



Epsilon Sigma Phi Alpha Kappa Chapter

Spring 2010

General Headquarters

N-106 Ag. North
University of Kentucky
Lexington, KY 40546-0064

Current Officers For 2009-2010

President

Jennifer Bridge
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jennifer.bridge@uky.edu

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President's Message

Happy New Year! I hope your year has gotten off to a great start. The ESP Board met earlier in January and made lots of decisions which could impact our organization in a positive way. You will find in this issue proposed bylaws and constitution changes and a proposed restructure of the board. All three of these items will be voted on at the annual meeting which will be held on March 24 in Bowling Green.

Highlights of the proposed changes include:

Reflect the National ESP change of using organization instead of fraternity and reorganization of the current committee structure to reflect national committees. **Rationale:** This change would make communication with national less confusing and would allow more involvement by members on the committees but reduce the number of chairman serving on the board and eliminate the requirement of the chair elect serving on the board.

Change the number of service years for eligibility to three years instead of five and require a minimum standard which potential members must meet before being invited to join. **Rationale:** The pool of eligible members is dwindling due to retirements and job turnover within the first five years of

employment. A list of eligible members will be given annually by extension personnel directors at UK and KSU to the ESP membership chair. The standard on our current rating structure is a minimum 3 rating on a 1 to 5 scale.

We are dropping the five month extension of membership benefits to those members who do not pay by the deadline. Members who did not pay by the deadline will be notified and if dues are not paid within 60 days the member will be moved to an inactive list.

Rationale: to avoid confusion as to who is or is not a member. In years past a member who had let their membership lapse had to pay an additional fee to rejoin. Since this is no longer applicable there is not a need to prolong the deadline.

Annual Meeting

Liz Kingsland and committee have been hard at work planning this year's annual meeting which will take place at the University Plaza in Bowling Green. Please make plans to attend and support this first step in providing more professional development opportunities through ESP. Registration and details are included in this issue.

I will close by saying "Thank You" for allowing me the opportunity to serve as

Continued on page 2

Your Invitation to Participate “Engage Your Clientele Across Generations: High Tech to High Touch” A Leadership In-Service Training

Attached you will find the information about the a special In-service training that is being sponsored by Epsilon Sigma Phi (ESP) and Extension Administration on March 23, 2010 in Bowling Green, KY. This day long in-service training is designed to help us reach out to new clientele, to work better with our existing folks and maybe even communicate more effectively with our co-workers. Our speaker, Amy Lynch, will guide us through a better understanding of the generational differences and ways to communicate with new technology. Amy will also have ideas that will have practical applications for Cooperative Extension.

You will need to fill out and return the attached forms and register with CATPAWS. You do not have to be a member of ESP to attend, but if you are, the second day of the meeting will be the ESP annual meeting, so plan to stay for the meeting.

Holiday Inn University Plaza has rooms reserved on Monday March 22 and Tuesday 23th (rate is \$89). As an added event on Tuesday evening there will be dinner and entertainment at Chaney’s Dairy Barn in Bowling Green, KY that will celebrate Agra-Tourism at its best. Plan to join the fun, fellowship and enjoy the Red River Fiddlers while you learn how a farm operation can change to meet the needs of a new era.

All details are provided on the attached forms and flyer. If you need additional information please feel free to contact Liz Kingsland at the address below:

Liz Kingsland
 ESP Meeting Chairpman
 County Extension Agent for Family and Consumer Sciences
 Bourbon County Cooperative Extension Service
 603 Millersburg Road
 Paris, KY 40361

In This Issue

- ◆ President’s Message
- ◆ Your Invitation to Participate
- ◆ Leadership In-Service Training
- ◆ Chapter Constitution With Proposed Changes
- ◆ Chapter Bylaws With Proposed Changes
- ◆ Proposed Restructure of Chapter Board

President’s Message *continued from page 1*

your President. Serving in this role has greatly contributed to my professional development as I have gained skills and a deeper knowledge of ESP. I encourage each of you to accept a leadership role in your organization. I firmly believe in the team concept, everyone must work together to make our organization strong and viable. With our proposed restructure, each of you will have an opportunity to serve in a more active role in your organization.

Please consider how you can contribute. The rewards are worth the extra effort.

I look forward to seeing you in Bowling Green.

Jennifer Bridge
 President
 Alpha Kappa Chapter
 Epsilon Sigma Phi

**Alpha Kappa Chapter
Epsilon Sigma Phi Presents:
*A Leadership In-service Training***

March 23 , 2010

Holiday Inn University Plaza

1021 Wilkinson Trace

Bowling Green, KY 42103

270-745-0088 (ask for ESP rate)

Open to All Extension Personnel

(Do not have to be an ESP member to attend.)

**Engage your Clientele Across Generations:
High Tech to High Touch
*Solutions for Communications Across Generations
Multiple Ways to Reach our Clientele***

Sponsored by ESP and Extension Administration

Learn to use your time and energy more effectively as you reach out to clientele of all generations. In some cases, high tech is the way to go. In other situations only face-to-face communication or a paper newsletter will get the job done. Work smarter by learning which tools to use in different situations. You'll also get pointers about better communication with people in your office.

Plan to attend this informational, interactive and exciting in-service.

Session One — Identify your technological generation and what it says about your communication strength from high tech to high touch.

Session Two — Experts on Communications and Technology will discuss trends among Kentuckians focusing technologies and rural population.

Session Three — Learn about conversation on inter-generation teams and how it works with your peers and others. Sharing successful techniques and what has worked with clients and Extension personnel.



Presenter: Amy Lynch

Make Business Sense of Generation Y

Author, speaker and entrepreneur, Amy Lynch specializes in high-energy keynotes that reveal the key components of Generational Alignment™. Her experiential approach to keynotes and training guarantees 100% participation from her audiences, leading to long-term, sustainable results.

**Alpha Kappa Chapter
Epsilon Sigma Phi Presents :
*A Leadership In-service Training***

**Engage your Clientele Across Generations:
High Tech to High Touch
*Solutions for Communications Across Generations***

**March 23, 2010
Registration begins at 9:00 am CST
Training ends 4:00 pm**

Payment Form:
Name: _____
Phone: _____ E-Mail: _____
Mailing Address: _____

**Meeting Registration: \$40
Includes Lunch, CD and Breaks
Special Event at Chaney’s Dairy Barn in the evening.
Room Rates for Holiday Inn—\$89 call 270-745-0088 for reservations.
UK Extension Employees will also need to register on CATPAWS
Registration will not be accepted after March 15th.**

1. Registration Fee	\$40.00	\$ _____
2. Tuesday Night Dinner and Music	\$15.00	\$ _____
	Total Payment:	\$ _____

**Checks Made Payable to ESP
Mail to Liz Kingsland , ESP Meeting Chairman
603 Millersburg Road
Paris, KY 40361
859-987-1895 liz.kingsland@uky.edu**



Alpha Kappa Chapter Epsilon Sigma Phi 2010 Annual Meeting

When: March 24, 2010

Time: Breakfast and social time 8:00 am CST
Registration, and Poster Sessions. 9:30 am CST Meeting begins at 10 am.CST

Where: Holiday Inn University Plaza Bowling Green KY
Room Rates \$89
Call for reservations 270-745-0088

Cost: \$40 if paid by deadline of March 5th, additional \$10 if postmarked after March 5th
Registration will not be accepted after March 15th.

Special Events: *Engage your Clientele Across Generations: High Tech to High Touch*
In-Service Training on Tuesday March 23rd* and Tuesday Night - March 23rd, Dinner and Music by Red River Fiddlers cost \$15.00

*In-Service requires special registration form and additional cost.

Name: _____ Phone: _____ E-Mail: _____

Mailing address: _____

Please check one: New Initiate Regular Member Life Member

Please enclose the following funds:

1. Meeting Registration: \$40 by March 5th, \$50 if postmarked between March 6th and 15th \$ _____
2. Tuesday Night Dinner and Music, \$15.00 \$ _____
3. Membership Dues—if not already paid, select the category which applies to you:
 - a. ESP renewing membership dues, \$50 \$ _____
 - b. New members first time dues, \$55, includes \$5 initiation fee \$ _____
 - c. New lifetime member dues (for retirees only-pay once), \$210 \$ _____
4. Contribution to T. R. Bryant Scholarship fund, voluntary \$ _____
5. Contribution to Retirees Scholarship fund, voluntary \$ _____
6. National Endowment Campaign, voluntary \$ _____
- Total Enclosed: **(Make checks payable to Epsilon Sigma Phi)** \$ _____

Send payment to: Liz Kingsland, ESP Meeting Chairman,
603 Millersburg Road, Paris, KY 40361
E-mail: liz.kingsland@uky.edu
For More information 859-987-1895

Constitution for the
ALPHA KAPPA Chapter, Epsilon Sigma Phi
National Honorary Extension Fraternity Organization
(Kentucky)

Constitution

Article I – Name

The name of this organization shall be the Alpha Kappa Chapter, Epsilon Sigma Phi, the National Honorary Extension Fraternity Organization.

Article II – Purpose

The purpose of this organization is to uphold Extension ideals and standards, maintain respect for the traditions, and uphold the morale of the Cooperative Extension Service.

Article III - Membership

The membership of this organization shall consist of properly approved persons who have performed satisfactory service as extension workers in the employment of the Land Grant Colleges or the United States Department of Agriculture, and have met the requirements set forth in Article III of the bylaws.

Article IV - Officers

Section I. Officers of the organization shall consist of president, president-elect, secretary, and treasurer, who shall be elected from the membership as prescribed in Article I of the bylaws at the annual meeting and each shall serve until their successor is elected and installed or they are unable or ineligible to serve.

Section II. The president shall preside at all meetings of the fraternity organization and shall perform all the duties usually incumbent upon a president.

Section III. The president-elect shall preside at meetings in the absence of the president. The president-elect serves as chair of the selection committee for the Distinguished Service Award, the Friends of Extension Awards, and Special Awards. The president shall submit to National each year, credentials for the designated individuals, and shall arrange to have certificates suitably framed for presentation at annual meeting. The president will assist candidates for international, national or regional awards to present their credentials in a professional manner. The president-elect shall assume the duties of the president upon established evidence that the president is unable or ineligible to serve. In case the president and the president-elect are both unable and ineligible to perform the functions of the president, the duties shall fall upon the secretary until the Executive Committee or the chapter acts to fill the vacancies.

Section IV. The secretary shall keep the minutes and records of official business of the fraternity, correspond with National on behalf of the chapter; maintain a supply of award and recognition certificates, Extension workers Creed and chapter constitution; work with Officers and chair in preparing a yearly handbook for distribution at annual meeting; work with officers and chair in issuing and mailing newsletters twice per year – or as needed.

(Section V – Page 1)

Maintain the files for the chapter, storage of materials, resources, etc; corresponds with officers and chairs regarding duties and deadline dates. Handles correspondence for the chapter.

Section V. The treasurer shall receive all dues, initiation fees and other income; maintain checking and savings account; investing surplus money for ~~fraternity's organizations~~ benefit; serve as contact person with College of Agriculture for scholarship fund withdrawals and deposits; maintain up-to-date regular and life membership lists; make membership lists available to officers; provide address labels to secretary; submit dues to National with ~~Form XTB40150~~ appropriate form for initiates and membership changes; notify delinquent members of unpaid dues. Pay all bills, keep an accurate account of all receipts and expenditures with supplementary vouchers, and make an annual report of the finances to the fraternity at the annual meeting. The financial records of the treasurer shall be subject to annual audit by a committee appointed from the membership. The audit shall be made as soon after January 1 of each year as possible but no less than fifteen (15) days prior to the annual meeting and shall cover the past calendar year (January 1 through December 31).

Article V – Executive Committee

The officers of the ~~fraternity organization~~, plus the immediate past president, shall constitute an Executive Committee. The Executive Committee shall act as the continuing business organization of the ~~fraternity organization~~ between annual meetings. It may take such actions as the ~~committee board~~ deems necessary for the welfare of the ~~fraternity organization~~, provided such action is consistent with this constitution and bylaws, and subject to the approval of the ~~fraternity organization~~ at its next regular meeting. If no action is taken by the ~~fraternity organization~~ within sixteen (16) months, an action of the Executive Committee shall stand approved.

Article VI – Executive Board

The ~~Executive~~ Board shall consist of chapter chairs, ~~chairs-elect~~, contacts, and the executive committee and shall meet as called by the president.

Article VII - Meetings

The annual meeting shall be held at a date and location set by the ~~Executive Committee Board~~

Special meetings of the ~~fraternity organization~~ may be held upon the call of the president or upon written request of twenty percent of the members.

Article VIII - Amendments

This constitution may be amended at any regular annual meeting of the ~~fraternity organization~~ by approval of two-thirds of the members present, provided notice is given, with the proposed amendments in writing, to the membership at least fifteen (15) days prior to the meeting. Suggestions for amendments to the constitution should be submitted to the Executive Committee in writing at least 30 days prior to the annual meeting.

Revised 3/18/05

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Bylaws for the
ALPHA KAPPA Chapter, Epsilon Sigma Phi
National Honorary Extension Fraternity Organization

Section I. Election. At each annual meeting of the ~~fraternity organization~~, a president-elect shall be elected from the membership by majority vote of the members present and voting. They shall be elected for one year and each shall serve until their successor is duly elected and installed. The president-elect shall automatically become president at the end of their term as president-elect. ~~The office of President Elect will follow a rotation schedule to ensure all areas of extension are appropriately represented. These areas are: Specialist, Administration, 4-H Youth Development Agents, Agriculture/Natural Resource Agents, Family and Consumer Science Agents.~~

The secretary and treasurer shall be elected for ~~two~~ two (2) year terms. The secretary shall be elected in even numbered years and the treasurer shall be elected in the odd numbered years.

Section II. Vacancies. If a vacancy occurs in the office of president, the president-elect shall automatically become president.

Section III. The elected officers shall hold the same offices on the Executive Committee that they hold in the ~~fraternity organization~~. Vacancies on the Executive Committee shall be filled the same way since they are the same officers.

Section IV. Nominations for the officers shall be made by a nominating committee of three or more members to be appointed by the president at least one month before the annual meeting. Voting shall be done by either a show of hand or by secret ballot, whichever the president may elect to use.

Section V. Installation of officers shall be suitably performed at the annual meeting at which they are elected by the retiring president or by some members designated by the president.

Article II – Dues and Fees

Section I. Initiation fees and dues. If the National ~~Council Organization~~ changes its dues, the dues for this chapter shall be changed automatically by the same amount. Alpha Kappa Chapter dues shall be set annually by the Alpha Kappa Board. Such changes shall be effective and collected for the year for which the National ~~Council Organization~~ makes it changes effective in order to meet the effective date of the change by the National ~~Council Organization~~. New initiates shall pay an initiation fee of \$5. Retired members may obtain a lifetime membership by paying an amount equal to five times the annual national dues plus the sum of \$10.00 at the time application is made for lifetime membership.

Section II. Official year. Annual dues are due and payable in accordance with the date set by the national ESP board for the ensuing year.

Section III. Delinquent members. All members who have not paid their dues within thirty (30) days after the ~~annual meeting dues deadline~~ shall be notified by letter by the treasurer. After two more months have elapsed ~~their name will be moved to the inactive list a second notice shall be sent and members shall be reminded of the following: "Those members who are four (4) months or more on arrears with dues and have been notified twice by letter will be deemed to have forfeited their membership unless specifically excused by the Executive Committee."~~

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~~The treasurer shall provide the Executive Committee with a list of those four (4) months or more in arrears with dues and who have been duly notified as set forth above. Unless the Executive Committee extends the payment period because of ill health, absence from the state, or inability to pay, and so notifies the secretary within thirty (30) days after its next meeting, the treasurer shall remove their names from the membership list.~~

Those who have forfeited their membership by nonpayment of dues may be reinstated ~~after the end of that year~~, upon payment of dues for the current year. ~~and upon approval of the Executive Committee.~~

Article III – Membership

To determine eligibility for membership, the membership committee shall work with extension personnel officials at UK and KSU to certify that the candidate has served ~~five (5)~~ three (3) years as an Extension worker, meets satisfactory performance standards and is not already a member of Epsilon Sigma Phi.

It shall be the responsibility of the membership committee to notify prospective new members of their selection and determine their willingness to become members. New members shall be suitably initiated at the meeting at which they are inducted into membership. The membership committee shall be responsible for the initiation.

Article IV – Quorum

The members present at any meeting of the ~~fraternity organization~~ or its ~~Executive Committee Board~~, which has been properly called, and for which clear and adequate notices were sent to the members involved reasonably well ahead of the meeting, shall constitute a quorum and conduct any business on which action needs to be taken, subject to provision of Article I, Section IV; Article III, and Article X of these bylaws.

Article V – Committees

The president shall appoint ~~the committees on Nominations, Membership, Initiation and Auditing, as heretofore called for, and any other~~ committees which the president deems appropriate or which the ~~fraternity organization~~ or its Executive Committee may request. The president may serve as a non-voting member of any committee at his or her discretion. Guidelines giving purposes and responsibilities of the appointed committees shall be developed by the Executive Committee for use by that committee.

Article VI – Emblems and Supplies

All emblems, membership cards, creeds and jewelry of the ~~fraternity organization~~ shall be obtained from the National ~~Council Organization~~ or be approved by the National ~~Secretary Board~~.

Article VII – Order of Business

The regular order of business of any annual meeting of the ~~fraternity organization~~ shall be as follows:

1. Call to order and remarks by the president
2. Initiation of new members

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3. Approval of minutes of the last annual meeting which have been placed in hands of members prior to this time
4. Report of treasurer
5. Report of auditing committee
6. Reports of other committees
7. Unfinished business
8. Other new business
9. Election
10. Installation of officers
11. Adjournment

Article VIII – Recognition and Awards

Section I. The ~~fraternity organization~~ shall cooperate with the National ~~Council organization~~ in its award program and submit nominees for most awards for which this chapter is eligible. Exceptions are listed in Sections II and III of these bylaws.

Section II. Suitable recognition shall be provided members of Alpha Kappa Chapter in good standing as follows:

- (a) Suitable awards may be presented each year for meritorious service to members of the ~~fraternity organization~~ who have not already received such awards. One award possible for each 150 members. The committee shall obtain written nominations, supported by justification in writing, from the membership at least sixty (60) days before the annual meeting. The outstanding nominees shall be selected by the ~~committee on recognition and awards~~ Scholarship, Grants and Awards committee and receive approval of the Executive Committee
- (b) Members who have attained twenty-five (25) years service with Extension shall be given suitable recognition as agreed upon by the committee on recognition and awards Scholarship, Grants and Awards committee and the Executive Committee.
- (c) Members who have retired during the year shall be given suitable recognition as agreed upon by the ~~committee on recognition and awards~~ Scholarship, Grants and Awards committee and the Executive Committee.
- (d) "In Memorial" statements shall be prepared for any member(s) of the chapter who dies during the year. These statements shall be prepared by the ~~Committee on Fellowship~~ Chapter Relations committee unless otherwise directed by the president. The statements shall be recognized at the annual meeting and a copy shall be sent to the nearest of kin.

Section III. Suitable recognition and awards can be made to non-chapter members who:

- (a) Are effective Extension workers but not qualifying for membership because their tenure is less than ~~5~~ 3 years.
- (b) Are outstanding in giving desirable leadership and support to the Cooperative Extension Service in fulfilling its mission and attaining its purpose.

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Article IX

Roberts Rules of Order shall be the guide for the parliamentary procedures at all meetings.

Article X – Amendments

These bylaws may be amended at any regular annual meeting of the ~~fraternity organization~~ by two-thirds majority of the members present and voting, provided notice is given, with the proposed amendment in writing, to the membership at least fifteen (15) days prior to the meeting.

Members' suggestions for amendment to the bylaws should be submitted to the Executive Committee in writing at least 30 days prior to the annual meeting.

Revised 3/07

Proposed Restructure for Alpha Kappa Chapter Epsilon Sigma Phi Board

Rationale: Currently the Alpha Kappa Chapter does not follow the national ESP committee structure making it sometimes confusing for point of contact and communication between local and national organizations, reporting and general information.

Current Structure (58 members)

President
President Elect
Secretary
Treasurer

Committee Chairs and Chair Elects

Annual Meeting
Awards and Recognition
Constitution and Bylaws
Benefits and Legislation
Membership and Initiation
Scholarship
Program Achievement
Publicity
Regional and National Awards
Fellowship
Audit
History
Professionalism
File and Records
Lifetime
Nominations
Budget
KY JCEP Reps
Website

Area Contacts

Proposed Restructure with our current structure incorporated (28 members)

President
President Elect
Secretary
Treasurer

Committees

Chapter Relations (*Constitution and Bylaws, History, Files and Records, Fellowship*)

Global Relations

Membership Recruitment and Retention (*Lifetime, Membership and Initiation and Area Contacts*)

Professional Development (*Annual Meeting*)

Public Issues (*Benefits and Legislation*)

Resource Development and Management (*Audit, Budget, Endowment, Awards fund*)

Scholarship, Grants and Recognition (*Awards and Recognition, Scholarship, Regional/National Awards, Professionalism, President-Elect*)

Marketing (*Publicity, Website, newsletter*)

Area Contacts (17)

Each committee will have a chair (who will serve a two year term), chair elect (serve one year before assuming chair position) and members who will carry out the duties of our current structure. The committees would meet face to face once per year to develop a plan of work and would meet (conference call, emails etc...) other times throughout the year as necessary to carryout responsibilities. Only the chair and/ or chair elect would need to attend the Board meetings. Committees would be comprised of Active and Life Members.

Epsilon Sigma Phi
Alpha Kappa Chapter
Cooperative Extension Program
Kentucky State University
400 East Main Street
Frankfort, KY 40601

2009-2010 Committee Chairs

Administration

Chuck Stamper

Quicksand

Alice Bradley

Princeton

*

Northeast

Stephanie Derifield

Green River

Judy Burns

Bluegrass

Bill Roberts

Specialists

Liz Buckner

Purchase

Debbie Temple

Licking River

Sally Mineer

Kentucky State

Gae Broadwater

Fort Harrod

Dana Anderson

Wilderness Trail

Lora Howard

Mammoth Cave

Janet Johnson

Lincoln Trail

Misty Wilmoth

Lake Cumberland

Greg Tompkins

Pennyrile

Laura Wilson

Northern KY

Owen Prim

Louisville

Darold Akridge