



# XΣA

Chi Sigma Alpha  
Student Affairs Honor Society  
Expansion Packet

Revised 2017

# Letter from The National Executive Board

Dear Prospective Chi Sigma Alpha Members,

We are so pleased that you are interested in establishing a chapter of Chi Sigma Alpha on your campus. Chi Sigma Alpha is the national honor society for higher education and student affairs graduate students and professionals. The three pillars of our organization are academics, research, and service to the profession, and we strive to uphold and honor our pillars in all that we do.

Each chapter of Chi Sigma Alpha determines its own activities, but generally, our chapters hold regular member meetings and put on events that relate to the three pillars. Some examples include Brown Bag lunch-and-learn meetings, awards ceremonies, workshops, research showcases, and professional development or networking events.

The Higher Education and Student Affairs program at the University of South Carolina is proud to serve as the national headquarters for Chi Sigma Alpha. As such, we strive to be a resource for all chapters, and we are happy to help with anything you might need as you work to establish your chapter. This packet includes helpful information about this process, but please do not hesitate to contact us with questions at [chisigmaalphahq@gmail.com](mailto:chisigmaalphahq@gmail.com).

Sincerely,  
Delta Chapter - University of South Carolina  
National Chapter for Chi Sigma Alpha

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# Expansion Summary

## **Eligibility**

Institution: Chapters may be established at regionally accredited institutions of higher education with a student affairs preparation program that is listed in the directory of preparation programs maintained by the American College Personnel Association and/or the National Association of Student Personnel Administrators.

## **Membership**

More information on membership eligibility can be found in the Chi Sigma Alpha Constitution however, the Society shall consist of students, faculty, alumni, and professional members. Each chapter must define active membership in their own by-laws. Student members shall be candidates for graduate degrees in a student affairs preparation program that is listed in the directory of preparation programs maintained by the American College Personnel Association and/or the National Association of Student Personnel Administrators. Membership in the society shall be based on the following three pillars: excellence in academics, research, and service to the profession of student affairs. Student members shall have completed the equivalent of at least one full academic term (semester or quarter) of courses carrying approved graduate credit as defined by the institution. They must have maintained an overall scholastic grade point average of 3.7 or better on a 4.0 system, or the equivalent, while enrolled in the program, OR they must have exhibited excellence in scholarly research as determined by a selection committee, OR they must have exhibited excellence in service to the professor of student affairs as determined by a selection committee. Students may not be under active academic, social, or judicial probation. For other questions related to eligibility or membership please refer to Article 4 of the Constitution or email Chi Sigma Alpha headquarters at [chisigmaalphahq@gmail.com](mailto:chisigmaalphahq@gmail.com).

# Expansion Summary Continued

## Stages of Expansion

1. Once you have read through these stages and have determined that you wish to proceed in starting a Chi Sigma Alpha Chapter at your institution, please e-mail [chisigmaalphahq@gmail.com](mailto:chisigmaalphahq@gmail.com) with the subject line “University Name, Expansion”, for example, “The University of South Carolina, Expansion”. In this e-mail, note that you are beginning the expansion process so we can add your contact information and institution name to our records.
  2. Please review the Constitution of the Chi Sigma Alpha Student Affairs and Academic and Professional Honor Society for reference.
  3. Become a registered student organization on your campus.
  4. Create your own institution's bylaws. These bylaws can be based off of the University of South Carolina, Delta Chapter bylaws which are included within this packet as an example.
  5. Once you have documentation that Chi Sigma Alpha is a registered student organization, e-mail your confirmation as well as your chapter bylaws to [chisigmaalphahq@gmail.com](mailto:chisigmaalphahq@gmail.com) for approval by the National Executive Board. You will be notified if any changes need to be made and the National Executive Board will work with you until your bylaws are approved.
  6. You will be notified once you are approved and will be assigned a chapter Greek Letter name, ex Alpha, Beta, Gamma, Delta. These Greek letters are assigned in order of chapter expansion.
  7. After receiving your Greek Letter name and a confirmation of chapter establishment via e-mail, you are officially a recognized chapter of Chi Sigma Alpha Honor Society.
- Please note that you are free to email the [chisigmaalphahq@gmail.com](mailto:chisigmaalphahq@gmail.com) e-mail at any time during the process with any questions.

# New Member Process

Once your new chapter has been approved by the National Headquarters, the next steps are to select new members, induct them into the chapter, and select your executive and leadership team. We have included here some examples of what the Delta Chapter processes look like for your guidance. However, it is up to each chapter to develop their own processes. Each chapter is unique, and we encourage you to follow up with specific questions as you craft your own original documents and processes.

## New Member Selection

The most important thing to remember when selecting new members is to abide first by the Chi Sigma Alpha Constitution. Article 4 states:

[4.2.5 In the year that a chapter is established at an institution there shall be no specific limit to the number of student members who may be inducted. After the first year, the following cohort system should be followed: If your class or cohort is greater than twenty people, no more than thirty percent of any incoming class or cohort in a program may be inducted as student members. If your class or cohort is thirteen to twenty people, no more than forty percent of any incoming class or cohort in a program may be inducted as student members. If your class or cohort is less than thirteen people, no more than fifty percent of any incoming class or cohort in a program may be inducted as student members.]

[4.2.6 Each chapter is responsible for outlining conditions for membership eligibility for doctoral students and non-traditional graduate students whose academic schedules do not align with a traditional cohort model.]

It is up to you how you would like to run your membership selection process. Here at the University of South Carolina, we send out applications twice a year, as generally we have new spring admits to a cohort which allows us to induct additional members, abiding by the percentage rules listed in the Constitution. We have a short application form, and with that we ask all applicants to write an essay explaining their personal commitment to the three pillars of academics, research, and service to the profession. Those applications are read and evaluated by our Vice-President (who is in charge of membership), our faculty advisor, and an additional rotating faculty member.

# Induction Process and Dues

## Induction

Once you have selected your new members, the next step is to plan for their induction. Most chapters choose to hold some form of induction or initiation ceremony. Here at the University of South Carolina, we welcome our new members and remind all current members of the history of Chi Sigma Alpha and our three pillars. We then present each new member with their pin and certificate and have our new members sign an inductee roster. Some chapters have new members repeat a pledge, and some chapters read bios of each new inductee. We encourage you plan your own unique ceremony and take pictures of your new class of members to send to the national headquarters to add to your chapter's page on the Chi Sigma Alpha website.

## Ordering Induction Supplies

The National Headquarters manages the ordering process of all official Chi Sigma Alpha initiation pins, certificates and graduation honor cords. To place a chapter order, the designated member of your leadership team may complete the form on the Chi Sigma Alpha website. After an order has been received, our national treasurer will issue an invoice to the chapter requesting payment. Payment may then be submitted via check made out to Chi Sigma Alpha.

## Prices and Packages

Prices include shipping and are as follows:

- Official Member Pin & Certificate: \$9
- Graduation Honor Cord: \$9
- Official Member Pin, Certificate & Graduation Honor Cord: \$16

## Chapter Dues

It is up to the discretion of the chapter to set dues. A \$5 per member National Dues charge is automatically added to your invoice for each new member that is indicated on your order form. This money is allotted strictly for hosting Chi Sigma Alpha networking events at National Student Affairs Conferences for all members.

# Chi Sigma Alpha Constitution Page 1

## CONSTITUTION OF CHI SIGMA ALPHA, STUDENT AFFAIRS ACADEMIC AND PROFESSIONAL HONOR SOCIETY INTERNATIONAL

We, the members of Chi Sigma Alpha Honor Society, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization

### ARTICLE 1: NAME, SYMBOLS, AND PURPOSES

- 1.1. This organization shall be called CHI SIGMA ALPHA, STUDENT AFFAIRS ACADEMIC AND PROFESSIONAL HONOR SOCIETY INTERNATIONAL, hereafter referred to as the Society.
- 1.2. The purposes of the Society shall be to promote and recognize excellence in academics, research, and service to the profession of student affairs.
- 1.3. The Society is an ACADEMIC AND PROFESSIONAL HONOR SOCIETY with headquarters at the Delta Chapter at the University of South Carolina, and with chapters at participating institutions of higher education throughout the world.
- 1.4. The Society may be represented by the following symbols: its Greek letters (ΧΣΑ), its colors, its motto, and its logo.
  - 1.4.1 The colors of the Society shall be maroon and gold. Maroon honors the Society's Alpha Chapter at Virginia Polytechnic Institute and State University. Gold represents the Society's commitment to excellence.
  - 1.4.2 The motto of the Society shall be *Ut Provocem Et Adiuvem* (That I May Challenge and Support).
  - 1.4.3 The logo of the Society shall be a three-pillared temple with the Society's Greek letters and ivy above the pillars, the motto below, and the Society's three values (academics, research, and service) inscribed vertically on the pillars.
  - 1.4.4 The symbols of the Society are copyrighted and may only be used with the express permission of the Alpha Chapter.

### ARTICLE 2: CHAPTERS

- 2.1. Chapters may be established at regionally accredited institutions of higher education with a student affairs preparation program that is listed in the directory of preparation programs maintained by the American College Personnel Association and/or the National Association of Student Personnel Administrators.
  - 2.1.1 Chapters outside the United States may be established at the discretion of the Society at any institution that has a student affairs unit and that meets locally appropriate standards for institutional recognition.
- 2.2. The principles and procedures outlined in this document shall govern the Society and the relationships among the chapters until at least 10 chapters have been formed and a conference of all chapters can be held. Thereafter, the structure of the Society and the relationships among the chapters will be governed as the representatives of the chapters may agree at the conference.

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# Chi Sigma Alpha Constitution Page 2

2.2.1 The members and officers of the Delta Chapter at the University of South Carolina shall have the responsibility to recruit new chapters from eligible institutions.

2.2.2 Until the first Society conference is held, the chapter advisor of the Delta Chapter at the University of South Carolina shall serve in the role of executive headquarters of the Society; maintain its central records; correspond with chapters; oversee its financial dealings; and keep and distribute certificates, pins, and other items related to the Society.

2.2.3 Until the first Society conference is held, officers of the Delta Chapter shall perform any duties that would normally require an officer of the Society as a whole, including calling the first conference, maintaining the Society's financial accounts and records, and documenting the establishment of the Society for the archival record.

2.2.4 Previously the responsibilities of the headquarters of the Society were held by the Alpha Chapter at Virginia Polytechnic Institute and State University. In a Memorandum of Understanding dated February 18, 2011, the transfer of the national headquarters was made from the Alpha Chapter to the Delta Chapter. The Delta Chapter shall continue as the headquarters of the society until the first Society conference is held, or until the end of the academic year 2015-2016 as detailed in the Memorandum.

- 2.3 Charter chapters will be those approved by the time of the first conference.
- 2.4 To be approved, chapters must register with the chapter faculty advisor of the Alpha Chapter, providing a copy of their chapter by-laws, a list of officers, and a list of members. The member lists must be updated after every initiation, and the officer lists must be updated at least annually.
- 2.5 Chapters must support the purposes, values, and principles of the Society, use the symbols of the Society with appropriate respect, comply with the by-laws of the Society, exhibit the highest standards of professional ethics in all chapter activities, and comply with any requirements for organizations established by their own institutions.
- 2.6 Chapters that fail to meet the requirements outlined in sections 2.4 and 2.5 may have their approval as chapters revoked. Chapters will be annually reviewed by the Delta chapter headquarters and will receive written notification of chapter revocation if deemed failing to meet requirements.

## ARTICLE 3: MEMBERSHIP CATEGORIES

- 3.1 The Society shall consist of students, faculty, alumni, and professional members. Active membership must be distinguished in order to determine quorum for elections and voting. Each chapter must define active membership in their own by-laws.
- 3.2 Student members shall be candidates for graduate degrees in a student affairs preparation program that is listed in the directory of preparation programs maintained by the American College Personnel Association and/or the National Association of Student Personnel Administrators.
- 3.3 Faculty members shall be active or retired teaching and research faculty in student affairs preparation programs and other closely related fields.

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# Chi Sigma Alpha Constitution Page 3

- 3.4 Alumni members shall be graduates of student affairs graduate preparation programs that host chapters. Alumni members may be either (a) those who were inducted into the Society as students and have since graduated, or (b) those inducted following their graduation.
- 3.5 Professional members shall be active or retired members of the student affairs profession.

## ARTICLE 4: ELIGIBILITY FOR MEMBERSHIP

- 4.1 Membership in the society shall be based on the following three pillars: excellence in academics, research, and service to the profession of student affairs.
- 4.2 Student members shall have completed the equivalent of at least one full academic term (semester or quarter) of courses carrying approved graduate credit as defined by the institution.
  - 4.2.1 They must have maintained an overall scholastic grade point average of 3.7 or better on a 4.0 system, or the equivalent, while enrolled in the program, OR
  - 4.2.2 They must have exhibited excellence in scholarly research as determined by a selection committee (described below), OR
  - 4.2.3 They must have exhibited excellence in service to the profession of student affairs as determined by a selection committee.
  - 4.2.4 They may not be under active academic, social, or judicial probation.
  - 4.2.5 In the year that a chapter is established at an institution there shall be no specific limit to the number of student members who may be inducted. After the first year, the following cohort system should be followed: If your class or cohort is greater than twenty people, no more than thirty percent of any incoming class or cohort in a program may be inducted as student members. If your class or cohort is thirteen to twenty people, no more than forty percent of any incoming class or cohort in a program may be inducted as student members. If your class or cohort is less than thirteen people, no more than fifty percent of any incoming class or cohort in a program may be inducted as student members.
  - 4.2.6 Each chapter is responsible for outlining conditions for membership eligibility for doctoral students and non-traditional graduate students whose academic schedules do not align with a traditional cohort model.
- 4.3 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.
  - 4.3.1 No more than three faculty members may be admitted per semester so long as faculty membership does not exceed student membership.
- 4.4 Alumni membership may be offered to graduates of academic programs represented by the Society's chapters, 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.

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4.4.1 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.

- 4.5 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.
- 4.6 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.

## ARTICLE 5: SELECTION OF MEMBERS

- 5.1 At least annually a chapter selection committee shall choose new members based on the eligibility standards listed above.
- 5.2 The selection committee shall consist of the chapter's faculty advisor, the chapter's vice-president, a general member, and another faculty member from the student affairs graduate preparation program or a closely related academic discipline.
- 5.2 Membership within the Society is open to qualified candidates without regard to age, disability, ethnicity, gender, national origin, race, religion, and/or sexual orientation.

## ARTICLE 6: INITIATION

- 6.1 Notice of selection for membership shall be made in writing by the chapter president or chapter faculty advisor.
- 6.2 A membership certificate and pin shall be presented to each member to be displayed in recognition of meeting or exceeding the high standards of the Society.
- 6.3 All certificates and pins shall be ordered from the Delta Chapter at the University of South Carolina and shall be purchased by the respective chapters.

## ARTICLE 7: FIRST SOCIETY CONFERENCE

- 7.1 At the point when there are at least 10 chapters, a Society conference will be called to develop the Society's governing and administrative structures and to elect officers.
  - 7.1.1 The chapter acting as headquarters may choose the conference location, time and format. A telephone conference or other technological method may be used due to financial constraints.

## ARTICLE 8: CHAPTER BY-LAWS, OFFICERS, AND ACTIVITIES

- 8.1 Each chapter shall develop by-laws in consonance with those of the Society.
- 8.2 Each chapter shall have a chapter faculty advisor who is responsible for (a) 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; and (d) whatever additional responsibilities may be assigned to a student organization faculty

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advisor at the chapter's institution.

8.2.1 The chapter faculty advisor must be an active member of the Society.

8.2.2 The chapter faculty advisor will receive and transmit all correspondence with the Alpha Chapter. The chapter faculty advisor may delegate the authority for correspondence to the chapter director of correspondence, or in the event of the chapter having no director of correspondence, to the Vice President; however, all correspondence must include the chapter faculty advisor's address.

8.2.3 The chapter faculty advisor may not delegate responsibility for compliance with the Society and chapter by-laws and procedures, nor for oversight of the chapter's financial matters, nor for compliance with the institution's organizational requirements.

8.2.4 The chapter faculty advisor or the advisor's delegate will order and receive Society certificates and pins, and is responsible for distributing these to members in a timely manner, and in all cases within the academic term in which they are received.

8.3 Each chapter shall designate in its by-laws at least three elected officers, who shall be the president, vice-president, and treasurer. Depending on the size and needs of the chapter, the by-laws may additionally designate other positions such as a director of correspondence, a director of public relations, a professional development coordinator, a historian, a parliamentarian, and others as decided by the chapter and outlined in the chapter's by-laws.

8.3.1 The chapter executive committee shall consist of the chapter officers and the chapter faculty advisor.

8.3.2 The responsibilities of the chapter president shall be to preside over all meetings of the general membership and the chapter executive committee; serve as the chapter representative at all functions and with the college or university as needed; and appoint members to committees as needed.

8.3.3 The responsibilities of the chapter vice-president shall be to coordinate the election of new officers; to sit on the selection committee that reviews all candidates for membership; to keep membership rolls if no director of correspondence is serving; to serve on or chair committees as directed by the president; to represent and serve the chapter in the absence of the president; and other duties as assigned by the president or chapter faculty advisor.

8.3.4 The responsibilities of the treasurer shall be to have custody and be in charge of all funds of the chapter; 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; to provide copies of generated documents to the chapter historian (if such an office exists); to, in general, perform all the duties incident to the office of treasurer; and other duties as assigned by the president or chapter faculty advisor.

8.3.5 The responsibilities of the director of correspondence shall be to attend to the correspondence between the chapter and its members; to attend to the correspondence between the chapter and its campus and local community; to keep minutes of all meetings; to keep the attendance of all meetings; to keep and update a membership roll for the chapter including current contact information for each member; and other duties as assigned by the president or chapter faculty advisor.

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8.3.6 The responsibilities of the director of public relations shall be to plan and implement the organization's efforts to influence or change public policy; to take into account the public ramifications and the chapter's social or citizenship responsibilities of all chapter decisions, courses of action, and communications; to anticipate, analyze, and interpret public opinion, attitudes, and issues that might impact, for good or ill, the operations and plans of the organization; to promote chapter events, purposes, and initiatives; and to perform other duties as assigned by the president or chapter faculty advisor.

8.3.7 The responsibilities of the professional development coordinator shall be to plan and implement professional development opportunities for chapter members and the community at large. These events should align with the three pillars of the society. This individual is responsible for logistical planning of all professional development events, but shall have input from the Executive Committee and general members.

8.3.8 The responsibilities of the historian shall be to maintain chapter archives through correspondence with the chapter's director of correspondence and treasurer, to keep official documents, to keep record of all activities of the chapter, and to perform other duties as assigned by the president or chapter faculty advisor.

8.3.9 The responsibilities of the parliamentarian shall be to advise the president by ruling on the validity of the conduct of business at each meeting, to assist the president with questions on the rules of order, to serve as the chair of any By-Laws and Standing Rules committee(s), and to perform other duties as assigned by the president or chapter faculty advisor.

- 8.4 The chapter that is serving as headquarters for the Society may choose to have a Director of Chapter Development and Expansion. The responsibilities of this individual are to work with Executive Committee members to create Chi Sigma Alpha informational packets for possible new chapters, to contact institutions with appropriate programs who do not yet have chapters of the Society, and to serve as a liaison between potential chapters and the headquarters for the Society. Only the headquarters chapter may have this position.
- 8.5 The chapter must initiate new members at least once each year.
- 8.6 The chapter must engage each year in some activity that provides service to the profession or to the institution.
- 8.7 Chapters may also engage in any other activity that supports the values of the Society for excellence in academics, research, and service to the profession. For example, chapters may sponsor symposia, offer grants or awards using chapter funds, or bestow honor stoles for graduation.
- 8.8 Chapters which fail to initiate new members or to transmit required information to the Society's headquarters for two consecutive years may be declared inactive.

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# Example Bylaws

\*These bylaws originated from the Delta Chapter at University of South Carolina. We encourage you to use these bylaws as a guide while you create your chapter's original bylaws.

## **BY-LAWS FOR THE UNIVERSITY OF SOUTH CAROLINA'S CHAPTER OF CHI SIGMA ALPHA, STUDENT AFFAIRS ACADEMIC AND PROFESSIONAL HONOR SOCIETY INTERNATIONAL**

We, the members of the University of South Carolina's 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**

- 1.1. This organization shall be called CHI SIGMA ALPHA, STUDENT AFFAIRS ACADEMIC AND PROFESSIONAL HONOR SOCIETY INTERNATIONAL, hereafter referred to as the Society.
- 1.2. The purposes of the Society shall be to promote and recognize excellence in academics, research, and service to the profession of student affairs at the University of South Carolina.

### **ARTICLE II MEMBERSHIP**

- 2.1 Membership in the Delta Chapter of Chi Sigma Alpha shall be limited to persons officially connected with the University of South Carolina - Columbia as faculty, staff, or students. 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 quarter) of courses carrying approved graduate credit as defined by the institution.
  - 2.1.1 Upon graduation from the program of study during which a member is inducted, the member automatically assumes alumni membership with all responsibilities and restrictions of alumni membership.
- 2.2 Doctoral students and those graduate students not affiliated with the traditional cohort model are eligible for membership following the same selections process as faculty members, alumni members, and student affairs professionals members.
- 2.3 Faculty membership may be offered to University of South Carolina faculty members 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.
- 2.4 Alumni membership may be offered to graduates of the University of South Carolina's HESA, HEBA, EDLP, and related programs focused on serving and supporting higher education students, 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.
- 2.5 Student affairs professionals at the University of South Carolina 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.

# Example Bylaws Page 2

- 2.6 Active membership, defined as such for purposes of defining quorum of election and voting, and for holding offices, shall be all current Master's degree seeking student members in the HESA program at the University of South Carolina – Columbia.
- 2.7 Individuals considered for any membership category outside of active membership shall be nominated by the active chapter membership, and the decision to extend membership shall be made by the Executive Committee. The number of non-active memberships extended shall not exceed half of the number of active memberships extended at any initiation point.
- 2.8 The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status.

## ARTICLE III INITIATION

- 3.1 There shall be a formal initiation ceremony held before the beginning of February every year.
- 3.2 There shall be an informal initiation at the first possible meeting for members not selected during the spring selections process
- 3.3 It is up to the discretion of the Executive Committee to call for applications and to initiate incoming classes. Additional initiation ceremonies may be held if needed, however, individuals will only be considered for application after a formal call for applications made by the Executive Committee.

## ARTICLE IV ORGANIZATION

- 4.1 Any student seeking to hold or holding office must maintain the cumulative GPA requirement for graduation and remain in good standing in their respective college.
  - 4.1.1 Only active members, as defined in Article 2.6 of this document, are eligible to serve as officers of the Society.
- 4.2 The elected officers of the Society shall consist of a president, vice-president, and a treasurer, who collectively serve as the executive committee. The appointed officers include Director of Correspondence, a Director of Public Relations, a Professional Development Coordinator, a Director of Chapter Development and Expansion, a Graduate Student Association and Student Personnel liaison, a Director of Academic Events, a historian, and a parliamentarian.
- 4.3 The procedures for election of members of the Executive Committee are as follows:
  - 4.3.1 All officers shall be elected on or before April 1 of each year, and shall serve one-year terms.
  - 4.3.2 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.
  - 4.3.3 A quorum of one-half of the active membership shall be reached for all meetings where officer's elections take place.

# Example Bylaws Page 3

4.3.4 Quorum must be reached in order for officer elections to take place; however, voting members may cast ballots via email if they are unable to attend elections.

4.3.5 All elections shall be conducted by secret ballot.

4.3.6 Nominations shall be accepted prior to the election of officers. Nominations may be accepted in person at a membership meeting, or electronically through notification of the Executive Board. Individuals are able to self-nominate.

4.3.7 Elections shall begin with the election of the president. Nominees who are not elected president may run for the position of vice-president; similarly, nominees who are not elected vice-president may run for the position of treasurer. Nominees who are not elected to the Executive Board are eligible to pursue appointed positions.

4.4 All officer duties except those defined as follows will align with the officer duties listed in the constitution of the Society.

4.4.1 The responsibilities of the Graduate Student Association and Student Personnel Association Liaison include attendance at Graduate Student Association and Student Personnel Association meetings and correspondence between the organizations and Chi Sigma Alpha. This individual advocates for the members of Chi Sigma Alpha and the best interests of the organization.

4.4.2 The responsibilities of the Director of Academic Events include all preparation for Chi Sigma Alpha's participation in comps. This individual shall meet with the faculty and graduate assistant from the HESA program and gather information from past exams; prepare Comps study CDs, organize study groups, and other study preparation aids. This individual shall also coordinate the Thesis Day, held in April, where all thesis writers may present their research and findings to members of the organization.

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

## ARTICLE V Dues and Finance

5.1 The Executive Committee will establish dues for the society at the first meeting of the fall semester. The treasurer must receive payment of dues within one month after initiation to become an active member of the Society.

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

5.3 The Society must maintain a balance of at least \$1000 in their chapter bank account at all times. If the Society has need to go below a \$1000 limit, the expenditure must be voted on and passed by voting members of the chapter.

## ARTICLE VI Meetings

6.1 The first meeting of the fall semester shall be held within a month after classes start



# Example Bylaws Page 4

6.2 Regular meetings shall be held at least once a month during the school year at a time set by the organization.

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

## ARTICLE VII Removal From Office

7.1 An officer whose dereliction of duty adversely affects the operation of the organization shall be subject to reprimands and/or removal from office

7.2 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.

7.3 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.

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

## ARTICLE VIII Amendments

8.1 The national constitution and chapter by-laws are binding to all members of the Society but is not binding to itself.

8.2 Amendments to the by-laws must be proposed in writing by any active member at a regular meeting at which two thirds of the active members are present

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

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

## ARTICLE IX Ratification

9.1 The undersigned student(s) of the University of South Carolina, after a three-fourths (3/4) affirmative vote of active members, do hereby agree to follow the guidelines of this Constitution.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Contact:  
Chi Sigma Alpha  
Student Affairs Honors Society  
Executive Office

Office of USC Connect (Attn. Amber Fallucca)  
902 Sumter St, Legare College  
226C Columbia, SC 29208

Email: [chisigmaalphahq@gmail.com](mailto:chisigmaalphahq@gmail.com)  
Website: [www.chisigmaalpha.net](http://www.chisigmaalpha.net)