/Horticulture, and CED.

Even Numbered Years

Purchase
Green River
Lake Cumberland
Louisville
Fort Harrod
Licking River
Quicksand
Administrative
KY State University

Odd Numbered Years

Pennyrile
Mammoth Cave
Lincoln Trail
Northern KY
Bluegrass
Northeast
Wilderness Trail
Specialists

In the event a new chair cannot complete a term, the area or division group should select a replacement. Please notify the president of all changes and new elections.

Timeline of Activities Conducted by Contact Chairs

October-December A. Membership – Identify professionals who have 3 or more years Extension experience by December 31st prior to the Annual Meeting. Identify transfers from other states. Notify the Membership Chair of these names for verification and issuing a membership invitation.

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| October-December | B. | <u>Awards and Recognition (Including Regional and National)</u>
- review names of eligible recipients (not yet awarded – i.e., DSA, Early Career, Mid-Career). Encourage members to apply! Nominate in writing those deserving recognition. |
| All Year | C. | <u>Publicity</u> – recognize award recipients from their Extension area or E.S.P. division. Help obtain information for proper recognition of members and award recipients. |
| November-January | D. | <u>Program Achievement</u> – encourage participation in the awards program. Recruit Friend of Extension candidate for area’s designated time of recognition. Compile information for award booklet and make arrangements for local agent or area contact to present at annual meeting. |
| All Year | E. | <u>Fellowship</u> – plan and carry out actions considered important to stimulate stronger bonds of fellowship and service among members of ESP. Notify the state committee chairperson of serious illness or death of a member. |
| All Year | F. | <u>Scholarship</u> – promote participation in scholarship fund raising activities. Encourage application for state E.S.P. Scholarships and National E.S.P. scholarship and educational loans. |
| All Year | G. | <u>History</u> – assist in implementing the history projects – locate, collect, gather and preserve history of E.S.P. and C.E.S. |
| All Year | H. | <u>Lifetime Activities</u> – involve retired members in E.S.P. and Extension activities and keep state committee chairperson informed of retirees’ situations. |
| All Year | I. | <u>Legislative & Benefits</u> – promote activities that support Extension efforts and inform members of benefit changes and opportunities for the all Extension professionals. |
| December-March | J. | <u>Annual Meeting</u> – encourage attendance of active and retired members. |

Contacts with members may be carried out in many ways: Staff Conferences and area or division meetings provide a convenient setting. Please check with the director of your meeting to obtain time in the conference in advance if possible.

The current contact chairperson serves as the election officer and near the end of the term guides the area or division in selecting the chairperson for the upcoming term. Chapter contacts may be re-elected to serve a second term.

5. Records, Files, Reports – TBD

6. Financial Policies

- Voting Delegates will receive financial support for attending the national meeting – amount shared by Office of Director of Extension and Alpha Kappa Chapter.
- Alpha Kappa Chapter members who serve on a national committee will receive support from National ESP to attend the national meeting.
- ESP will contribute to the annual breakfast for the County Judge Executives. Association sponsored by the KY Joint Council of Extension Professionals (JCEP).
- As the budget allows expenses (registration, subsistence or travel) not covered by the Office of the Director of Extension for the President and President-elect or other representative as appointed by ESP Executive Board to attend the Public Issues Leadership Conference will be paid.
- All expense vouchers shall have receipts attached except for per diem reimbursement for meals.
- Memorials: Money shall be budgeted annually to be used for contributions to the T. R. Bryant endowment in honor of Executive Board members or their immediate families who die during the year as the Board deems appropriate.

7. Awards and Recognition (*Refer to the Alpha Kappa Chapter ESP website: <http://epsilonsigmaphi.ca.uky.edu/> for a description of each award and application, forms and procedures.*)

Awards program is the responsibility of the President-elect.

- Awards Categories
 - Distinguished Service
 - Mid-Career
 - Early-Career
 - Meritorious Service I & II
 - Program Achievement
 - Individual
 - Team – County
 - Team – Multi-county or Area
 - Team – Multi-area or State
 - Team – National Initiative
 - State Visionary Leadership
 - Report to the People
 - Chapter Scholarship(s)

- Administrative Leadership
- Continued Excellence
- Diversity
- National Administrative Leadership Scholarship
- National Mini-Grant
- National Professional Scholarship
- National Public Issue Leadership Development
- State 25 year Tenure
- Recognition of Retirees (Current Year)

8. Friend of Extension Award/Recognition

- Three persons may be recognized each year.

Areas select their recipients according to the following schedule.

2012 & Every 5th Year Thereafter	2013 & Every 5th Year Thereafter	2014 & Every 5th Year Thereafter	2015 & Every 5th Year Thereafter	2016 & Every 5th Year Thereafter
Bluegrass	Mammoth Cave	Licking River	Quicksand	Wilderness Trail
Purchase	Pennyrile		Green River	Ft. Harrod
Northeast	Louisville	Lake Cumberland	Lincoln Trail	Northern KY

- One recipient is selected annually to be forwarded to national ESP to be considered for national recognition. Names not forwarded to national may be considered in following years.
- This is the highest recognition presented by ESP to a non-Extension (lay) person, business or organization and is designed to recognize truly outstanding support and personal involvement in Extension efforts.
- Recipients should be considered from various categories (elected officials, Extension volunteer/lay leaders, professional / business leaders, businesses / organizations)
- Each nomination should follow the guidelines on the form which is located on the web site.

9. Annual Meetings

- The Professional Development Committee is responsible for planning the Annual Meeting.

10. Organizational Guidelines and Procedures- Adoption and Revision

- Organizational Guidelines and Procedures may be adopted by a majority vote of the membership at a meeting of the Board of Directors.
- Organizational Guidelines and Procedures may be suspended temporarily by a majority vote of the Board of Directors.

- Organizational Guidelines and Procedures may be amended or rescinded by a two-thirds vote of the Board of Directors without previous notice or a majority vote with previous notice.
- The Chapter Relations Committee will update the Organizational Guidelines and Procedures as directed by the Board of Directors annually.

11. Operational Policy

- Policy may be made and adopted by the Executive Committee between regular Board meetings to address, but is subject to review, adoption or rejection by the full Board at any regular or called Board meeting.
- Policy may also be made by the Board at any regular or called Board meeting.
- Policies adopted by the Executive Committee or the Board shall be maintained and updated by the Chapter Relations on an annual basis.