Chi Sigma Alpha
Student Affairs Honor Society International

CONSTITUTION & BYLAWS

2013 - 2014

· ARKANSAS TECH UNIVERSITY ·
1605 Coliseum Drive
Russellville, Arkansas 72801-3000
Chi Sigma Alpha is an honor society for graduate students, faculty and staff in higher education and student affairs. Based on the three pillars of academics, research and service to the profession, Chi Sigma Alpha has chapters across the United States.

HISTORY

Chi Sigma Alpha was founded in 2002 at Virginia Polytechnic Institute and State University in Blacksburg, Virginia. To date, Chi Sigma Alpha has invited over 300 individuals and 14 chapters to membership since its formation.

The primary symbol and logo of Chi Sigma Alpha is a three-pillared temple with the Society’s letters above the pillars, the motto below, and the Society’s three values (academics, research, and service) inscribed vertically on the pillars.

The colors of the Society are maroon and gold. Maroon honors Chi Sigma Alpha’s Alpha Chapter at Virginia Tech. Gold represents the Society’s commitment to excellence. The motto of Chi Sigma Alpha is Ut Provocem Et Adiuvem, which means “That I May Challenge and Support.”

In May of 2011 the Delta chapter of Chi Sigma Alpha at the University of South Carolina Columbia became the second National Headquarters for the organization. Active chapters of Chi Sigma Alpha include: University of South Carolina Columbia-Delta, Shepherd University- Epsilon, Clemson University, University of Alabama, South Dakota State University, Bucknell University, The Citadel, Missouri State University, University of West Florida, and Old Dominion University. Inactive chapters of Chi Sigma Alpha include: Virginia Polytechnic Institute and State University- Alpha, Oklahoma State University, University of Central Florida, and University of Florida.
In the spring of 2013, the Arkansas Tech University College Student Personnel faculty, inspired and challenged current students within the CSP program to form the Iota chapter of Chi Sigma Alpha. One January 17, 2014 the National Headquarters of Chi Sigma Alpha approved the creation of a new chapter of the Society at Arkansas Tech University in Russellville, Arkansas.
BY-LAWS FOR THE ARKANSAS TECH UNIVERSITY IOTA CHAPTER OF CHI SIGMA ALPHA, STUDENT AFFAIRS ACADEMIC AND PROFESSIONAL HONOR SOCIETY INTERNATIONAL

We, the members of the Arkansas Tech University Iota Chapter of Chi Sigma Alpha Honor Society, to fully realize our purpose, do hereby adopt and establish these by-laws as the guiding instrument of our organization in conjunction with the Chi Sigma Alpha constitution.

ARTICLE I

NAME AND PURPOSES

Section I: Name

A. This organization shall be called the Iota Chapter of CHI SIGMA ALPHA, STUDENT AFFAIRS ACADEMIC AND PROFESSIONAL HONOR SOCIETY INTERNATIONAL, hereafter referred to as the Society.

Section II: Purposes

A. The purposes of the Society shall be to promote and recognize excellence in academics, research, and service to the profession of student affairs.

ARTICLE II

MEMBERSHIP

Section I: Membership Requirements for Graduate Members

A. Membership in the Society shall be based on the following three pillars: excellence in academics, research, and service to the profession of student affairs.

B. Membership in Chi Sigma Alpha shall be limited to persons officially connected with the University as faculty, staff, or full-time students. Students taking six (6) credit hours
or more are eligible for membership. Students enrolled in the spring semester under the above conditions who have pre-registered for the fall semester, as well as students enrolled in summer classes, are eligible for summer membership. Student members shall have completed the equivalent of at least one full academic term (semester) or an equivalent of 12 hours of courses and the graduate candidacy form carrying approved graduate credit as defined by the institution.

C. Students must have maintained an overall cumulative grade point average of 3.75, while enrolled in the program to attain membership in the organization.

D. Students must exhibit excellence in scholarly work(s) as determined by a selection committee.

E. Students must have exhibited outstanding service to the profession as determined by a selection committee.

F. Students shall not be under active academic, social, or judicial probation.

Section II: Faculty/Staff and Alumni Membership Requirements

A. Faculty membership may be offered to individuals with a distinguished record of teaching, research, and service to the profession or those who show promise for such through a pattern of activities which are indicative of commitment to the Society’s values, as determined by a selection committee.

B. Alumni membership may be offered to graduates of Arkansas Tech University’s College Student Personnel program, when the alumni exemplify the values of the Society for excellence in academics, research, and service to the profession, as determined by a selection committee.

C. The number of alumni inducted by a chapter in any academic term can be no more than one-half the number of student members brought into the chapter at the same time.

D. Student affairs professionals may be elected to membership in the Society if their professional practice supports and exemplifies the values of the Society for excellence in academics, research, and service to the profession.

Section III: General Membership Requirements

A. A majority of members must be current students at Arkansas Tech University.
B. Regardless of the category of membership, all members of the Society must agree to abide by the highest standards of ethical behavior, to incorporate best practices into their professional and scholarly work, and to engage in service to the profession or their own institution through their membership in the Society.

C. Initiated members must maintain at least a 3.75 cumulative grade point average to retain membership in the organization. Membership status will be reviewed by the faculty/staff advisors at the end of each semester.

D. Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status.

Section IV: Selection Committee

A. The vice-president is responsible for planning and executing membership drives and chairing the membership selection committee.

B. The selection committee shall consist of the chapter’s faculty/staff advisor, the chapter’s vice-president, a general member and another faculty member from the College Student Personnel program or a closely related academic discipline.

C. The faculty/staff advisors will determine candidates eligible for membership and contact them via email.

ARTICLE III

INITATION

A. At least one formal initiation will be held every year during the fall semester.

B. An additional formal initiation will take place during the spring semester as needed for membership growth.
ARTICLE IV

ORGANIZATION

Section I: Organizational Leadership

A. The officers of the organization shall be elected from the active student membership. Any student seeking to hold or holding office must maintain the cumulative GPA requirement for graduation and remain in good standing with the College Student Personnel Program and/or their office of employment.

B. The elected officers of the Society shall consist of a president, vice-president and historian who collectively serve as the executive committee. Additional officer positions may be added as deemed necessary by executive committee and advisors.

Section II: Officer Elections

A. All officers shall be elected by a majority of the votes cast. If no candidate for office receives a majority of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached.

B. A quorum of one-half of the active membership shall be reached for election of officers on-line via the Link at Arkansas Tech University.

C. All elections shall be conducted by secret ballot.

D. If the office of president should for some reason become vacant, the vice president will temporarily take over presidential duties, pending election of a new president. If the vice president's post becomes vacant for any reason, the historian will temporarily take over vice presidential duties, pending election of a new vice president. If the historian's post is vacant for any reason, the president is empowered to appoint a temporary replacement from the general membership until a new historian can be elected. In all cases, officers must be elected in congruence with details outlined in Article IV, Section II.

ARTICLE V

OFFICER RESPONSIBILITIES

Section I: President

The duties and responsibilities of the President are as follows:
A. Preside over all meetings of the general membership and the chapter executive committee

B. Serve as the chapter representative at all functions and with the college or university as needed

C. Coordinate the election of new officers

D. Responsible for leading and cultivating chapter programming efforts

E. Appoint members to programming and any other committees deemed necessary

F. The President will not vote at meetings except in the case of a tie.

Section II: Vice President

The duties and responsibilities of the Vice President are as follows:

A. Responsible for all financial obligations of the organization including but not limited to: to receive and give receipts for monies due and payable to the chapter, and deposit all such monies in the name of the chapter in such banks or other depositories as shall be selected by the chapter officers; to keep a register of the paid members of the chapter and their addresses

B. Reside on the membership selection committee

C. Keep membership roster up-to-date

D. Chair committees as directed by the president

E. Represent and serve the chapter in the absence of the president

F. Any other duties as assigned by the president or chapter faculty/staff advisor.

G. The vice-president must be an on-campus student or have the ability to come to the Russellville campus of Arkansas Tech University as needed.

Section IV: Historian

The duties and responsibilities of the Historian are as follows:

A. Maintain chapter archives through correspondence
B. Keep official documents, to keep records of all activities of the chapter

C. Keep meeting minutes for both general membership meetings and executive board meetings

D. Oversee the management of the Chi Sigma Alpha page on the Link

E. Plan and coordinate, with the assistance of the executive and faculty/staff advisors, initiation ceremonies

ARTICLE VI:

FACULTY AND STAFF ADVISORS

Section I: Faculty/Staff Advisors Requirements

A. The Faculty/Staff advisor to the society shall be nominated by the executive committee and approved by a majority vote of a quorum of active members.

B. The Faculty/Staff advisor must be selected from full-time faculty or administrative staff members at the University.

C. The faculty/staff advisor must be an active member of the Society.

Section II: Faculty and Staff Advisor Responsibilities

The duties and responsibilities of the Faculty/Staff Advisors are as follows:

A. Responsible for compliance with the by-laws of the Society

B. Assuring that the activities of the chapter are supportive of the values of the Society

C. Assuring that the funds of the organization are collected, recorded, deposited, and disbursed accurately, ethically, and in compliance with state laws and institutional policies

D. Serve as a liaison with the University, and help in the transition period between officers

E. Review and contact students eligible for induction into Chi Sigma Alpha
F. Review cumulative grade point averages of initiated members at the end of each grading period to determine membership standing.

ARTICLE VII

DUES AND FINANCE

Section I: Membership Dues

A. Each member will pay a one-time dues fee of $30.00

B. Dues can be changed by majority membership vote

C. The vice-president must receive payment of dues before a prospective member is initiated

Section II: Use of Dues

A. The Society will responsibly finance its activities through membership dues and fundraisers.

B. An overview of expenditures of deposits created by the vice-president will be shared monthly with the general membership.

C. The initial $30.00 dues will be used to purchase a membership pin and certificate from the National organization as well as contribute to the Chi Sigma Alpha Iota chapter's operating budget.

ARTICLE VIII

MEETINGS

Section I: Meeting Schedule

A. The first meeting of the fall semester shall be held within a month after classes start
B. Regular meetings shall be held at least once a month during the school year at a time set by the organization.

Section II: Meeting Procedures

A. General meetings will be recorded and shared via Blackboard using the Tegrity program to accommodate distance members

B. Action on business, old or new requires a quorum consisting of one-half of the active membership of the organization

ARTICLE IX

REMOVAL FROM OFFICE

Section I: Grounds for Removal

A. An officer whose dereliction of duty adversely affects the operation of the organization shall be subject to reprimands and/or removal from office. Failure to meet membership requirements shall also result in removal from office.

Section II: Process of Removal

A. A written request stating the allegations for dismissal of an officer must be signed by at least three active members of the organization and submitted at a regularly scheduled meeting.

B. Before the next scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to the regular meeting prepared to speak to either appeal charges or forfeit their office.

C. A two-thirds affirmative vote of all active members is required to remove the officer from office.

ARTICLE X
CONSTITUTIONAL AMENDMENTS

Section I: Role of the Constitution

A. The constitution is binding to all members of the Society but is not binding to itself.

B. Amendments to the constitution must be proposed in writing by any active member at a regular meeting at which two thirds of the active members are present.

Section II: Amendment Process

A. Proposed amendments shall be voted upon after two regular meetings following the introduction of the proposal.

B. Proposed amendments will become effective following a three-fourths affirmative vote of the active members.

Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status.