



*Chi Epsilon Sigma – Epsilon Chapter
The National Support Staff Fraternity
LSU AgCenter*

*Constitution and Bylaws
January 2005*

Article I: Name

Section 1: The name of this organization shall be the Epsilon Chapter of Chi Epsilon Sigma – The National Support Staff Fraternity.

Section 2: The meaning of the Greek letters has been designated as follows: Chi – life; Epsilon – loyalty; and Sigma – learning.

Article II: Purpose

The purpose of this fraternity shall be to maintain the standards and ideals, uphold the morale, prestige and respect of the LSU AgCenter support staff; to develop an effective working relationship and spirit of fraternal fellowship among present and emeriti employees of the LSU AgCenter support staff; to encourage professionalism; and to recognize, share and reward professional excellence in job performance.

Article III: Membership

Section 1: Qualifications

A person who has performed satisfactory service as an LSU AgCenter support staff employee shall be eligible for membership without regard to race, color, age, sex, religion, disability, or national origin.

The membership year shall begin on January 1 of each year.

Section 2. Classes of Membership

- A. Active – Those support staff members employed by the LSU AgCenter who have paid current dues.
- B. Retired – Those support staff members who are retired from the LSU AgCenter who have paid current dues.

- C. Honorary – May be accorded to those who have performed some meritorious service in the interest of the LSU AgCenter support staff.

The Executive Board shall accept nominations for honorary members from active and retired members and make the final selection. Honorary membership is not automatically afforded each year, only when appropriate.

Active and retired members shall be entitled to hold office, serve on committees, and participate in discussions and activities of the Fraternity.

Section 3: Voting

Voting privileges should be extended to all active and retired members in attendance at any duly called meeting or as requested by mail or by electronic voting. Passage of motions by the membership requires a simple majority of those voting, whereas changes in the Constitution and Bylaws require two-thirds of those voting.

Section 4: Dues

All active members shall pay annual dues as set by the Executive Board. Retired members shall pay annual dues to one half that of regular members. Dues are payable by January 1 (postmarked by December 31st) each year.

Section 5. Meetings

One meeting for the total membership shall be held each year. Quorum shall be 25 members.

ARTICLE IV: OFFICERS AND THEIR DUTIES

Section 1: The officers of the Fraternity shall consist of President, President-Elect, Secretary, Treasurer, and Immediate Past-President. These officers shall be comprised of the Executive Committee and will perform the duties prescribed by these bylaws.

Section 2: It shall be the duty of the Nominating Committee to nominate candidates for the officer and director positions. A report will be given at the annual meeting at which time additional nominations from the floor shall be permitted.

Section 3: Each officer will serve a one-year term with the exception of Treasurer, who will serve a two-year term, or until a successor is elected. Officers may run for two consecutive terms. No members shall hold more than one office at a time. Officers and director will be installed at the annual meeting. Terms of office shall begin immediately after installation.

Section 4: Resignations during a term of office will be filled by the Executive Board within 30 days of receiving notice.

Section 5: Duties (also refer to the Operating Guidelines for additional responsibilities)

President

Presides over all meetings of the Chapter of Chi Epsilon Sigma, the Executive Board and Executive Committee.

President-Elect

Performs the duties of the President in the absence or disability of the President. In the event of vacancy in the office of President, shall become President and assume the duties of the office for the unexpired term.

Secretary

Maintains complete minutes and records of meetings and correspondence. Prepares and distributes newsletter. Maintains the historic records of the fraternity.

Treasurer

Receives and disburses all funds of Chi Epsilon Sigma. Receives membership dues and maintains a list of paid members. Treasurer will serve on a two-year basis.

Immediate Past-President

Serves in an advisory capacity for fraternal business.

Administrative Liaison

Serves as the liaison between the Fraternity and LSU AgCenter Administration.

ARTICLE: V: DIRECTORS AND THEIR DUTIES

Section 1: CES Regional Directors will serve a two-year term with representation consisting of the following:

- One director from each of the 8 regions of the LSU AgCenter. (Northwest, North Central, Northeast, Central, Southwest, Southeast, South Central, Crescent)
- Two non-region directors will be elected in alternating years from departments, state office and administrative personnel.

Resignations during a term of office will be filled by the Executive Board within 30 days or receiving notice.

Director will be allowed to succeed themselves; current Director should make recommendations from their area to the Nominating Committee for a member to serve as Director. Any additional nominations from the membership shall be secured by the Nominating Committee.

Section 2: The duties of the Directors are as follows:

Serve as the liaison between the membership and the Executive Board. Coordinate activities for the members whom they represent.

ARTICLE VI: EXECUTIVE BOARD

Section 1: The officers and directors shall constitute the Executive Board.

Section 2: The Executive Board shall have general supervision of the affairs of the Fraternity between its business meetings and make recommendations to the Fraternity. The Executive Board shall be subject to the orders of the fraternity and none of its acts shall conflict with actions taken by the Fraternity.

Section 3: The Executive Board shall meet quarterly, with one meeting being at the annual meeting. Additional meetings shall occur when deemed necessary by the Executive committee. Conference calls, correspondence, e-mail and distance ed will be used when appropriate to transact the business of the Fraternity. A majority of the members of the Executive Board shall constitute a quorum.

ARTICLE VIII: EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of all officers.

Section 2: The Executive Committee shall act for the Executive Board between meetings in emergency cases or as deemed necessary.

ARTICLES VIII: COMMITTEES

Section 1: Standing Committees

Unless otherwise designated, the President will appoint Chairs in consultations with other officers and directors. The president and/or Chair of each committee will then appoint individual committee members to the respective committee for a one-year term. A majority of the members of any committee shall constitute a quorum. A report will be submitted by each committee to the membership at the annual meeting as deemed necessary.

AWARDS COMMITTEE

Shall plan for the annual meeting recognition of members' years of service awards and other awards as established by the Fraternity.

ANNUAL MEETING COMMITTEE

Shall plan the details of the annual meeting.

PROFESSIONAL IMPROVEMENT COMMITTEE

Shall be responsible for selection and awarding scholarships. Other educational opportunities will be explored and professional growth for fraternal membership will be promoted.

ACTIVIES COMMITTEE

Shall plan social activities to enhance professionalism as well as personal involvement of fraternal members on a statewide basis and encourage area activities.

NOMINATING COMMITTEE

Shall secure nominations from the membership and prepare a slate for all officer and director positions to be presented to the membership at the annual meeting.

BUDGET AND FINANCE COMMITTEE

Shall be responsible for developing and proposing the budget.

CONSITUATION AND BYLAWS

Shall be responsible for reviewing proposed changes and update the Constitution and Bylaws.

Section 2: Special Committees

The President may appoint as many special committees as deemed necessary. These special committees will report to the Executive Committee and perform the duties so designed. A majority of the members of any committee shall constitute a quorum.

ARTICLE IX: DISSOLUTION

If upon dissolution of the Chi Epsilon Sigma – Epsilon Chapter the asset exceed the outstanding obligations, such balances shall accrue to and be administered through the

LSU Foundation specifically for the LSU AgCenter Ganelle Bullock Staff Outstanding Service Award.

If upon dissolution of this Fraternity, the LSU Foundation is no longer in existence, then the Chi Epsilon Sigma Executive Committee shall, after paying or making provisions for the payment of all the liabilities of the Fraternity, dispose of all these assets to such other organization(s) established and operated exclusively for charitable, educational or scientific purposes that qualify as an exempt organization or organizations under any present or future United State Internal Revenue Law as the Executive Committee so desired.

ARTICLE X: PARLIMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall govern this Fraternity unless stated otherwise in the Constitution and Bylaws of the Fraternity.

ARTICLE XI: AMENDMENTS

The Constitution and Bylaws may be amended at any annual meeting by a two-thirds vote of those voting provided the amendment(s) has been submitted in writing to all members 30 days prior to the annual meeting.