

Constitution

Tau Sigma National Honor Society Constitution and Bylaws

University of Maryland, College Park Chapter

as of Spring 2011

ARTICLE I: NAME AND INSIGNIA

SECTION 1. The name of the organization shall be Tau Sigma.

SECTION 2. The Greek letters used to represent the organization shall be ΤΣ.

SECTION 3. The emblem of the organization shall be three strands of gold wheat with the Greek letters, Tau Sigma, superimposed thereon.

SECTION 4. The shield, which shall appear on the charter and the certificate, shall be burgundy with a gold border, with the emblem within. Below the shield is a banner with the words Tau Sigma inscribed within.

SECTION 5. The colors shall be burgundy and gold.

SECTION 6. The insignia cloth of the Organization shall be burgundy with gold fringe and shall bear the Greek letters, Tau Sigma.

ARTICLE II: NATIONAL AFFILIATIONS

This is the Washington State Chapter of the national Tau Sigma organization.

ARTICLE III: PURPOSE

The Washington State University chapter of Tau Sigma is committed to recognizing the achievements of transfer students while building a supportive community. Our members serve as both ambassadors of Washington State University and advocates for both current and prospective transfer students to WSU.

Article IV: MEMBERSHIP

Section 1: Membership

See National By-laws for membership requirements.

Section 2: Membership Dues

Lifetime membership due is \$50. Of that fee, \$30 is returned to Nationals.

Section 3: Fee Waivers

To be eligible for a membership fee waiver, students must have applied for financial aid and have an estimated family contribution of \$0. Fee Waivers are granted on a first come, first serve basis, depending on how many fee waivers the chapter is granted by Nationals.

Section 4: Members in Good Standing

Members in good standing are defined as members who have paid membership dues or have been granted a fee waiver or honorary membership. Members in good standing must also attend two or more Tau Sigma affiliated events per semester to remain in good standing. A member in good standing may petition to retain status while absent from the Pullman campus. Examples of this would include Study Abroad or studying at a branch campus. Members can fall in and out of good standing.

Section 5: Voting Members

Only members in good standing are eligible to vote.

Section 6: Honorary Members

Honorary members are nominated by officers and must be approved unanimously by the officers. Nominated honorary members must accept membership before being considered members.

Section 7: Alumni Members

Members who have graduated Washington State University in good standing, will become Alumni Members for life.

ARTICLE V: Executive Office

The Executive Officers shall consist of a membership of up to four persons. These four shall be Tau Sigma members in good standing who are elected to executive positions. The elected positions are President, Vice President, Treasurer, and Secretary.

All executive officers shall serve for a term of one year

Requirements, Selection/Election, Terms of the Office, and Duties

Section 1: Executive Officers

The President, Vice President, Treasurer, Secretary shall constitute the executive officers.

Section 2: Dismissal of Officers

An officer deemed neglectful of his or her duties may be removed from office by a unanimous vote of all other executive officers.

Section 3: Vacant Positions

Section 3A:

The duties of an executive officer position left vacant shall be split among remaining executive officers as seen fit while the position remains vacant.

Section 3B:

Vacant executive positions may be filled by an interim officer, who shall be appointed by a majority vote of the remaining officers. The interim officer shall have all the same rights, obligations, and duties of an elected officer and shall serve until the next Tau Sigma election is held.

Section 4: President

Section 4A: Requirements of the President

The president must be a member of Tau Sigma and must submit his/her own personal statement and desire of candidacy.

Section 4B: Election and term of office

The President shall:

1. Be elected by the last week of April by membership
2. Be in charge of the annual induction ceremony
3. Conduct meetings both executive and general
4. Recruit and select committee chairs
5. Manage the Tau Sigma website with the assistance of the adviser
6. Check the Tau Sigma email account

Section 5: Vice President

Section 5A: Requirements of the Vice President

The Vice President must be a member of Tau Sigma and must submit his/her own personal statement and desire of candidacy.

Section 5B: Election and term of office

The Vice President shall:

1. Be elected by the last week of April by membership
2. Run and manage events
3. Conduct meetings in the absence of the President
4. Check the Tau Sigma email account

Section 6: Treasurer

Section 6A: Requirements of the Treasurer

The Treasurer must be a member of Tau Sigma and must submit his/her own personal statement and desire of candidacy.

Section 6B: Election and term of office

The Treasurer shall:

1. Be elected by the last week of April by membership.
2. Keep the financial accounts for the organization
3. Report the financial status of the organization at meetings
4. Check the Tau Sigma email account

Section 7: Secretary

Section 7A: Requirements of the Secretary

The Secretary must be a member of Tau Sigma and must submit his/her own personal statement and desire of candidacy.

Section 7B: Election and term of office

The Secretary shall:

1. Be elected by the last week of April by membership.
2. Take minutes at all meetings
3. Send minutes and notices to the membership
5. Manage membership database and recruitment
6. Check the Tau Sigma email account

ARTICLE VI: ADVISER

There shall be up to two Tau Sigma advisers. These advisers shall be appointed by Nationals and by Washington State University and shall serve in this capacity until released from duty.

ARTICLE VII: MEETINGS

Section 1: Governance, Voting, and Decision-Making

The executive officers are the governing body of the local chapter of Tau Sigma. Decisions of this body shall be reached by a majority vote of executive officers present provided that a quorum exists. To have a quorum, three-quarters of the executive officers must be present. Whenever an email ballot is necessary to reach a decision, the President shall manage the matter with the secretary verifying the results to ensure an accurate and honest vote.

Section 2: Executive Session

With one exception, all meetings of the executive officers shall be open to membership. Upon agreement of the executive officers, a closed 'executive session' may be convened.

Section 3: Consultation with Membership

The executive officers may consult the membership of Tau Sigma on any matter pertaining to the chapter.

ARTICLE VIII: STANDING COMMITTEES

Each fall the members will decide on which committees will operate for that year. These committees can be examined and changed by the membership. Typical committees during a year are social events committee and service events committee.

ARTICLE IX: RULES OF ORDER AND AMENDMENT PROCEDURE

Section 1. Rules of Order

Order shall be maintained by the presiding officer at meetings.

Section 2. Amendments

The bylaws of this constitution may be amended at any time by a three-fourths majority vote of all executive officers. Any member in good standing or executive officer can make a motion to amend the bylaws.

Section 3. Policy changes

Policy changes may be made at any time by a majority vote of executive officers when there is a quorum present.

Article X: Record Keeping Policies

Section 1. Paper Records

Section 1A.

Paper records, including but not limited to rosters, sign-in sheets, applications, spending records/receipts, financial information, and the like, shall be kept for five years. The executive officers may decide by a three-fourths majority vote which officer shall keep and maintain records.

Section 1B.

Should these records become too cumbersome, the executives may decide by a three-fourths majority vote to dispose of older or irrelevant paper records before the 5-year term has expired.

Section 1C:

Any records with sensitive information on them such as email addresses, phone numbers, student ID numbers, or any financial information, shall be properly shredded before being disposed of.

Section 2. Email/electronic records.

Email and electronic records may be managed by any of the executives or advisers. Any emails received will be dealt with as seen fit by the person managing them. Emails that are considered no longer relevant may be moved to the deleted items folder at any time. The deleted items folder shall be emptied and all items therein permanently deleted every three months.