

Iowa State University Xi Sigma Pi Constitution

28 November 2025

ARTICLE I – NAME

Section 1. Title

The name of this organization shall be Xi Sigma Pi at Iowa State University.

Section 2. Authorization

This Society is nationally affiliated with the Society of Xi Sigma Pi. Xi Sigma Pi abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Xi Sigma Pi agrees to annually complete President's and Treasurer's Training.

Section 3. Non-Discrimination Statement

Iowa State University and Xi Sigma Pi 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, or status as a U.S. Veteran.

ARTICLE II – PURPOSE

The purpose of this Society shall be to secure and maintain a high standard of scholarship in forest resources management education, to work for the improvement of the forest resources management profession, and to promote a fraternal spirit among those engaged in activities related to the natural resources.

ARTICLE III – MEMBERSHIP

Section 1. Active Members

Active membership is open to all Iowa State University students with the right to vote and hold office. Active membership shall consist of duly elected members in Collegiate Chapters and may hold office and voting rights.

Section 2. Associate Members

Associate membership shall consist of duly elected active members not in the Society at Iowa State University, and those elected by the Executive Council as hereinafter provided. Associate members may not vote nor hold office.

Section 3. Alumni Members

Alumni members shall consist of duly elected former members of the Society, and may not hold vote nor hold office.

Section 4. Membership Rules of Order

Xi Sigma Pi is open to registered students at Iowa State and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran. Membership in the Society shall consist of duly elected faculty and duly elected natural resource students in residence at Iowa State University, according to the following provisions:

a) Faculty members:

Any professor or instructor in residence may be elected to active membership provided that he or she gives instruction in forest resources management subjects or is regularly engaged in research or extension activities directly related to natural resource management. Faculty members will not have voting privileges.

b) Student members:

1) Undergraduate Students:

Juniors, seniors, and transfer students regularly registered in a forest management curriculum. To be eligible for election to membership, a candidate must have all of the following qualifications:

- He or she must have completed at least 74 semester hours.
- If a transfer student, he or she must have been regularly registered in the natural resources management curriculum for at least one semester.
- He or she must rank in the top 10% of their forestry class.

iv. He or she must have completed at least 10 semester hours in natural resource management courses.

2) Graduate students:

Graduate Student regularly registered in major work in a forest resources management curriculum may be elected to membership by the Society. To be eligible for election to membership, a candidate must have the following qualifications:

- i. A graduate student with 10 or more former semester hours of credit in natural resources management courses will become eligible for election to membership after one semester or residence at Iowa State University.
- ii. A graduate student without 10 or more former semester hours of natural resources management courses will become eligible for election to membership upon completing 10 semester hours of credit in forest resources management courses.
- iii. He or she must have an outstanding academic record in his or her graduate work.

c) Character and personality qualifications:

- 1) An individual's personality and character should be scrutinized no less closely than his or her scholastic rank. He or she must have shown a creditable interest and activity in his or her curriculum, and give promise of attaining high professional achievement. Election to membership should be dependent upon a composite rating rather than upon scholastic achievement alone. As a reminder, the following list of character and personality traits should be read by the presiding officer before voting upon the candidates:

Honesty	Friendliness
Morality	Dependability
Industry	Leadership
Willingness to cooperate	

- 2) Frank discussion is urged about each candidate before a vote is taken on his or her acceptability.

d) The candidate shall be elected by three-fourths affirmative vote of the members voting.

e) A plaque created out of wood by the member up for election is suggested. The plaque shall be signed by a number of faculty members in the Society.

Section 5. Duties of Members

Members shall attend meetings and activities as necessary and when possible.

Section 6. Dues

Dues are required to be paid at the time a member is elected into membership. Officers shall determine the amount of dues, and this amount shall be no less than the required amount of dues to be paid to the national Society.

Section 7. Removal of Members

If in the case a member cannot perform the duties assigned to him or her, he or she shall be notified of the removal seven (7) days prior to the actual removal in writing. All removal procedures should follow due process, including the right to speak on one's behalf and right to an appeal. A special meeting shall be conducted by the officers, and shall be open to any other members.

ARTICLE IV – ELECTED OFFICERS

Section 1. Officers

The officers of this Society shall consist of a Forester (President), an Associate Forester (Vice President), a Secretary/Fiscal Agent (Treasurer), and Ranger. They shall be chosen from and by the active members of the Honors Society.

Section 2. Duties of Officers

The Forester shall be executive head of the chapter, and shall perform such duties as usually pertain to such an office. The Associate Forester shall perform the duties of the Forester in the latter's absence and shall serve as the club's risk management officer. This duty includes the

responsibilities of: serving to minimize potential risks for club activities, recommend risk management policies or procedures, submit documentation to Iowa State University's Risk Management Office, and ensure proper waivers and background checks are on file with Risk Management for events (if applicable).. The Secretary/Fiscal Agent shall act as the secretary of the chapter, whose duties include but are not limited to taking minutes and attendance. They shall also act as treasurer of the chapter, whose duties shall include but are not limited to gathering dues and purchasing the necessary equipment for the Society. The Ranger shall assist in the initiation and welcoming of new members into the society.

Section 3. Election of Officers

The officers shall be elected during a meeting in May and shall serve the upcoming academic year. The election of an officer shall be determined by a majority of votes at the meeting.

Officers must also meet these criteria:

- (a) 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 3.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- (b) 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.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

Section 4. Removal of Officers or Adviser

Officers or advisers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Impeachable Offenses include:

- (a) Consistent failure to uphold duties.
- (b) Unnotified failure to attend general meetings and/or officer meetings
- (c) Displaying conduct that is deemed inappropriate or offensive to members and/or violates Iowa State University's policy.

Section 5. Replacement of Officer or Adviser

If an officer or adviser is removed the replacement procedure is the same as the election procedure described in Article IV, Section 3. It shall take place at the first meeting following the removal of the previous officer/adviser.

ARTICLE V – MEETINGS

Section 1. Business Meetings

Officers shall determine the time, place, and length of meetings. Meetings shall be held as needed during the academic year. Quorum shall also be determined by the officers.

Section 2. Executive Board Meetings

Officers shall meet as needed during the academic year in a stress-free environment, as determined by the Forester. The Forester has the right to call a special meeting or cancel a meeting, as long as 24 hours of notice is given. The Forester also determines the time, place, and length of the meeting, with a majority of officers in consensus and attendance.

ARTICLE VI – ADVISOR

Section 1. Elections

Electing an advisor shall require a three-fourths secret ballot vote of active members at any regular business meeting. Advisors shall serve for as long as he or she can meet the duties, or until either retirement from teaching or resignation.

Section 2. Qualifications

Any professor at Iowa State University may be elected to advisor status provided that he or she is giving instruction in forest resources management subjects or is regularly engaged in research or extension activities directly related to forest resource management. Professors must also express an interest in or agreement to becoming an advisor.

Section 3. Duties

The advisor is invited but not required to attend all executive and business meetings. The advisor may not vote but is asked to give advice in a timely manner to officers and members of the Society. The officer must also maintain communication and meet with officers regularly. The advisor must be aware of and approve financial expenditures. They must also ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement.

ARTICLE VII – AMENDMENTS

This constitution may be amended by a three-fourths affirmative vote of all the members of the Society by secret ballot at a business meeting. Members shall submit amendments to the Secretary no later than seven (7) days prior to a business meeting. Submission of an amended document to Student Engagement within ten days of ratification is required. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur: Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor. Notification of these changes must be communicated at the next full organizational meeting.

ARTICLE VIII – FINANCIAL STRUCTURE

Section 1. Compliance

Funds shall be used appropriately in compliance with state laws of Iowa and Iowa State University policies.

Section 2. Handling of Funds

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 3. Dues

Dues shall apply to each member. New initiates must pay \$20.00 for one-time national membership dues and local dues for one year. All other members will be assessed \$5.00 per year for Xi Sigma Pi Alpha Gamma Chapter dues.

ARTICLE IV – BYLAWS

Each year bylaws may be written to best suit the needs of the Society. Bylaws must be adopted by an affirmative three-fourths vote at the first regular business meeting of the year.

ARTICLE V – COMMITTEES

Committees can be formed with the submission of a proposal for the committee seven (7) days prior to a regular business meeting. Passage of the committee proposal shall require a three-fourths vote of active members in a secret ballot at any regular business meeting.