

# **Sigma Kappa Delta**

## **Constitution**



# CONSTITUTION

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# CONSTITUTION

## The English Honor Society, Sigma Kappa Delta, Inc.

### Article I Incorporation

**Section I. Name.** The name of the organization shall be The English Honor Society, Sigma Kappa Delta, Inc. (the “Society”).

**Section II. Incorporation.** The Society shall be a wholly not-for-profit corporation organized on a membership basis under the laws of the State of Alabama.

**Section III. Object and Purposes.** The purposes of the Society shall be educational, literary, and charitable. The Society shall strive to

- A. confer distinction for high achievement in English language and literature in two-year institutions of higher education;
- B. provide, through its local chapters, cultural stimulation on college campuses and to promote interest in literature and English language in the surrounding communities;
- C. foster the discipline of English in all its aspects, including creative and critical writing;
- D. promote community among its members; and
- E. exhibit high standards of academic excellence.

**Section IV. Official Motto.** The official motto of the Society shall use the initials of Sigma Kappa Delta and its ideals: Sincerity, Knowledge, Design.

### Section V. Official Symbols.

- A. Colors. The official colors shall be green and gold.
- B. Flower. The official plant shall be English Ivy.
- C. Seal. The official seal shall be an emblem with a black background on which is placed a diagonal banner with the letters ΣΚΔ.

### Article II Board of Directors and Board Meetings

**Section I. Purpose and Composition.** The management of the Society shall be vested in the Board of Directors (the “Board”). The Board shall consist of the Officers (Article III) and the Regent(s) (Article IV).

**Section II. Qualifications for a Directorship.** Each Officer and Regent shall be a full-time faculty member and shall be at the time of election a sponsor of an active chapter of the Society.

**Section III. Removal of Directors.** Any Director may be removed for cause by two-thirds vote of the other Board members, provided that the President or the Vice-President shall have notified such Director in writing at least thirty days prior to the hearing preceding such vote, specifying cause(s), or charge(s), or both.

**Section IV. Board Meetings.**

- A. **Regular Meetings.** The Board shall meet at least once a year at a time and place selected by the President of the Society in consultation with the Board.
- B. **Special Meetings.** A special meeting may be called at the President's discretion. A special meeting must be called by the President upon written request of a majority of the current members of the Board. No later than two weeks after reviewing such a request, the President shall notify the Board of the date of the special meeting, which shall be held within a month of the notification date. At the direction of the President, the Executive Director shall forward notice of the special meeting to each Board member no later than one week prior to such called meetings, specifying the subject(s) to be considered.
- C. **Quorum and Majority Vote.** A simple majority of the current members of the Board constitute a quorum. Even in the absence of a quorum, motions may be made; but any such motions(s) shall then be submitted to a vote of record and, if passed by a majority of the members of the Board, shall be considered binding.

Except as otherwise provided for in the Constitution and Bylaws, all actions of the Board shall be determined by majority vote. A majority vote is defined as a simple majority of the current members of the Board.

**Article III**  
**Officers (Executive Committee)**

**Section I. Number and Titles.** The officers are President, Vice-President/President-Elect, Treasurer, Executive Director, and Historian/Secretary. Together they shall form the Executive Committee of the Society (the "Executive Committee").

**Section II. Election of Officers.** Officers shall be elected by the membership at the annual national convention. The Executive Director, however, shall be appointed by the Board and serve under contract. Each chapter in attendance shall have one vote. A slate

of officers shall be presented by the Nominating Advisory Committee. Officers shall be Sigma Kappa Delta sponsors at the time of their election.

**Section III. Term of Office.** Officers shall serve two-year terms. With the exception of the Executive Director who is under contract, an officer, unless filling an interim term as determined by the Board, may serve no more than two full terms in a particular office. Officers shall assume office as of July 1<sup>st</sup> following their election.

**Section IV. Vacancy.**

- A. **President.** In the event that the President is, for any reason, unable to serve, the Vice-President shall serve as President until the next Board meeting, regular or special.
- B. **Executive Director.** In the event that the contract with the Executive Director is breached or is otherwise unfulfilled, the President shall call upon the Board within one month to determine the method of selecting a successor.
- C. **Vice-President/President-Elect, Secretary, Treasurer, Historian/Secretary.** In the event that the Vice-President/President-Elect, Treasurer, or Historian/Secretary is, for any reason, unable to serve, the office shall remain vacant until the next Board meeting, regular or special.

**Section V. Powers and Duties.**

- A. **The Executive Committee.** The Executive Committee shall have all executive powers of the Society excepting any specifically retained by the full Board in official sessions.
- B. **Duties of Individual Officers.** In addition to the duties of the Executive Committee, each officer shall have the following duties:
  - 1. The *President* shall preside at all meetings of the Executive Committee and of the Board, and at business sessions of Sigma Kappa Delta Conventions. The President shall appoint committees deemed desirable or necessary. Such Committees shall serve as deemed appropriate, and such committees shall report to the Board.
  - 2. The *Vice President/President Elect* shall preside in the absence of the *President*, shall assume duties at the request of the *President*, and shall assume the office of *President* upon the completion of the current *President's* term of office.

2. The *Treasurer*, along with the Executive Director, shall be responsible for the development and execution of the approved budget. When applicable, the Treasurer shall become the fiduciary of investment funds. The Treasurer, along with the Executive Director, shall be responsible for the finances of the Society and for submitting an annual report to the Board.
3. The *Executive Director* consults with the President. The Board shall appoint the Executive Director, who shall serve subject to contract. The term of the contract may be renewed at the discretion of the Board. The Executive Director's powers and duties will be fully set forth in the contract.
4. The *Historian/Secretary* shall have the primary responsibility for keeping minutes of the Board meetings and for maintaining the archives and the continuing history of the Society and shall bring to the attention of the Board and membership relevant information of historical and current importance.

## **ARTICLE IV REGENT(S)**

**Section I. Number.** There shall be at least one Regent.

**Section II. Regions.** The number of Regions shall be determined by the Board, which may also create additional Regions and alter boundaries of existing Regions as the need arises.

**Section III. Election.** At the Convention of the Society, each Region shall elect its own Regent when the post becomes vacant. Only active members of the region shall participate in the election, and each chapter present shall have one vote. In the event that no vote is possible at the Convention, the Board shall appoint, during the Convention, a Regent to serve that Region until the next Convention.

**Section IV. Term of Office.** A Regent shall be elected for a term of two years. An individual, unless filling an interim term as determined by the Board, shall serve no more than two consecutive full terms. A Regent shall assume office as of July 1<sup>st</sup> following the election.

**Section V. Vacancy.** In the event that a Regent is, for any reason, unable to serve, the Board shall, by majority vote, elect a Regent from among the sponsors in that Region to serve until the next Convention.

**Section VI. Powers and Duties.**

- A. General. As Directors, Regents shall share these powers, duties, and responsibilities of the Board, except for those specifically otherwise delegated. These obligations shall include, but not be limited to, serving as liaisons with the Executive Committee and providing regional information for publication.
- B. Regional. Each Regent *shall* have specific responsibility for the development and promotion of the Society in the Region. A Regent shall promote the object and purpose of the Society with the Region by:
1. *disseminating* information to chapters;
  2. *encouraging and stimulating* active chapters;
  3. *endeavoring* to reactivate inactive chapters;
  4. *encouraging* the formation of new chapters;
  5. *encouraging* attendance at conventions;
  6. *accomplishing* these aims by newsletters, inter-chapter activities, and personal contacts;
  7. *servng* on advisory committees; and
  8. *establishing and maintaining* a Board of Student Representatives.

**Article V  
Chapters**

**Section I. Establishment and Maintenance of Chapters.**

- A. Locations. A chapter may be established at a two-year college which grants associate degrees and verifies the institution's accreditation by the appropriate national or regional accrediting agency. Such agencies include the New England Association of Schools and colleges, the Middle States Association of Colleges and Schools, the Northern Central Association of Colleges and Schools, the Southern Association of Colleges and Schools, the Northwest Association of Schools and Colleges, the Western Association of Schools and Colleges, certain appropriate professional accrediting agencies, and by those specialized accrediting bodies also recognized by the United States Department of Education and/or an appropriate national voluntary agency. Colleges with multiple campuses may have a chapter at more than one campus; however, a charter/chapter must remain on the original campus at which it was issued. Two-year vocational/technical, and career institutions

offering only general or specialized programs for career opportunities shall not be eligible.

B. Chartering a Chapter.

1. Petition for Charter. A group petitioning for chapter charter shall be sponsored by a qualified faculty member (Section IV, this Article) and shall have the endorsement and approval of the administration of the institution. A petition bearing the signatures of five persons qualified for active membership shall be sent to the Executive Director of the Society.
2. Charter Fee. A petition for charter to establish a chapter of the Society must be accompanied by the charter fee established by the Board. (For initiation and local fees, see Article VI, Section IV).

**Section II. Life of a Chapter.** A chapter shall be chartered as long as the sponsoring institution meets requirements above (Section IA, this Article).

**Section III. Chapter Reports.** A chapter shall send the Executive Director the appropriate information whenever

- A. *new members* are initiated, and/or
- B. *the annual report* is requested by the Board.

**Section IV. Sponsor of a Chapter.** The sponsor of a chapter of the Society shall be full-time faculty at the accredited institution housing that chapter and shall have at least one degree in English or a related field. The sponsor shall be considered an active member of this chapter.

**Section V. Chapter Officers.** The chapter shall have at least three elected officers representing the functions of President, Vice-President, Treasurer, and Editor. The elected officers shall be the members of the chapter Executive Committee.

## **Article VI Membership**

**Section I. Minimum Academic Qualifications for Chapter Membership.** A candidate for membership shall be enrolled in a two-year college with a Sigma Kappa Delta chapter and shall have completed a minimum of one college course in English language or literature. The candidate shall have no grade lower than a B in English, shall have a minimum grade point average of a 3.3 (on a 4.0 scale) in general scholarship, and shall have completed at least one semester or two quarters of college course work for a cumulative total of twelve hours. In addition, all persons considered for membership

shall exhibit high standards of personal and professional character and shall support the purposes of the honor society. The faculty sponsor shall be responsible for verifying through the Registrar's Office the scholastic eligibility of candidates for membership.

**Section II. Election to Membership.** A method of election to membership shall be devised by each chapter, but must include (a) strict adherence to eligibility for membership – Section I above – and (b) a process of election which engenders joint responsibility of both faculty and students. Local chapters have the option of increasing the national requirements; special cases shall be referred to the Executive Director who will interpret the constitution and policies of the Society. No solicitation of propaganda, such as rushing or social pressure, shall ensure invitation to or acceptance of membership.

**Section III. Categories of Chapter Membership.** There shall be two categories of chapter membership: student and faculty. Within the chapter, each chapter shall be responsible for assigning its members to the appropriate categories. Active membership shall be limited to

- A. currently enrolled students, who have the requisite academic background (Section I, this article); and
- B. faculty sponsor(s) of chapter. A sponsor shall be a full-time member in the sponsoring institution.

**Section IV. Certificate of Membership.** The Executive Director shall, upon receipt of fees and a completed membership form, issue to newly inducted members a certificate attesting to membership in the Society and other materials as directed by the Board.

**Section V. Privileges of Membership.** A member shall be eligible

- A. to vote at all chapter meetings of the Society,
- B. for election to chapter offices,
- C. to attend scholarly presentations and colloquia of the sponsoring academic department,
- D. to represent the local chapter at state, regional, and national conventions,
- E. to apply for awards and honors,
- F. to receive other benefits, such as publications, of the Society.

**Section VI. Non-Discrimination.** Membership in the Society is open to qualified candidates including persons with disability, without regard to age, color, gender, national origin, race, religion, and/or sexual orientation.

Membership in the Society shall be irrespective of membership or affiliation with other organizations and associations.

**Section VII. Relationship to Sigma Tau Delta.** Membership in the Society shall not serve as automatic eligibility for membership in Sigma Tau Delta, the English honor society for four-year institutions.

**Section VIII. Chapter Fees.**

- A. **Induction Fee.** The one-time induction fee entitles each chapter member to receive all privileges of membership. The fee must be paid prior to induction and confers life membership in the Society. The amount of the fee shall be determined by the Board.
- B. **Local Fees.** Each chapter may establish and adjust its own local fees. Any local fee shall be paid prior to induction and thereafter as the chapter decides.

**Section IX. Rituals.** Rituals are provided in the official *Chapter Handbook*. Local chapters shall choose among the alternatives to assure that ceremonies remain true to the spirit and objectives of the Society.

**Article VII  
Financial Policies**

**Section I. Funds and Investments.**

**Section II. Operating Expenses.**

- A. **The Budget** shall be used as a basis for the financial questions of the Society during the stated period.
- B. **The Executive Committee**, with the advice from the Executive Director and Treasurer, shall recommend the annual budget to the Board, which shall have final approval.
- C. **The Treasurer**, along with the Executive Director, shall be responsible for the execution of the approved Budget and shall report to the Board.

**Article VIII  
Amendments and Additions**

**Section I. Articles of Incorporation.** The Articles of Incorporation of the Society may be amended by a majority vote of the Board in accordance with the laws of the State of Alabama and the Constitution of the Society. A written notice of the proposed amendment(s) and/or addition(s) shall be sent to every member of the Board at least thirty days prior to the final vote on the proposed amendment(s) and/or addition(s).

**Section II. Constitution.**

- A. **Introduction.** Any member may initiate a proposed amendment or addition to the Constitution by presenting the proposed amendment or addition to the Board. In order to be presented to the membership at large, the proposed amendment or addition must be approved by three-fourths majority of the Board within twelve months.
  
- B. **Ratification.** During the year of Convention, a copy of the proposed amendment(s) or addition(s) shall be mailed to the chapter ninety days prior to the Convention. A simple majority of voting chapters is required for approval of the amendment(s) or addition(s). If time does not permit, or during a non-Convention year, the mailing of the proposed amendment(s) or addition(s) shall include a ballot to be returned within ninety days to the Executive Director for counting and reporting.
  
- C. **Bylaws.** Bylaws may be amended by a majority vote of the members of the Board.

## **BYLAWS**

### **Bylaw I Conventions**

**Section I. Convention Frequency.** Conventions shall be held at least every three years.

### **Bylaw II Board Representation**

**Section II. Representative of the Board.** The Board shall designate, whenever possible, representative(s) of the Society to attend, whenever possible, the following functions:

- A. installation of college presidents,
- B. installation of new chapters.

### **Bylaw III Parliamentary Authority**

**Section I.** Unless otherwise specified, *Robert's Rules of Order* shall govern.

**Section II.** The Board shall select one of its members to act as parliamentarian at all Board meetings.

## **Bylaw IV Corporation Policies**

**Section I. Purpose.** The Corporation is organized exclusively for educational purposes within the meaning of Section 501 ( c ) 3 of the *Internal Revenue Code*.

**Section II. Inurement of Income.** No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to, its members, trustees, officers, or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation of services rendered.

**Section III. Legislative or Political Activities.** No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

**Section IV. Operational Limitations.** Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on

- A. by a corporation exempt from the Federal Income Tax under Section 501 ( c ) 3 of the *Internal Revenue Code of 1986* (or the corresponding provision of any future United States Internal Revenue Law) or
- B. by a corporation, contributions to which are deductible under Section 170 ( c ) 2 of the *Internal Revenue Code of 1986* (or the provision of any future United States Internal Revenue law.)

**Section V. Dissolution.** Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organization organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 ( c ) 3 of the *Internal Revenue Code of 1986* (or the corresponding provision of any future United States internal Revenue law) as the Board of Directors shall determine.

Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is located, exclusively for the purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Revised Constitution and Bylaws. September 2004.