

CONSTITUTION and BYLAWS OF _____ CHAPTER
of SIGMA DELTA EPSILON, GRADUATE WOMEN IN SCIENCE

CONSTITUTION

The Constitution of _____ Chapter of Sigma Delta Epsilon, Graduate Women in Science, Inc. is that of the National Organization of Sigma Delta Epsilon, Graduate Women in Science, Inc.

BYLAWS¹

ARTICLE I. MEMBERSHIP

Section 1. Qualification

A woman is eligible for membership in _____ Chapter if qualified for membership in Sigma Delta Epsilon, Graduate Women in Science, Inc. as specified in the National Constitution and Bylaws.

Section 2. Rights of Membership

- a. To vote and hold office
- b. To petition the National Council in writing on matters of concern to the National Organization; and
- c. To attend all meetings of the chapter and organization to gain a hearing.

Section 3. Categories²

- a. A Full Member is one who meets the requirements as stated in this Article, Section 1 and who pays full national dues.²
- b. A Graduate Student Member is one who is registered for an advanced degree as described in Article II, Section 3 of the National Bylaws. She shall pay not more than one-half the annual national dues and shall have all rights of membership.
- c. Emeritus Member. A full member may become an Emeritus Member for reasons of health or age. She shall pay not more than one-half the annual national dues and shall have all the rights of membership.
- d. A Chapter Honorary Membership may be conferred upon a member of _____ Chapter. She shall pay national dues according to the National Bylaws (Article II, Section 3a(1)).

¹ Annotations & comments by the Parliamentary Committee are in *italics*.

² *All membership categories described in the National Bylaws should also be included here.*

e. Affiliates

There may be Non-voting Affiliate members as described in the National Bylaws (Article II, Section 3c).

(1) Undergraduate science majors and elementary and secondary science teachers (see National Bylaws, Article II, Section 3c(1) for requirements) may become non-voting affiliate members. They shall not pay national dues, but shall pay a designated amount for the national newsletter.

(2) Non-Scientists may also become non-voting affiliate members. Their memberships shall be approved by the National President as described in the National Bylaws. They shall pay a designated amount for the national newsletter.

f. Inactive Members

A member who has resigned or has allowed her membership to lapse by non-payment of dues for one (1) year shall be inactive. She may be reinstated without payment of back national dues only once, by payment of the current year's national and chapter dues.

g. Transfer of Membership

A member may transfer from one chapter to another chapter. If dues have already been paid to the former chapter, the new chapter shall waive dues for the current year.

ARTICLE II. GOVERNMENT

Section 1. Officers

a. The officers shall be President, Vice-President, Secretary, Treasurer and Liason Officer.

b. The officers shall constitute the Executive Committee (*or Executive Board, etc.*) which will be the governing body of the chapter.

NOTE: You may designate other officers such as Directors - from 1-3 is usual-, Historian, etc. All officers must be elected.

Alternatively, non-officer, non-elected positions could also be 'Historian, Editor, Archivist,' etc. In this case, they could be appointed by the President or the Executive Committee. Their duties would be specified in Article V.

Section 2. Committees (*having committees mentioned in your bylaws is optional. Standing Committees are permanent and should be described in your bylaws. In any case, you should make a provision for the President or the Executive Committee to be able to form ad hoc or temporary committees as needed; e.g., nominating committee to put together a slate of officers.*

a. There shall be Standing Committees (*such as Membership, Program, Fund-Raising, etc.*) as described in Article VII. Members of Standing Committees shall be ("elected" OR "appointed by either the Executive Committee OR the President"; you must choose one of these).

b. Ad hoc or special committees (except the Nominating Committee) may be appointed by the President

OR

Ad hoc or special committees may be appointed by the Executive Committee.

Section 3. Disbandment

a. The chapter may elect to disband and forfeit its charter.

b. Upon disbandment of the chapter, the assets must be distributed in a manner according to the amended Certificate of Incorporation and Article VII, Section 5 of the National Bylaws. A full report shall be made to the National Treasurer.

Section 4. Inactive Status

a. The chapter may request 'inactive status' for stated reasons, such as the inability to comply with Article III, Section 6 of the National Bylaws. The request shall be in writing to the National Council (see Nat'l Bylaws, Art. III, Sections 8 and 9).

b. If granted by National Council, the chapter may become inactive for up to five years without losing its charter.

ARTICLE III. MEETINGS

Section 1. a. General meetings shall be held according to a schedule agreed upon by the chapter members. (*It is customary to have one meeting a month except July and August*).

b. An Annual Business Meeting shall be held as the last general meeting of the fiscal year.

c. Meetings of the Executive Committee (*or Board, etc.*) shall be held from time to time when deemed necessary by the President.

d. Induction of new members may be held at any meeting.

Section 2. Proxies (*this part is optional - you do not have to allow for proxy votes at meetings*)

Any member of the chapter entitled to vote may vote by proxy. A proxy shall be in writing and for a specific meeting.

Section 3. Quorum

a. A quorum for the transaction of business at any general meeting shall be _____ (*here, you must specify, e.g., "at least six (6) members, three of whom must be officers, and at least one of whom must be either the President or the Vice-President"; or you could require at least eight (8) members, etc.*)

b. A quorum for the transaction of business at a meeting of the Executive Committee (*or "Board"*) shall be four (4) (*or whatever # seems right for the size of your executive committee: a usual quorum is at least one-half of the number of*

members. Also, at least one member should be one of the highest officers, i.e., president or vice-president).

Section 4. Voting

At any meeting, questions shall be decided by a majority vote, unless otherwise prescribed, by the voters present in person or by proxy. (*"by proxy" is included only if you have allowed for proxy votes -Article III, Section 2*).

ARTICLE IV. ELECTION OF OFFICERS AND TERMS OF OFFICE

Section 1. The chapter officers for the next fiscal year shall be elected by a majority vote of the votes cast at an election meeting to be held at least 30 days before the National Grand Chapter meeting.

Section 2. The President, Vice-President, Secretary and Treasurer shall each be elected to serve for a term of one fiscal year and until her successor shall be elected and installed. These officers may be re-elected to serve an additional term or terms as determined to be in the best interests of the chapter.

Section 3. The Liason Officer shall be elected for a term of up to five years as determined by the Executive Committee (*or Board*) and may be re-elected to serve an additional term.

Section 4. Directors (*include only if part of Article II, Section 1*) shall be elected for a term of ____ year(s). (*state whether the Director(s) may be re-elected to serve more than one consecutive term*).

Add more sections describing the election and terms for any other officers mentioned in Article II. Government Section 1. Number the sections in sequence.

Section 5. In the event that a vacancy occurs in any office, the Executive Committee (*or President; choose one or the other*) shall make an appointment for the unexpired term.

ARTICLE V. DUTIES AND POWERS OF OFFICERS and MANAGEMENT

(Here, the signing authority for checks should be spelled out under the appropriate officers' duties).

Section 1. Officers

The powers and duties of the officers of this chapter shall be those usually vested in their respective positions. In addition:

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a. The President

(1) shall be ex-officio a member of all committees, except the nominating committee, keeping contact with their work to the extent that may be advisable
(2) may call a meeting of the Executive Committee as required for efficient operation of chapter business.

(3) may authorize the withdrawal of funds from the treasury for the payment of obligations incurred by the chapter for such other purposes as the Executive Committee may approve.

(4) shall send to the National Secretary, 30 days before the Grand Chapter meeting, a report of the activities of the chapter during the past year.

(if you wish, the president can be designated as an alternate signing authority here. This is strongly recommended).

b. The Vice-President

(1) shall act in the absence of the President, assuming all her duties and obligations.

(2) shall serve as chairman of the _____ committee.

(if any standing committees are put into Article II, Section 2, the VP could be made chair of any of them, or given a general job description such as: "the VP shall perform those duties as the President from time to time may direct").

c. The Secretary shall act as recording and corresponding secretary and shall:

(1) send a list of the new members, their National dues (see Article VI, Section 3b) and the date of their induction to the National Office promptly after the induction meeting.

(2) assist a member who moves to another area and wishes to transfer to another chapter by *(forwarding a copy of the data card and the completed transfer form to the new chapter. She shall)* reporting the transfer to the National Secretary and to the recipient chapter secretary or president.

(3) send the names, addresses and telephone numbers of newly elected chapter officers to the National Secretary no later than 30 days after chapter elections.

d. The Treasurer shall:

(1) be authorized to withdraw money from the treasury for the payment of financial obligations incurred by the chapter.

(2) keep a full and accurate account of receipts and expenditures and shall make a full account at each annual business meeting and upon request at other meetings. The accounts shall be audited annually.

(3) receive dues from chapter members as prescribed by the National Organization.

- e. The Liaison Officer shall:
 - (1) work for effective participation of chapter members in the business of the National Organization, seeking out capable members who may be recommended for national office or for national committees.
 - (2) be the chapter consultant on the National Constitution and Bylaws.
 - (3) if possible, attend the Grand Chapter meeting and assist the chapter president in obtaining chapter delegates to Grand Chapter.
 - f. The Director(s) shall (*assign duties such as "will serve on such & such committee" or "shall perform those duties assigned to them by the President..."*).
- > *continue this list of duties for each elected officer mentioned in Article II, Section 1a.*

- Section 2. The Executive Committee :
- a. shall be empowered to conduct business as requires attention between meetings of the chapter. Such business shall be reported to the members at the next general chapter meeting.
 - b. may confer Honorary Chapter membership upon a woman in recognition of outstanding achievements in science or science education.
- Section 3. *The duties of any appointed positions such as Historian, Editor, etc. will go here; a new section for each position.*

ARTICLE VI. FINANCE

- Section 1. The Fiscal Year shall be that of the National Organization, i.e., July 1 to June 30 of the next year.
- Section 2. The amount of chapter dues shall be determined at the Annual Business meeting.
- Section 3. Payment of dues
- a. National dues are paid directly to the National Office upon receipt of the annual dues notice at the beginning of the fiscal year.
 - b. National dues for new members may be given to the chapter treasurer before induction into the chapter.
 - c. Chapter dues are paid as determined by the National Organization.

- Section 4. Full members shall pay full chapter dues (see this article, Section 2) and shall have all the rights and privileges of chapter membership.
- Section 5. Graduate Student members shall pay (*indicate some fraction, if desired, of the full amount*) of the established chapter dues and shall have all the rights and privileges of chapter membership.
- Section 6. Emeritus members shall pay (*some fraction of*) the established chapter dues and shall have all rights and privileges of chapter membership.
- Section 7. Non-voting affiliate members shall pay (*indicate some fraction; it could be 'full' or one-half, etc.*) of the established chapter dues.
- Section 8. A member may become a National Life Member by paying a designated amount in one lump sum, as determined by the National Organization.
- Section 9. Honorary Members
- a. National Honorary Members are not required to pay dues to either the National Organization or to the local chapter. They shall have all the rights and privileges of full chapter membership.
 - b. Chapter Honorary Members who are active members of Sigma Delta Epsilon, Graduate Women in Science, Inc. need not pay chapter dues and shall have all the rights and privileges of chapter membership. They are required to pay national dues.
- Section 10. Contributions
- Sigma Delta Epsilon, Graduate Women in Science, Inc. is organized and operated exclusively for educational and scientific purposes. Therefore, the Internal Revenue Code ruling states that "Donors may deduct contributions to you and your exempt subordinate units (chapters) as provided by Section 170 of the Code. Bequests, legacies, devices, transfers or gifts to or for your use or to or for the use of your exempt subordinate units are deductible for Federal estate and gift tax purposes under Sections 2055, 2106 and 2522 of the Code."

ARTICLE VII. STANDING COMMITTEES

Any standing or permanent committees that you want to have and that are mentioned in Article II. Government, Section 2. Committees, should be described here. Make a new Section for each committee. You must say how many members each committee will have, the term, and, briefly, the duties of the committee, e.g.:

Section 1.

Membership.

The committee

a. shall consist of three members, each serving for a term of one year.

b. The function of this committee shall be to promote the recruitment of new members and the retention of current members.

ARTICLE VIII. PROCEDURES

Procedures and other items not specified in these Bylaws or by the rules of the National Organization shall be in accordance with the latest edition of Robert's Rules of Order, Newly Revised.

ARTICLE IX. AMENDMENTS

An amendment to these bylaws may be proposed by the Executive Committee or any member in good standing:

- a. It shall be presented in writing to the chapter membership at least _____ days before the Annual Business Meeting.
- b. Affirmative votes of two-thirds (2/3) of the votes cast by members present or by proxy (*if you have allowed proxy voting*) at the Annual Business Meeting are necessary for adoption of the amendment.

NOTE: *Amendments to Bylaws must be more difficult to approve than simple meeting questions or motions (a majority approval). A "majority" vote means 50% of the votes cast plus one additional vote. **There is no such thing as a '2/3 majority'.** Therefore it is customary to require at least 2/3 approval of Motions to Amend the Bylaws. Also, Constitutional amendments must be more difficult to approve than Bylaw amendments, thus:*

<u>Item before a meeting for approval</u>	<u>Vote required for approval</u>
-- simple question or motion	simple majority
-- Bylaw amendments	2/3 approval
-- Constitution amendments	3/4 approval

It is also necessary to put a "Notice of Motion to Amend the Bylaws" before the chapter membership a certain number of days before the meeting at which the amendment will be voted on. This gives everyone a chance to consider the motion which will affect the running and functioning of the chapter. So, you can designate "21 days" or "30 days", etc. It is also customary to vote on Bylaw amendments at the Annual Business Meeting.