

SAMPLE Constitution and Bylaws of _____ Chapter of Gamma Sigma Alpha National Greek Academic Honor Society

Article I—Organization Name

The name of this organization shall be Gamma Sigma Alpha, Greek Academic Honor Society, Omega chapter.

The organization may also refer to itself as Gamma Sigma Alpha Society.

The institution housing the chartered chapter of this organization is: _____ and will be referred to as ‘the university’.

Article II—Mission and Goals

Section 1: Mission

Gamma Sigma Alpha, Greek Academic Honor Society, is committed to the leadership, academic achievement, and excellence of Greek members everywhere. We seek to promote success in all academic achievements among the Greek community at the university.

Section 2: Goals

The following goals and priorities are of the utmost importance to the Gamma Sigma Alpha Fraternity:

- 1) Creating partnerships to engage a wide range of fraternal movement constituents in the pursuit of academic excellence. In addition, we seek to create dynamic and member-focused relationships with companies and other institutions who support academic excellence.
- 2) Improve our marketing of Gamma Sigma Alpha to make membership an essential experience of all fraternity and sorority members who are committed to academic excellence.
- 3) The positive growth of the organization through the growth of this existing chapter and exploration and education of other communities on college and university campuses across North America.

Section 3: Governing Authority

All activities and functions of the organization must be legal under University, local, state, and federal laws.

Article III—Membership

Section 1: Membership Statement

Student membership is limited to any student who is currently paying Activity and Service Fees and is enrolled at the university. Honorary membership is limited to university faculty, staff, alumni, and current students. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status. Hazing will never be used as a condition of membership in this organization.

Section 2: Additional Membership Requirements

. Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.”

- Students are eligible for membership based on membership in a Greek fraternity or sorority recognized by the university.
- Students eligible for membership must have a cumulative grade point average of 3.5 or above (based on a 4.0 scale) at the start of their junior year or a grade point average of 3.5 or higher in any semester during their junior or senior year.

Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

Section 4: Voting Rights

Only currently enrolled student members of the university are eligible to vote. Affiliate members may not vote.

Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

Section 6: Reinstatement of Membership

Membership may be reinstated after one full semester (after the revocation) has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of the active student members.

Article IV—Officers

Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, and also follow preset standards of all recognized student organizations at the university. Officers who do not meet these requirements during their term shall be resigned or removed. Additionally, only active student members are eligible for selection to an officer position. Affiliate members may not hold office.

Section 3: Titles and Duties

The officers of this organization shall include (in order of succession) a President, Vice President, Treasurer, and Secretary. No officer will be permitted to hold more than one officer position at a time.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Office of Student Activities and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected President.
- Assign special projects to officers.

The Vice President shall:

- Assist the President in his/her duties.
- Assumes the President's responsibilities in his/her absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Office of Student Involvement.
- Be one of three signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Perform a verbal roll call of all members and maintain an attendance record.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

Section 4: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 5: Term of Office

The length of term of office shall be no longer than one calendar year.

Article V—Selection of Officers

Section 1: Nomination Process

The nomination of officers shall occur each academic year at the membership meeting held in March. The highest-ranking officer not running for office shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1). Absentee/proxy ballots are not permitted in the nomination process.

Section 2: Election Process

The election of officers shall occur at the membership meeting held in March or November. The order of elections shall begin with the President and proceed in order of succession. The organization may not proceed to the election of the next officer until the current one has been resolved.

- Ask for volunteers, up to five people (they must be able to hold office for an entire academic year, i.e.: cannot graduate in fall)
- Have members at the meeting paper vote
- President tallies vote and announces new President
- Same procedure for remaining offices

Section 3: Installation of Officers

Newly elected officers shall take office immediately following the membership meeting in April and their term will end immediately following the membership meeting the next April. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Office of Student Activities within 10 school days of installation.

Section 4: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

Article VI—Officer Vacancies

Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the highest-ranking officer and advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers, by majority vote, will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V, will take place at the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in April. A change in officer information should be reported to the Office of Student Activities within 10 school days of the election.

Article VII—Meetings

Section 1: Membership Meetings

The membership should meet to induct new members at least once during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members are allowed one vote per motion. The quorum required to conduct business (an initiation does not require quorum) is a majority (more than 50%) of the officers and organization's active student members.

Section 2: Officer Meetings

The officers should when necessary. Meetings are open to those defined in Article III, Section 1, and officers (except the President) are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers.

Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

Section 4: Meeting Procedure

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

Article VIII—Advisor

Section 1: Selection

The advisor shall be selected by a majority vote of the officers and must be approved by a majority vote of active student members. To be eligible to serve as the advisor, the person must be a contracted university employee (faculty, staff or graduate student).

Section 2: Role and Authority

The advisor shall serve as a mentor to the organization-- providing guidance to the officers and members in the development and implementation of programs and activities, as well as university policy and procedure. Additionally, the advisor will monitor all expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Section 3: Length of Term

The advisor has no term limit as long as he/she remains a university employee.

Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Office of Student Activities.

Article IX—Finances

Section 1: Membership Dues

Membership dues are \$40.00, as a one time membership fee. \$40 is given to the national organization and \$5 is put into the local chapter fund. Membership dues will be collected at the discretion of the Treasurer during the fall and spring semesters. No membership dues will be collected during summer terms. All members, including officers and honorary members, are required to pay membership dues. Only the advisor shall be exempt from paying membership dues. Full or partial refunds can only be granted upon a 2/3 affirmative vote of the officers. Membership dues are subject to change due to majority vote of chapter.

Section 2: Budget Approval

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semester.

Section 3: Financial Authority

For the protection of the organization and its officers, it is required that two authorized persons sign all monetary transactions. Only the President, Vice President, Treasurer, and Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the

outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to a charitable organization determined by a majority vote of the members.

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and university policies.

Article X—Publications and Advertising

Section 1: Compliance

All publications of the organization must comply with the rules and regulations of the university Event Policies, Student Union and other building guidelines.

Section 2: Approval

The Secretary and President must unanimously approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution.

Article XIII—Ratification and Empowerment

Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers and active student membership of the organization.

Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Office of Student Activities.

Article XIV—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting. The amendment shall not take effect until approved by a 2/3 affirmative vote of active student members of the organization and approval of the Office of Student Activities.

History of Constitution

Created: (Insert Date)