

Bylaws of the Epsilon Active Chapter
Alpha Sigma Kappa - Women in Technical Studies
Chapter Approved: October 24, 2005
Board Approved: September 30, 2010

Article I: Name and Purpose

Section A. Name The name of this organization shall be the Epsilon Active Chapter of Alpha Sigma Kappa – Women in Technical Studies at Iowa State University; hereafter referred to as the Chapter in this document and all Chapter documents. The Epsilon Chapter is a chartered Chapter of The National Organization of Alpha Sigma Kappa – Women in Technical Studies at Iowa State University, hereafter referred to as The National Organization.

Section B. Purpose The purpose of the Chapter shall be as stated in the Articles of Incorporation set forth by The National Organization and included in the Chapter Handbook. In addition, it is the purpose and goal of the Chapter to promote friendship, academic achievement, unity within the organization, women in technical fields, and philanthropy within the community.

Section C. Rules of Conduct

1. The Rules of Conduct shall include the National Constitution, National Policies, the Chapter Bylaws and Chapter Policies.
2. A signature and date is required for the Confidentiality Policy and Intramural Disclaimer. The signed and dated documents are in effect while the Member is Active.
3. The Epsilon Chapter of Alpha Sigma Kappa abides by and supports the rules, regulations, and policies of Iowa State University, as well as local, state and federal laws.

Article II. Membership

Section A. Member status, requirements for member status, and the rights associated with each status shall be defined by the governing documents of The National Organization, as well as policies of the Chapter.

Section B. Membership in Alpha Sigma Kappa is open to all students at Iowa State University pursuing technical majors. Eligibility for membership shall not be restricted according to race, religion, gender, gender identity, color, national origins, disability, age, veteran status, marital status, or sexual orientation. Such majors are defined by the guidelines set forth in Article II Section A of the National Constitution of The National Organization. The approved majors for the Chapter are as follows:

College of Agriculture and Life Sciences

Agricultural Biochemistry
Agronomy - Agroecology
Animal Science – Pre Vet
Animal Ecology – Pre Vet
Environmental Science
Food Science and Technology
Genetics
Microbiology

College of Engineering

Aerospace Engineering
Agricultural Engineering
Chemical Engineering
Civil Engineering
Computer Engineering
Construction Engineering
Electrical Engineering
Industrial Engineering
Materials Engineering
Mechanical Engineering
Software Engineering

College of Business

Management Information Systems

College of Human Sciences

Food Science and Technology
Kinesiology Exercise Science –
Pre Med Option

College of Design

Architecture System

College of Liberal Arts and Sciences

Astronomy
Biology
Biochemistry
Biophysics
Botany
Chemistry
Computer Science
Geology
Genetics
Mathematics
Meteorology
Physics
Software Engineering
Statistics

- Section C. If a woman is interested in the Chapter, but her major is not listed in Article II Section B of this document, she may petition the Executive Board to have her major considered for addition to these Bylaws. She shall be required to provide evidence that her major fits all the necessary guidelines as specified in the Constitution of the National Organization. The major may be accepted upon revision of the Bylaws of the Chapter and approval of the National Board of Directors.
- Section D. A candidate may not be initiated into the Chapter if she changes to a non-technical major prior to Initiation. An initiated member may remain a member of the Chapter if she changes to a non-technical major.
- Section E. There shall be no hazing of members, candidates or prospective candidates.

Article III: Election, Qualifications, and Duties of Officers

Section A. The Executive Board consists of: a President, a Vice President of Operations, a Vice President of Recruitment, a Vice President of Finance, and a Vice President of Communications. Cabinet Offices consists of: an Academic and Professional Chair, a New Member Coordinator, a Risk Management Chair, a Sisterhood Chair, a Social Chair, a Philanthropy Chair, and a Collegiate Panhellenic Council Delegate(s). Minor Offices consist of: a Publicity Chair, a Historian Chair, an Apparel Chair, an Intramural Chair, a Webmaster Chair, a Homecoming Chair(s), and a Greek Week Chair(s). All positions may be held by active members and candidates may be nominated for Minor Offices.

Section B. All Executive Officers must have a cumulative and semester GPA of 2.5 on a 4.0 scale. All Cabinet and Minor Officers must have a cumulative or semester GPA of 2.5 on a 4.0 scale. Members wishing to run for office who do not meet the grade requirements may petition to the Executive Board for permission, prior to Elections. If an active member's GPA falls below a 2.5 during her term, she shall resign her position or petition to the Executive Board for permission to continue to hold office.

Section C. Officers must have a minimum cumulative GPA as stated above 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 2.5. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

Officers must 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.

A member must be ineligible to hold an office should the student fail to maintain the requirements listed above in Section C.

Section D. Executive Officers must have held a Cabinet Office for a minimum of one semester or receive a $\frac{3}{4}$ vote of confidence of active members, prior to holding this position. Term of all Executive Offices is one calendar year.

- Section E. Officers are elected through a ballot by simple majority vote of eligible membership and take place biannually. Election dates shall be decided no later than four weeks after the start of each semester. Elections shall take place no later than the third to last week of the semester. The term of office is no longer than one year, and re-election is possible.
- Section F. Should an officer not fulfill her duties, a $\frac{3}{4}$ vote of eligible members is required for removal from office. An Executive Officer will appoint an active member to temporarily fill the vacant position. Nominations shall be taken and a special election shall be held.
- Section G. If a member holding office leaves or graduates at the semester break, she shall notify the President as soon as possible. A special election for the position shall take place prior to her departure if she does not have a co-chair.
- Section H. All officers must submit Event Reports to the Vice President of Communications after an event is organized and completed. They are due no later than the last Chapter meeting of each semester.
- Section I. The President shall be responsible for developing an agenda before each Chapter meeting. She shall preside over Chapter elections. She shall be responsible for the oversight of the Vice President of Operations, the Vice President of Recruitment, the Vice President of Finance, and the Vice President of Communications. She shall also be responsible for any committee formed that is not directly formed under any other Chapter position. She shall call executive board meetings as necessary. She shall call closed meetings for all active members as necessary. She shall serve as a liaison between the active Chapter and the Greek Community.
- Section J. The Vice President of Operations shall act as liaison between the active Chapter and the alum Chapter, and plans a social event once per semester. She updates the calendars and assists the President as needed. She is also responsible for the oversight of the Social Chair, Philanthropy, Risk Management, and the Collegiate Panhellenic Council Delegate(s).
- Section K. The Vice President of Recruitment shall be responsible for recruiting potential candidates during the academic year in accordance with the Recruitment Policy. She shall plan and organize events for recruiting potential candidates. She shall conduct candidate interviews with help from the President and Vice President of Operations. She shall be responsible for the oversight of the New Member Coordinator.
- Section L. The Vice President of Finance shall be responsible for keeping the Chapter finances in order and updated and setting the yearly budget. She shall be responsible for completing Iowa State University's treasurer training. She shall be responsible for the oversight of the Intramural Chair and Academic and Professional Chair.
- Section M. The Vice President of Communications shall be responsible for attending all open and closed meetings to record minutes. She shall be responsible for the oversight

of the Historian Chair, Publicity Chair, Apparel Chair and the Webmaster Chair. She and the President shall decide whether absences for Chapter meetings or Chapter required events shall be recorded as excused or unexcused. She shall be responsible for updating current Chapter Bylaws and policies and National Constitution and policies to Chapter members. She shall be responsible for necessary Chapter email lists. She shall maintain correspondence between the active Chapter and the National Board of Directors regarding amendments to Chapter documents and National reports and forms.

- Section N. The New Member Coordinator shall coordinate Candidate and Initiation Ceremonies with the President and Vice President of Operations. She shall be responsible for educating candidates according to the Membership Education policy. She shall coordinate Initiation Week activities for the candidate class that she educated. Term of office is one semester.
- Section O. The Academic and Professional Chair shall be responsible for tallying points active members earn through the scholastic program. She shall calculate and inform members of point totals on the first day of every month. She shall plan at least two academic or professional events each semester. She shall have one-on-one meetings with active members at the start of each semester. She shall be responsible for enforcing the Academic Policy and encouraging active members to perform well academically. Term of office is one calendar year.
- Section P. The Philanthropy Chair shall be responsible for organizing Chapter service events including, but not limited to, "Scout it Out" in conjunction with the Girl Scout Council, Science Olympiad, Fish 'N Chips, Greek Community sponsored philanthropic events, and other events. She shall keep records of service participation of the Chapter. She shall assume the duty of coordinator for all philanthropic events within the Chapter and outside the Chapter in which we have been asked to participate in. Term of office is one calendar year.
- Section Q. The Sisterhood Chair shall be responsible for all internal social events of the Chapter, including but not limited to, planning sisterhood retreats, graduation gifts, birthday surprises, Thanksgiving dinner, and other impromptu events. She shall make efforts to develop lasting relationships between all members of the Chapter, including Candidates. Term of office is one calendar year.
- Section R. The Social Chair shall be responsible for all external social events of the Chapter. This includes, but is not limited to, the organization of Formal and planning social events with other Greek Chapters. She shall make efforts to develop lasting relationships between the Chapter and the Iowa State Greek Community. This may include, but is not limited to, the making of greeting cards for various occasions. Term of office is one semester.
- Section S. The Risk Management Chair shall be responsible for going over the Risk Management Policy each semester and planning at least two Risk Management events each semester. Term of office is one calendar year.

- Section T. The Collegiate Panhellenic Council Delegate(s) shall be responsible for attending meetings of the Collegiate Panhellenic Council and reporting related business to the Active Chapter. Term of office is one semester.
- Section U. The Publicity Chair shall help all other officers with their publicity needs for Chapter sponsored events that are open to the public. She shall aid the Vice President of Recruitment with planning and executing recruitment events. Other duties include, but are not limited to, updating the tri-fold, creating activity calendars and brochures for the public to have, and ordering the Chapter note cards. Term of office is one semester.
- Section V. The Historian Chair shall be responsible for ensuring that photos are taken at all events sponsored by the Chapter. She is required to create and keep the photo albums of the Chapter. Term of office is one semester.
- Section W. The Apparel Chair shall be responsible for organizing Chapter apparel and merchandise orders. This may include, but is not limited to, letter shirts, activity shirts, jewelry, and other approved merchandise/apparel. She may ask the Chapter to submit designs/ideas for apparel. She will coordinate placing orders for the merchandise/apparel with the Vice President of Finance. Term of office is one semester.
- Section X. The Intramural Chair shall be responsible for notifying the Chapter of intramural activities. She shall submit teams/individuals to the Intramural Office. She may be responsible for contacting other Greek Chapters to participate in intramural activities. Term of office is one semester.
- Section Y. The Webmaster Chair shall be responsible for maintaining the Chapter website including, but not limited to, calendar of events, current officers, and contact information. Term of office is one semester.
- Section Z. The Homecoming Chair(s) shall be responsible for communication during the Fall semester between other Greek Chapters in the Homecoming pairing, and relaying appropriate information to the active Chapter. She shall attend all necessary meetings and events related to Homecoming. She shall record all active member attendance at Homecoming events. Term of office is one semester.
- Section AA. The Greek Week Chair(s) shall be responsible for communication during the spring semester between other Greek Chapters in the Greek Week pairing, and relaying appropriate information to the active Chapter. She shall attend all necessary meetings and events related to Greek Week. She shall record all active member attendance at Greek Week events. Term of office is one semester.

Article IV: Dues and Funds

- Section A. Active member dues are determined by the Chapter in the Chapter Budget. Payment plans may be arranged with the Vice President of Finance before the due

date. They shall not exceed over two hundred fifty dollars (\$250) per semester.

- Section B. Candidate dues are determined by the Chapter in the Chapter Budget and shall be paid in full by the second Chapter meeting after the Candidate Ceremony.
- Section C. Inactive dues, determined by the Chapter, shall be paid in full by the fourth Chapter meeting of the term.
- Section D. A member shall become default inactive if dues are not paid in full by the seventh regular meeting of the term. Return from inactivation shall occur upon receipt of outstanding dues by the tenth week of the term.
- Section E. A ten percent fee, enforced by the Vice President of Finance, shall be assessed on all late payments until the payment is made.
- Section F. 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 above \$500 before payment.

Article V: Meetings

- Section A. The order of business at open meetings, which any Member, Candidate, Prospective Candidate, and invited guests can attend, shall be prepared by the President. The order of business is as follows:
1. Call to Order
 2. Attendance will be recorded by the Vice President of Communications
 3. Executive Office Reports
 - President
 - Vice President of Operations
 - Vice President of Recruitment
 - Vice President of Finance
 - Vice President of Communications
 4. Cabinet Member Reports
 - New Member Coordinator
 - Academic and Professional Chair
 - Philanthropy Chair
 - Sisterhood Chair
 - Social Chair
 - Risk Management Chair
 - Collegiate Panhellenic Council Delegate(s)
 5. Minor Officer Reports
 - Publicity Chair
 - Historian Chair
 - Apparel Chair
 - Intramural Chair

Webmaster Chair
Homecoming Chair(s)
Greek Week Chair(s)

6. Old Business
7. New Business
8. Announcements
9. Adjournment
10. Closed Meeting for Actives if deemed necessary by the President

Section B. The time and day of meeting is as determined in the Attendance Policy.

Article VI: Amendments to Chapter Bylaws and Policies

Section A. Amendments to the Chapter Bylaws may be submitted by any member of the Chapter as stated in the National Constitution. Proposed amendments must be submitted to the Chapter President in writing. Amendments will be discussed in closed meeting. A vote on the amendment will take place two weeks following its proposal.

Section B. Any amendments to the Chapter Bylaws, so submitted, shall be adopted if they receive a $\frac{3}{4}$ favorable vote of the voting membership. Voting shall take place in closed meeting.

Section C. Any adopted amendments of the Chapter Bylaws shall be filed with The National Organization and reviewed and approved by the National Board of Directors.

Section D. Amendments made to the Chapter policies and Bylaws shall be consistent throughout.

Section E. Amendments to the Chapter Bylaws and policies to correct grammar, punctuation, capitalization, or that does not change the meaning or spirit of the document, requires only a unanimous vote of the Executive Board to pass. This can be done at any regular meeting of the Executive Board and must be reviewed with all voting members at the next Chapter meeting. If any member believes the change to be affecting the original meaning or spirit of the document, she may request a full membership vote, and it shall be taken.

Article VII: Advisor Duties

Section A. The Chapter advisor serves as a link between the active Chapter and university and as resource in areas of academics, event planning, etc. The advisor will attend meetings as needed, sign off on university documents, chapter documents, and necessary forms needed by the Office of Greek Affairs.

Section B. Chapter advisors will be elected by the active Chapter in the event that the current advisor cannot fulfill his or her duties to the chapter. The chapter will nominate potential candidates for two weeks, close nominations for the third week, then

vote by ballot on the fourth week. The new advisor will be immediately informed of his or her new position and duties.

Revisions to Epsilon Active Bylaws

Date	Revisions Made
October 24, 2005	?
March 7, 2007	?
October 7, 2008	Added new majors
October 10, 2009	Complete overhaul of document to abide by ISU Student Organizations rules
March 1, 2010	Addition of requirements for ISU Student Organizations
October 4, 2010	Add Agronomy – Agroecology Option