

# ESP Alpha Delta Chapter

## Standing Rules and Policies

Standing rules may be adopted at the annual ESP Alpha Delta Chapter membership meeting by a majority vote of the voting delegates present and voting. Standing rules may be amended or rescinded by a two-thirds vote without previous notice or a majority vote after previous notice. Standing rules may be suspended temporarily by a majority vote. Standing rules will be formally reviewed every other year (even-numbered years) by the ESP Alpha Delta Chapter Board.

### 1. **Membership**

Dues: annual dues are delinquent December 31 of each year.

Dues amounts: Renewing members **\$60.00**, new members **\$70.00** (includes initiation fees), life membership (five times annual national dues) **\$200.00**. A former member can be reinstated by payment of dues plus \$10.00 reinstatement fee. Retirees are exempt from paying the reinstatement fee.

Dues: Cannot be refunded, but may be transferred where applicable.

### 2. **Officer Nominations and Elections Process**

Election of officers is held at the annual membership meeting.

#### Terms of Office

- The Treasurer shall be appointed annually by the President with the ratification of the membership with the option of re-appointment. All other officers are elected annually.
- District Directors will be elected according to the following schedule:
  - Even numbered years: Northwest, Central, Southeast, and Life Member Director.
  - Odd numbered years: Northeast, Southwest, and State Specialist Director.

#### Filling Vacancies

If a vacancy occurs in the President's position, the President-Elect will automatically assume the Presidency for the unexpired term and then serve another full term as President. The President-Elect's position would remain vacant until the next annual meeting.

If a Past President vacancy occurs, the previous Past President may assume the position for the unexpired term.

All other officer vacancies will be filled by presidential appointment, ratified by the Board of Directors.

**3. Board Meetings**

Mid-Year Board meetings will be held at a convenient time with the President determining and arranging for the meeting place.

**4. Conference Calls**

The President will schedule conference calls as needed to carry out immediate business of the Chapter. Includes the option for Board meetings when necessary.

**5. Bylaws**

Bylaws and Standing Rules and Policies shall be reviewed annually.

**6. Annual Budget**

The voting delegates at the annual ESP Alpha Delta Chapter membership meeting shall adopt the budget for the forthcoming year.

**7. Awards**

Award Nominees must be members in good standing with Dues paid by Dec 31 to the Treasurer.

**8. Scholarships**

Applicants must be members in good standing with Dues paid by December 31 and contribute to the scholarship or High 5/10 Fund.

**9. Memorial Service at EPAF**

All effort will be made to honor deceased Faculty with Extension appointments at the EPAF Conference following the death.

**10. Delegates**

President and President Elect or their designee will serve as delegate to all National and Regional meetings with the financial support of the chapter.

**11. Membership Committees (Membership & Operating Details)**

**a. Finance Committee**

Under the Bylaws, the chapter's Finance Committee is a Standing Committee chaired by the elected Treasurer, and comprised of members recruited and appointed by the President.

The Finance Committee's *annual membership* is hereby further defined to include, by office:

- The current chapter President;
- The current chapter President-elect; and
- The current Chair of the Resource Management (Foundation) Committee.

In addition, the President, with the advice and consent of the Treasurer, annually shall appoint or reappoint to the Finance Committee:

- One member-at-large not currently holding an elected office in the chapter's officer rotation (but could be serving currently as a District Director), who has served previously as Treasurer of a sister association at either the state and/or national level; plus
- 1-2 additional members-at-large who are interested in chapter finances and may have an interest in standing for election to the office of chapter Treasurer in a future year.

The Finance Committee's *annual operating program* is hereby further defined to include:

- Annual solicitation of Committee budget requests linked to Committee proposals for new and existing programs of value to the membership;
- Annual preparation of a draft proposed budget, to be submitted to the Board for discussion and revision at the Summer Board Meeting, prior to presentation to the general membership for adoption at the Annual Membership Meeting;
- Consultation on financial management decisions the Treasurer must make;
- At the request of the chapter Board, development of financial scenarios for chapter funds if new initiatives or programs under discussion were to be adopted and funded.

Revised: 9/07; 8/12; 8/14; 8/16