

# **Sigma Tau Delta Marist College Chapter Bylaws (updated April 2014)**

## **Article I – NAME**

In affiliation with Sigma Tau Delta International, the name of the organization shall be Alpha Mu Kappa, the Sigma Tau Delta Marist College Chapter.

## **Article II – PURPOSE**

Sigma Tau Delta is the International English Honor Society. It is a member of the Association of College Honor Societies and was founded in 1924 at Dakota Wesleyan University. The Society strives to:

- Confer distinction for high achievement in English language and literature in undergraduate, graduate, and professional studies;
- Provide, through its local chapters, cultural stimulation on college campuses and promote interest in literature and the English language in surrounding communities;
- Foster all aspects of the discipline of English, including literature, language, and writing; promote exemplary character and good fellowship among members; exhibit high standards of academic excellence; and serve society by fostering literacy.

## **Article III – MEMBERS**

### Section 1 – Qualification of Membership

Candidates for undergraduate membership must have a minimum of two college courses in English language or literature beyond the usual requirements in freshman English. The candidate must have a minimum of a 3.5 grade point average in English and in general scholarship, must rank at least in the highest thirty-five percent of his/her class, and must have completed at least three semesters of college course work.

### Section 2 – Required Fees or Dues

Each new member is required to be a one-time fee of \$75.

### Section 3 – Provisions of Membership

Sigma Tau Delta members are members for life, becoming alumni when they cease current enrollment as a student or faculty member in a college or university with an active chapter.

## **Article IV – OFFICERS**

### Section 1 – Number

The officers of the chapter shall be president, vice president, secretary, webmaster, and treasurer. The eboard may include additional positions (conference liaison, public relations officer, etc, as need and interest demand). All officers will be enrolled as either full-time or part-time students at Marist College and be inducted members of Sigma Tau Delta. Officers may serve multiple terms.

## Section 2 – President

The president of the chapter will be the chairperson of the board and direct all meetings of the board and the chapter. The president will have general supervision over the business, officers, and members. The president shall comply with all rules and specifications of the Student Government Association and College Activities. The president will attend or delegate another board member to attend any meeting required by SGA. The president will have voting power.

## Section 3 – Vice-President

In the absence of the president, or in the event of a vacancy in the office of president, the vice-president will take on the duties of the office of the president. He/she will have all of the powers and be subject to all the restrictions upon the president. Should the need arise, the Vice-President will delegate appointments of sub-committees for interdisciplinary activities. The vice-president will have voting power.

## Section 4 – Secretary

The secretary will be responsible for preparing, recording, and keeping the official minutes of the proceeding of the board and of the members; for keeping the records of the chapter; for keeping an official roster of all members; and for making sure that all notices are given by the college or by any related governmental law, rule or regulation. The secretary will generally have all of the powers and perform all the duties of the office of the secretary and such other duties as may, from time to time, be set by the board or the president, such as distributing information from Sigma Tau Delta International. The secretary will have voting power.

## Section 5 – Treasurer

The treasurer will have general charge of the financial affairs of the chapter and will have, in general, all the powers and perform all the duties of the office of treasurer and such other duties as may, from time to time, be set by the board or the president. The treasurer will be responsible for keeping proper financial records of the chapter; receiving money due and payable to the chapter; depositing all money in the name of the chapter in the SGA provided bank account; and making proper use of funds. The treasurer will have voting power.

## Section 6 – Webmaster

The Webmaster will have general charge of the website of the chapter and will have, in general, all the powers and perform all the duties of the office of webmaster and such other duties as may, from time to time, be set by the board or the president. The webmaster will be responsible for maintaining and updating the chapter website; advertising events and meetings; and enhancing the online presence of the chapter. The webmaster will have voting power.

## Section 7 – Special Appointments

If an officer is absent or is unable to perform his/her duties, or in the event of a vacancy in any office, the board may choose any active member to fill said office until a new officer can be selected. The president and the board may create new officer positions on an as-needed basis, to help maintain and improve chapter procedures and presence.

## **Article V – OFFICER SELECTION**

### Section 1 – Method of Selecting Officers

Officers will be selected at the beginning of April of each year. The executive board will be nominated via personal application and then voted on by the eboard or, if possible, the membership, should there be more than one applicant for a given position. After the new board is selected, both the old board and new board will be in position until the end of the school year. During such time the new board will be shown their duties and will be transitioned for the next school year. In the event of a resignation before the new school year, a new officer may be selected at the beginning of the school year in which positions will be open to new members.

### Section 2 – Length of Term

Each officer will hold office for one school year, from the time they are selected until the following spring. Any officer may serve for an unlimited number of terms.

## **Article VI – MEETINGS**

### Section 1 – Club Meetings

General meetings will be held no less than twice a semester. Need for more than one meeting a month will be under the discretion of the President in regards to the activities planned for that month. Meeting time and place will be decided by the board. If an additional (special) meeting is required, an email notice will be sent to current members at least one week ahead of time. Priority points will not be affected by not attending special meetings, which may include information sessions on the annual convention, etc.

### Section 2 – Club Events

Events and activities will be held no less than four times a semester, with one additional community service event. Event time and place will be decided by the board.

### Section 3 – Board Meetings

Board meetings will be held bi-weekly, as per the events held during that month. Meeting time and place will be decided by the board.

## **Article VII-PRIORITY POINTS**

To earn 1 point: Members must attend minimum of 50% of club/organization meetings for the semester and 50% of club/organization activities/events.

To earn 2 points: Members must attend minimum of 50% of club/organization meetings for the semester and 75% of club/organization activities/events **PLUS** the community service event.

To earn 3 points (officers only): Officers must attend 50% of club/organization meetings for the semester and 100% of club activities/events (which includes community service event).

*If officers do not complete all of the requirements to earn 3 points, they will be eligible to receive up to 2 points based on the criteria outlined above.*

## **Article VIII – EXECUTIVE BOARD**

### **Section 1 – General Powers**

All chapter activities will be carried out by or under the authority of the executive board of the campus chapter. The board members may adopt such rules and regulations for the handling of their meetings and the management of the chapter as they see fit; but these bylaws must not conflict with the covenant agreement between Sigma Tau Delta and the chapter, the rules and regulations of Marist College, and the laws of the State of New York.

### **Section 2 – Number, Tenure and Qualifications**

The executive board will be made up of at least five members, including the offices of president, vice president, secretary, treasurer, and webmaster, as well as any additional eboard positions or committee chairs, as needed. Each board member will hold office for a term of one year and until a successor has been agreed upon. In order to serve on the board, a board member must be an inducted member of the chapter.

## **Article VIII – COMMITTEES**

A committee may be created by popular vote (2/3) of the executive board as well as appointing a chairperson to run said committee. Committees will not transfer from year to year unless the executive board votes to create it as a permanent committee. At such time, the bylaws will be amended to include said committees.

## **Article IX – PARLIAMENTARY PROCEDURE**

Unless suspended, all meetings will be run according to Robert's Rules of order, Newly Revised.

## **Article X – AMENDMENT OF BY-LAWS**

These by-laws may be amended by a 2/3 vote of the executive board. If such Amendments pass, the revised by-laws then must be presented to the Student Government Association for final approval.

## **Article XI – POLICIES AND ACTIONS**

The Club and its members shall abide and conform to all Federal and New York State Laws, all rules and regulations of Marist College, and all directives of the Student Government Association. Any violation may result in disciplinary action taken on the club charter.

## **Article XII – HAZING POLICY**

Hazing as defined by the Marist College Student Handbook: An act which endangers the mental or physical health or safety of a student or which destroys or removes

public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization (club). Marist College prohibits hazing of any kind.