

Policies and Procedures
Last Updated October 26, 2020

1. The Retiree Service award recipient and a guest and the Friend of Extension Award recipient and a guest will receive complimentary tickets to the annual recognition event. All other guests and award recipients will purchase tickets. (October 2015)
2. Both the nominee and nominator for awards must be current paid members of Epsilon Sigma Phi. (October 2015)
3. Three individuals will serve on the United Association Planning Committee. This will include the president-elect and the chair and chair-elect of the Professionalism Committee. (August 2010)
4. Traditionally, the president and president-elect attend the National ESP Conference. The President attends the Joint Council Extension Professionals Conference. The president-elect attends the Public Issues Leadership Development Conference. If those individuals are not able to attend the council may appoint a substitute. The Resource Development and Management will annually determine the amount of funds to be designated to each delegate. (October 2020)
5. The minutes of meetings will be approved by the executive committee prior to posting on the website. (July 2008)
6. The loan program has been discontinued. (August, 2007)
7. The position of Vice-President will alternately represent the county/district and the area/state membership. (August 2006)
8. The portraits of Extension Directors in Umberger Hall have traditionally been an ESP project. Portraits of directors will be 11" X 14." (October 2015)
9. Officers are to submit all expenses for travel to the board. The board can authorize the expenditure beyond the budgeted amount if funds are available. (January 2004)
10. Newsletters will be posted on the website and a notice of posting will be e-mailed to annual and associate members. Hard copies will be mailed to retirees. (July 2001)
11. Recognition reception ticket price should include extra to cover program, decorations, and reception but not award recipient's meals or other complimentary meals which are in the budget. (July 2001, Updated 2012)
12. All checks shall require two signatures. (October 2001)
13. Registration to professional development events sponsored by Epsilon Sigma Phi will have a cost differential applied for members versus non-members. (July 2000)
14. One free membership will be awarded, by a drawing, from those who pay dues before or during the annual business meeting at annual conference. (July 2000)
15. Hale Library will be the official archive location for Alpha Rho chapter. (October 2015)

16. All members will be assigned to a committee. (October 2015)

17. There will be no initiation fee for new members. (November 1997)

18. All ESP Endowment recipients will be asked to prepare a display/poster for viewing during Annual Extension Conference if appropriate. (January 1997)

19. All reasonable and prudent expenses falling under budget items should be paid upon receipt of an invoice. Those over, or not included in the budget, need to come before the board before payment is made. (February 1996)

20. The annual meeting shall be held during K-State Research and Extension Annual Conference. The exact date, time, and place shall be determined by the executive board. (October 2015)

Note: These policies and procedures were extracted from the minutes (meeting date noted) of the organization beginning with 1995.