

**BY-LAWS**  
**Eta CHAPTER OF EPSILON SIGMA PHI**  
**NATIONAL EXTENSION FRATERNITY**  
**Wyoming**

Approved and Updated November 6, 2013

**Article I Name:**

The name of this organization shall be the Eta Chapter of Epsilon Sigma Phi National Honorary Extension Fraternity (known herein as The Fraternity).

**Article II Purpose:**

The purpose of this association shall be to maintain the standards, ideals and integrity of the organization, preserve the traditions and uphold the morale, prestige, and respect of University of Wyoming Extension (UWE) and develop an effective working relationship and a spirit of fraternal fellowship among the present and past employees of UWE.

**Article III Membership:**

Section 1: The membership of this organization shall consist of persons who must have served(\*) one or more years in UWE. New members will be given a copy of the bylaws. Membership shall be divided into two classes: Active, and Life.

A: Active members are those now actively employed in UWE, and who have paid dues for the current year.

B: Life members are those who have been Active members and who have performed meritorious service in the interest of Extension work in the State of Wyoming, who have paid life member dues.

C: Payment of Life members' dues will be at the discretion of the membership.

(\*) Served shall mean the assignment of 50 percent or more of time to Extension work.

Section 2: All active members have full and equal voting rights.

**Article IV Officers:**

Section 1: The officers of this organization shall consist of a President, President-elect, Secretary and Treasurer.

Section 2: The term of office for the President, President-elect, Secretary and Treasurer shall be for a period of two (2) years or until their successors are elected and qualified, beginning on January 1 following their election and ending December 31. The President-elect shall automatically advance to the office of President, if for any reason the office of the President should be vacated.

Section 3: The office President-elect shall be elected in odd numbered years and the offices of Treasurer and Secretary shall be elected during even numbered years.

A: The President shall preside at all meetings of The Fraternity and shall perform the duties of an executive officer.

B: The President-elect shall serve as the Recognition and Awards Committee Chair and shall be responsible for seeing that the Eta Extension website is maintained and updated. The President-elect shall assume duties and responsibilities assigned to the office by the President. The President-elect shall perform the duties of the President in his/her absence. After serving as President-elect, the President-elect shall automatically serve as the next President. In the event a vacancy occurs in the office of President, the President-elect shall immediately assume that office.

C: The Secretary shall keep the minutes and record of official business for The Fraternity. Records and histories of The Fraternity, beyond those of immediate use, shall be kept under oversight of Extension at the University of Wyoming.

D: The Treasurer shall have charge of the membership roll, all initiation fees, dues, and assessments; pay all bills; keep an accurate account of all receipts and expenditures; and make an annual report to The Fraternity of the same. The Treasurer's books and records shall be subject to an annual review by a committee appointed for such purpose, and to be done before the annual meeting. This committee shall give a report at the annual meeting.

Section 4: The Executive Committee, consisting of the President, President-elect, Secretary and Treasurer, shall constitute a governing body to act on emergency or pertinent matters between annual meetings, with any decision reached subject to the approval of The Fraternity at its next regular meeting, or via electronic meeting or polling.

Article V Decision Making and Voting:

The method for making decisions by The Fraternity shall be by parliamentary law or other mutually agreed upon method, such as consensus, etc. Business and voting may take place via electronic media, such as conference call, email, Internet conferencing, etc., as long as all members have available such means as are used and are able to join the meeting, and all members are properly informed of all electronic meetings and their results.

Article VI Standing and Ad Hoc Committees:

Standing and Ad Hoc Committees are to be appointed at the discretion of the President. Guidelines for committees will be prepared as necessary.

Article VII Meetings:

The annual meeting shall be at a time of the annual Extension conference or in-depth training. Special meetings may be held upon the call of the President, or upon written request of twenty percent of the members.

The representative to the National Board from The Fraternity shall be the President of the Eta Chapter. He/She should attend the National meeting, representing the Eta Chapter. If he/she cannot attend, the President should designate another officer or member to attend.

Article VIII    Initiation fees and membership dues:

The initiation fee for this organization shall be as determined by the membership. Dues shall be as determined by the membership and payable annually. To be eligible for national awards, dues must be paid by February 15<sup>th</sup> of the current year.

Article IX      Quorum:

A majority (50% plus one) of the active members of the organization shall constitute a quorum for the transaction of business.

Article X        Bylaw Amendments:

Amendments to the bylaws may be made at any regular or special meeting of The Fraternity, if approved by a two-thirds majority of members present in person or via electronic means.