**Constitution and Bylaws of Iowa State University 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, Gamma Epsilon chapter at Iowa State University.

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

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

**Article** **II—Purpose**

**Section** **1: Mission Statement**

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

**Article** **III—Membership**

**Section** **1: Membership Statement**

Student membership is limited to any initiated Greek undergraduate student who:

1. Currently is paying activity and service fees and is enrolled at the university
2. Is a member in good standing with a Greek fraternity or sorority recognized by the university
3. Has 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.

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** **3: Recruitment**

 Recruitment shall be an open and continuous process that occurs by promoting the benefits of Gamma Sigma Alpha to all potential men and women who meet the membership qualifications. Membership applications will be open all year long and are to be turned into the Gamma Sigma Alpha Executive Council. Membership applications are to be submitted no later than 2 weeks prior to initiation during the fall or spring semesters.

**Section** **4: Voting Rights**

Only currently enrolled student members of the university are eligible to vote. Only initiated members are allowed 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.

To begin the revocation process, the Gamma Sigma Alpha executive council will discuss the aforementioned membership and the decision to revoke membership must pass by a 3/4 vote of the executive council.

**Section** **6: Reinstatement of Membership**

No one is allowed to be reinstated membership into the Iowa State chapter of Gamma Sigma Alpha.

**Article IV—Officers**

**Section** **1: Eligibility**

Potential officers must meet the minimum eligibility requirements of active student membership (**Article** III, **Section**s 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.

1. The officers of this organization must meet the following requirements: (a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
2. b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
3. (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

**Section** **2: Titles and Duties**

The officers of this organization shall include (in order of succession) a President, Vice President, Treasurer, Secretary and Risk Manager. 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 Greek Affairs & the Student Activities Center 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.
* Be responsible for risk management at all events.

**The Vice President shall:**

* Assist the President in his/her duties.
* Be responsible for risk management at all events.
* 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.
* Be responsible for assisting the Risk Manager on all major risk prevention initiatives and projects.

**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.

**The Risk Manager shall:**

* Work in conjunction with the University Office of Judicial Affairs as needed
* Be responsible for coordinating all educational, training, and programming sessions involving risk management.
* Be responsible for the proactive monitoring of risk and other concerns with individuals.
* Be responsible for providing counsel to individuals concerning risk management issues.
* Be responsible for collaborating with Iowa State Events Authorization Committee to approve events.

**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 and November. 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 nominations

- Have members at the meeting paper vote or via turning point technologies

- President tallies vote and announces new President

- Same procedure for remaining offices

- If there is a tie, there will be a revote

-In the event of two sequential ties, the President shall vote to break the tie

**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 Student Activities Center 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 meet when necessary. Meetings are open to those defined in **Article III**, **Section** **I**, 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 follow Robert’s Rules of Order in all meetings.

**Article VIII—Advisor**

**Section 1: Role and Authority**

The advisor, a representative from the office of Greek affairs, 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 2: Length of Term**

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

**Section 3: 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**

1. Membership dues are $50.00, as a one-time membership fee. $35 is given to the national organization and $15 is deposited 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. Dues will not exceed an amount of 75 dollars for any reason.
2. Membership dues are subject to change due to majority vote of chapter.
3. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."

**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 Government of the Student Body and the Student Activities Center.

**Article XIV - Statement of Compliance:**

Gamma Sigma Alpha abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Gamma Sigma Alpha agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training. All activities and functions of the organization must be legal under Iowa State University, local, state, and federal laws.

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**Article XV—Non-Discrimination Statement:**

“Iowa State University Gamma Sigma Alpha does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran”

**Article XVI—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

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