

Constitution of the Sam Houston State University Delta Delta Chapter of Sigma Tau Delta: The International English Honor Society

Article I. Name

The name of this chapter of Sigma Tau Delta: The International English Honor Society shall be **Delta Delta**. It shall hereafter be designated and referred to in this Constitution as “the Society.”

Article II. Purpose and Mission

Section I. Purpose

The Society shall be wholly non-profit, organized under the rules and approval of the Student Government Association and the administration of Sam Houston State University. Sigma Tau Delta recognizes the accomplishments of professional writers who have contributed to the fields of language and literature.

Section II. Mission

The mission of the Sam Houston State University Delta Delta Chapter of Sigma Tau Delta, the International Honor Society, shall be literary, educational, and charitable. The Delta Delta Chapter will strive to:

- Confer distinction for high achievement in English language, literature, and writing in undergraduate, graduate and professional studies at Sam Houston State University.
- Provide cultural stimulation at Sam Houston State University and promote interest in literature and the English language on campus and in the surrounding communities.
- Advance all areas of the discipline of English, including literature, language, and writing
- Promote fellowship and the formation of networks of friendship and support among its members
- Serve the academic and surrounding communities through promoting awareness and appreciation of English language, literature and writing

Article III. Membership

Section I. Eligibility

There are two categories of membership: active and association.

Active: Active membership is available to English majors or minors who have completed 15 or more hours of English, with at least a 3.0 GPA in those courses. A 2.75 overall GPA is also required. Full-time faculty members who sponsor a chapter are also eligible for membership. Members must attend meetings, and

participate in a minimum of three activities per semester to keep their active status and to have the distinction of Sigma Tau Delta placed on their official transcript.

Associate: Associate membership is available to currently enrolled students, undergraduate or graduate, who have the requisite academic background but are not majoring or minoring in English. In addition, non-sponsoring faculty members with a degree in English may be associate members.

Undergraduate students who do not fulfill the English requirement, but are interested in joining the organization at a later date may attend meetings and events in order to become educated on the workings of the chapter. Special events, such as banquets, are for members only.

Section II. Selection Process

Membership in Sigma Tau Delta is extended through the Delta Delta chapter on behalf of the international organization. Students who meet the qualifications for membership must apply through the chapter on their campus. Applications are available on the website (http://www.shsu.edu/~eng_www/SigmaTauDelta). Once a student contacts the Sam Houston chapter, the sponsor shall check the qualifications and recommend that student for membership.

Section III. Induction Ceremony

It is the privilege of all members to participate in an induction ceremony to be held at the end of every spring semester. This ceremony is an important part of the tradition of Sigma Tau Delta and is to be conducted in a manner becoming an academic honor society.

Section IV. Active Participation

In order to receive the distinction of membership in the honor society on the SHSU official transcript, members must participate in a minimum of three events per semester and attend all meetings of the general membership to maintain active status. Unavoidable absences from meetings should be reported to the secretary. Participation in the events includes attending meetings, attending Society events (including the planning committees), participating in the service projects, and in other ways approved by the sponsors and officers.

Section V. Removal of Members from the Society

Membership may be revoked by the executive board and sponsors for failure to uphold the standards of the Society as set forth in this constitution.

Article IV. Officers

Section I. Requirements for Officers

All undergraduate student leaders must be students at SHSU and meet and maintain a 3.0 grade average. All graduate student leaders must be students at SHSU and meet and maintain a 3.0 grade point average. Officers must be able to commit themselves to the success of the Society chapter without conflicting with other organizations in which they are members or officers.

Section II. Officers and Duties

General Duties of All Officers

- Participate in the annual induction ceremony, especially the planning and execution.
- Contribute to the Society newsletter
- Work in conjunction with the webmaster to make updates to the website.
- Pass all materials relevant to each office to the newly elected officers and review the material with them to ensure a smooth transition of leadership.
- Participate in a comprehensive planning session prior to each long semester
- Maintain and staff the Sigma Tau Delta office in conjunction with participating members.

President - The president is truly the key to a successful chapter. An effective president presents a model of leadership for the chapter and the campus. The president will work closely with the chapter sponsors.

Upon election the president has the following duties:

- a. Familiarize him/herself with the chapter handbook. This handbook has a wealth of ideas in the sections on chapter activities, fundraising, service, and chapter development.
- b. Plan an orientation for new officers as soon after the election as possible. (The election and the orientation should take place in the spring before the outgoing officers leave.) Organize this activity with the outgoing president and the sponsors.
- c. Assess the interests and needs of the chapter and plan the agenda for the coming year, achieving a balance among programs, socials, fundraisers, and service projects.
- d. Fill appointed offices and set up committees, with consultation from the sponsors.
- e. Be a liaison (or appoint a member to be a liaison) to other organizations on campus, to the Student Government Association, and to the faculty.

- f. Collaborate with the sponsors and the other officers on completing the annual report for the Central Office
- g. Learn about the international conventions and regional conferences in order to encourage members to submit papers and attend.
- h. Write and distribute the monthly agendas for both the officers and general membership meetings (in consultation with sponsors).
- i. Work in conjunction with the Vice President to ensure that the semester's agenda is followed, with response to university deadlines, policies, facilities forms, etc.

Vice President - As second in command, the main duty of the vice president is to assist and support the president in presiding over the chapter. The vice president shall assume the responsibilities of the president if the president is unable to serve.

Upon election, the vice president has the following duties:

- a. Familiarize him/herself with the chapter handbook. This handbook has a wealth of ideas in the sections on chapter activities, fundraising, service, and chapter development.
- b. Work in conjunction with the President to ensure that the semester's agenda is followed, with response from various university deadline, policies, facilities, forms, etc.
- c. Plan, organize, and execute at least one service activity each semester.
- d. Organize, oversee, staff, and maintain the Sigma Tau Delta office in Evans 204.
- e. Work with President on election and assignment of various offices

Treasurer -The treasurer is also vital to the smooth functioning of a chapter and should attend all events where money is collected or disbursed. (The sponsors will be co-signers on the checking account).

The treasurer has the following duties:

- a. Obtain bank statements and the treasurer's notebook from the outgoing treasurer.
- b. Balance the checkbook as well as the ledger for expenses each week in conjunction with the sponsors and have a treasurer's report ready for each meeting.
- c. Collect receipts for expenditures and submit requests for reimbursement checks from the sponsors.
- d. Keep track of the Income Tax ID number
- e. Be familiar with the financial regulations of the Society and Sam Houston State University
- f. Collect and deposit promptly any chapter dues or special fees.
- g. Serve as fundraising chair, overseeing the planning and execution of fundraisers.

Secretary –The secretary is vital to the organizational integrity of the chapter. This officer should work closely with the other officers, become aware of local and international deadlines, and maintain open communication through the timely dissemination of information to other chapter members.

The secretary has the following duties:

- a. Attend all meetings and keep accurate minutes
- b. Post minutes for the general meeting on the chapter’s website within one week
- c. Provide hard copies of the minutes for the officers’ meetings to all officers and sponsors within one week.
- d. Prepare and send out mailings (via snail mail or e-mail) to members.
- e. Notify and remind members (via telephone or e-mail) of general meetings and upcoming events.
- f. Prepare, in collaboration with the sponsors, the list of new members to send to the University registrar and the Central Office.
- g. Update and maintain a list of current members, including list serve.
- h. Be responsible for all chapter correspondence, including notes of thanks.
- i. Work with officers and sponsors to produce a monthly chapter update.
- j. Keep an activity log of membership participation
- k. Assist the sponsors in completing all chapter reports, including the Central Office annual report.

Public Relations Director –The public relations director is the Society’s link to the University and community. The way in which the Society is perceived is, to a large extent, the responsibility of this officer.

The public relations director has the following duties:

- a. Publicize meetings, programs, and fundraisers on campus.
- b. Update the display case monthly.
- c. Locate the campus media services office and find out the policy for sending news items and photos to the local paper, the University website, and other media services.
- d. Work with the campus newspaper to print Society news.
- e. Work with the Historian to take photos that may be used in the scrapbook.
- f. Arrange for a group photograph of the chapter members for the Alcalde.

Historian –The historian is the keeper of the chapter’s memories. This officer must have access to audio-visual equipment and take photographs and videos of the various activities of the chapter.

The historian has the following duties:

- a. Maintain all records, such as the scrapbook, the written history of the chapter, videos, cassettes, photographs, souvenir programs, sample t-shirts, newsletters, newspaper clippings, and convention materials.
- b. Display these materials appropriately at Society functions.
- c. Caption and date all photographs and label all other materials.
- d. Present the updated yearbook at the spring induction ceremony.

Webmaster -

The webmaster has the following duties:

- a. Maintain the website and list serve.
- b. Assist the secretary in maintaining the membership list.

Section III. Distribution of Information

The distribution of all information by any officer or member to campus or the community shall be sent to and approved by the sponsors well in advance of deadlines.

Section IIII. Election Process

Elections shall be held at the regular member meeting during the month of April, or as close to that date as possible; a simple majority vote of members present shall win. Newly elected officers shall assume responsibility at the following meeting.

Section V. Graduation of Officers

Society members who have held office(s) shall be entitled to purchase and wear the Sigma Tau Delta Honor's stole, signifying their commitment to the organization.

Section VI. Removal of an Officer

Any officer may be asked to resign or may be removed by vote of the executive board and sponsors if he or she fails to uphold the office duties, according to the guidelines set forth in this Constitution. Offenses that may warrant removal include, but are not limited to, neglect of duties, failure to attend meetings (Refer to Article V, Section II), and behavior unbecoming of an officer of an honor society. Another election to fill the vacancy shall be held immediately.

Article V. Meetings

Section I. Meetings

- a. Officers' and committee chairs' meetings shall be held at least once a month and should be scheduled prior to the commencement of the semester.

- b. Regular member meetings shall be held once a month and should be scheduled prior to the commencement of the semester.
- c. In the event that a meeting date must be changed and rescheduled, notification shall be given as soon as possible via e-mail.

Section II. Attendance

Attendance at meetings is expected for all members. Attendance at society functions is considered part of active membership. Any officer having two unexcused absences a semester shall be subject to removal from the position.

Article VI. Finances

Section I. Dues

A one-time payment of dues in the amount of \$60.00 is to be made with application. This one-time payment is for lifetime membership in the Society and the chapter.

Section II. Banking

All monies belonging to the organization shall be deposited and disbursed through a bank account established for this organization. All funds must be deposited within one week after collection. The sponsors to this organization must approve and sign each expenditure before payment.

Article VII. Sponsors

The Society shall have at least one full-time SHSU faculty or staff member serving as an advisor at all times. The sponsors shall be selected by the chair of the English Department to serve for the term(s) appointed.

The sponsors are vital to a healthy chapter. These faculty members should be available to the officers and members of the chapter and should offer guidance when necessary, while at the same time allowing the students to develop their own ideas and leadership capabilities.

Some of the duties of the sponsors are as follows:

- a. Plan an orientation for all chapter officers.
- b. Attend all meetings of the officers and the chapter.
- c. Approve applications.
- d. Distribute promptly to the members any information that comes from the Central Office.
- e. Encourage students to submit original work for possible publication in Sigma Tau Delta journals, *The Review* and *The Rectangle*, and newsletters. The

sponsors shall verify that the items submitted are the original work of the members.

- f. Encourage students to submit original work for possible presentation at the international convention and verify that the items submitted are the original work of the members.
- g. Encourage students to attend the international convention.
- h. Store the chapter's records and provide continuity for the chapter from year to year.
- i. Oversee all financial matters.
- j. Enforce and report active participant designation for official transcripts.
- k. Approve and promote chapter activities.

Article VII. Amendments and Revision

This constitution may be amended by a majority vote of the active members; all changes shall be submitted to the Office of Student Activities, LSC 328.

