

Tau Sigma Honor Society Constitution

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PREFACE

The purpose of **Tau Sigma Honor Society** is to **promote the academic excellence of Iowa State transfer students**. The goals of this organization are to **improve the services Iowa State University provides for prospective and current transfer students**.

To achieve these goals, **Tau Sigma Honor Society shall participate in such activities as on-campus recruiting events, transfer student orientation, community service projects, and assist the admission office with the recruitment of prospective transfer students**. Active members **shall also have the opportunity to apply for national Tau Sigma scholarships and attend the annual leadership conference**.

Article I – Membership and Organization

Section A. Membership

1. Membership shall be open to all registered transfer students in good standing at Iowa State University.
2. **Transfer students must have transferred from another accredited institution and have completed at least one (1) term of a full load (12 credit hours) and achieve a minimum 3.50 GPA at Iowa State.**
3. **The Tau Sigma National Honor Society will provide membership invitations for eligible transfer students.**
4. **The Iowa State chapter will receive paid membership lists from the Tau Sigma National Honor Society office.**

Section B. Executive Council

1. The Honor Society shall consist of an Executive Council which shall be created hereinafter.
2. The Council shall consist of the President, Vice-President, Treasurer, Secretary, and such others as may be provided for in the By-Laws.
3. Members of the Executive Council shall serve for one (1) academic year until resignation, removal, or no longer enrolled as a student at Iowa State University.
4. The President shall be nominated and approved by a majority of member votes.
5. The Vice-President shall be nominated by the President and be approved by a majority of member votes.
6. The Treasurer shall be nominated and be approved by a majority of member votes.
7. The Secretary shall be nominated and be approved by a majority of member votes.
8. A student will be ineligible to hold office should the student fail to maintain the requirements as prescribed in Article III Section D.

Article II – Roles and Duties of the Executive Council

1. President
 - a. Shall act as the official representative of Tau Sigma Honor Society unless otherwise designated by the President or the Advisor.
 - b. Shall call meetings as they deem necessary.
 - c. Shall create positions or subcommittees as they deem necessary.
 - d. Shall sign any documents necessary to carry out the will of the honor society.
 - e. Shall maintain contact with the Advisor regarding organization activities and concerns.

- f. **Serve as the Risk Management Officer to** (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU's Risk Management Office and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.
 - g. Shall complete all training as required by Iowa State University policy.
- 2. Vice-President
 - a. Shall directly assist the President in the operation of the honor society.
 - b. Shall assume the duties of the chair in the absence of the President.
 - c. Assume the duties and responsibilities of the President upon extended absence as Interim President.
 - d. Assume the duties and responsibilities of the President upon resignation or removal as the President.
- 3. Treasurer
 - a. Shall manage the society's finances.
 - b. Shall hold the society's purchasing card (p-card) and assign additional p-card(s) to other designated society members.
 - c. Shall maintain the society's budget and work with officers to determine spending allowances.
 - d. Shall collect dues at the beginning of each semester.
 - e. Shall work with an Advisor to approve each expenditure before payment.
 - f. Shall complete all training as required by Iowa State University policy.
- 4. Secretary
 - a. Shall be responsible for taking minutes at all meetings.
 - b. Shall oversee the activities of the officers and general membership.
 - c. Shall maintain records of membership in the student organization database.
 - d. Shall have the custody of all books, literature, and documents belonging to honor society.
 - e. Shall have the duty of maintaining up-to-date documents of the honor society including but not limited to the Constitution, By-Laws, and Operations Manual.

Article III - Election, Resignation and Impeachment

Section A. Elections

1. Elections will occur annually during the month of **April to set officers for the following academic year.**
2. The date of the meeting shall be announced at least one month in advance to all members.
3. **In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.**
4. The term of office for all officer positions shall be one academic year, beginning in the Fall, following the election, and ending **in Spring of the following year.**

Section B. Resignation

1. Any officer may resign their office and their resignation may, in the discretion of the Executive Council, be accepted.

2. In the case of an officer vacancy, a special election must occur within two weeks of the position being vacated.
3. Special elections must follow the same format as outlined in Article I Section B for their respective position or provided for in the By-Laws.
4. If no candidates come forward for the position, the Executive Council may appoint a general member to the position with the member's approval.

Section C. Impeachment

1. Grounds for removal shall be limited to malfeasance, misfeasance, or nonfeasance of duties, failure to meet the qualifications for office, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
2. Any active member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
3. An affirmative two thirds vote of active members shall be required to convict and remove any officer.
4. The officer in question may appeal the results to the Iowa State University Supreme Court.
5. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
6. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
7. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section D. Officer Requirements

1. Be in good standing with the university and enrolled: at least part-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. 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 3.50. 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. Have a minimum cumulative grade point average of 3.50 and meet that requirement in the semester immediately prior to the election, during the semester of the election, and throughout the term of the office.
4. Be classified as an active member.

Article IV – Procedure

1. All meetings shall be conducted in accordance with the current edition of Robert’s Rules of Order Newly Revised unless special rules are delineated in these Bylaws
2. A quorum shall consist of a majority of active members
3. All Members, except when serving as chair, may make motions and participate in debate during meetings
 - a. In the event that a member assumes the duties of the chair, they give up all voting rights, except in the event of a tie.
 - b. Additional operating procedures may be adopted to ensure fairness and efficiency in the proceedings.

Article V – Advisor

Section A. Duties

1. The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section B. Selection

1. Advisor candidates shall be nominated by officers at a predetermined officer meeting.
2. A candidate may be elected through a majority vote of the Executive Council.
 - a. All officers must be present for a vote to occur.
3. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
4. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

Section C. Terms of Service

1. The Advisor of the organization shall serve at their leisure.

Section D. Impeachment

1. The Advisor can be removed from their position by a unanimous vote of club officers at an official meeting.
2. Grounds for removal shall be limited to malfeasance, misfeasance, or nonfeasance of duties, failure to maintain the approved qualifications for office, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
~~The Advisor must be notified and given reason for removal at least one week prior to voting.
The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.~~
3. The Advisor will be notified of the decision via email.

Section E. Replacement

1. In the event an Advisor must be replaced, the method of selection shall be the same as described in Article IV Section B.

Article VI – Finances

1. 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 Advisor to this organization must approve and sign each expenditure before payment.

2. Upon disbandment of the **Tau Sigma Honor Society**, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
3. Dues will be determined by a majority of officers at the beginning of each semester. Dues will not exceed **\$50** for a one-time membership fee.
4. **Dues will be collected by the Tau Sigma National Honor Society office and \$10 for each member will be provided to the Iowa State Tau Sigma Chapter.**

Article VII – Membership Removal

1. Grounds for removal shall be limited to malfeasance, misfeasance, or nonfeasance of duties, failure to meet the qualifications for office, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
2. Any active member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer.
3. A formal call for removal must first be brought to the officers of the organization.
4. Officers must have a majority vote of approval to move the removal process to a general membership vote.
5. Membership may be revoked by a supermajority vote of active members present at the voting meeting.
6. The member in question will be informed of the final decision.
7. The member in question may appeal the results to the Iowa State University Supreme Court.
8. The Member in question may request reinstatement 365 days after removal.
 - a. Member must submit a written request for reinstatement to officers.
 - b. Officers must reach a unanimous vote through a show of hands to reinstate said member.

Article VIII – Amendments and Ratification

1. The amendment process may be initiated by any active member.
2. The Constitution may be amended by a majority vote of active members present at the meeting.
3. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
4. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, any changes to bring the constitution into compliance may be made with unanimous approval from the Executive Council and Advisor.

Article IX – Statement of Compliance

The Tau Sigma Honor Society abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. **Tau Sigma Honor Society** agrees to annually complete President's and Treasurer's Training.

Article X – Non-Discrimination Statement

Iowa State University and the **Tau Sigma Honor Society** do 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.