



SACRAMENTO  
STATE

Chi Sigma Iota  
Chi Sigma Sigma  
Chapter



# **Chi Sigma Iota Chi Sigma Sigma Chapter Chapter Bylaws**

Spring 2008  
California State  
University, Sacramento

## Table of Contents

<b>ARTICLE 1 - NAME</b>	<b>3</b>
<b>ARTICLE 2 - PURPOSE</b>	<b>3</b>
<b>ARTICLE 3 - MEMBERSHIP</b>	<b>3</b>
<b>Section 1 Eligibility</b>	<b>3</b>
<b>Section 2 Election to New Membership</b>	<b>4</b>
<b>Section 3 Membership Categories</b>	<b>4</b>
<b>Section 4 Initiation</b>	<b>4</b>
<b>Section 5 Dues and Fees</b>	<b>5</b>
<b>ARTICLE 4 - CHAPTER OFFICERS AND RESPONSIBILITIES</b>	<b>5</b>
<b>Section 1 Elected Officers</b>	<b>5</b>
<b>Section 2 Executive Council</b>	<b>5</b>
<b>Section 3 Responsibilities</b>	<b>6</b>
<b>ARTICLE 5 CHAPTER FACULTY ADVISOR</b>	<b>7</b>
<b>ARTICLE 6 CHAIR POSITIONS AND COMMITTEES</b>	<b>7</b>
<b>Section 1 Chair Positions</b>	<b>7</b>
<b>ARTICLE 7 NOMINATIONS AND ELECTIONS</b>	<b>8</b>
<b>Section 1 Executive Council Elections</b>	<b>8</b>
<b>Section 2 Chair Positions</b>	<b>8</b>
<b>ARTICLE 8 MEETINGS</b>	<b>8</b>
<b>Section 1 Parliamentary Authority</b>	<b>8</b>
<b>Section 2 Time and Place</b>	<b>8</b>
<b>ARTICLE 9 AMENDMENTS</b>	<b>9</b>
<b>ARTICLE 10 CHAPTER YEAR</b>	<b>9</b>
<b>ARTICLE 11 DISSOLUTION</b>	<b>9</b>

# **Bylaws of the Chi Sigma Sigma Chapter Of Chi Sigma Iota**

## **ARTICLE 1 - Name**

- 1.1 This organization shall be called the Chi Sigma Sigma Chapter of CHI SIGMA IOTA, COUNSELING ACADEMIC AND PROFESSIONAL HONOR SOCIETY INTERNATIONAL, INC.

## **ARTICLE 2 - PURPOSE**

- 2.1 The purposes of the Society shall be to promote scholarship, research, professionalism, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling.

## **ARTICLE 3 - MEMBERSHIP**

### **Section 1 Eligibility**

3.1.1 The following shall be deemed eligible for nomination to membership in the Society through endorsement of the chapter:

3.1.2 **Students:** Those students who are enrolled in counselor education programs leading to graduate degrees (Master's, specialist, or doctorate) or professional credentialing courses of studies in counseling.

3.1.2.1 They shall have completed 12 semester units of counseling courses carrying approved graduate credit as defined by the California State University, Sacramento.

3.1.2.2 They must have maintained an overall scholastic grade point average of 3.5 or better while enrolled in the program.

3.1.3 **Faculty:** Eligible faculty membership shall consist of individuals who hold a terminal degree (Ph.D./Ed.D.) in Counselor Education. They should have given evidence of distinguished scholarship and professional service to the profession of counseling or by a pattern of activities of scholarship and service which is deemed indicative of such for continued future contributions.

3.1.3.1 They must have maintained an overall scholastic average of 3.5 or better (4.0 system) or the equivalent while enrolled in their counselor education program (e.g., CACREP program).

3.1.3.2 Faculty members must be National Certified Counselors (NCC's), board eligible with the National Board of Certified Counselors (NBCC) or equivalent state counselor credentialing body, Certified Rehabilitation Counselors (CRC's), or graduates of CACREP or CORE counselor education accredited programs, or be credentialed by comparable standards as determined by the Executive Council. To qualify as an accredited program, the accreditation must have been granted prior to the graduation of the candidate.

3.1.4 **Alumni:** The following shall be deemed eligible for alumni membership in the Society: (1) Those individuals elected into the Society while they were students and, (2) those individuals elected into membership after graduation because membership into the Society was not available while they were students in their counselor education program.

3.1.4.1 They must have maintained an overall scholastic average of 3.5 or better (on a 4.0 system) or the equivalent while enrolled in their counselor education program.

3.1.4.2 Alumni members must be National Certified Counselors (NCC's), board eligible with the National Board of Certified Counselors (NBCC) or equivalent state counselor credentialing body, Certified Rehabilitation Counselors (CRC's), or graduates of ACA/CACREP or CORE counselor education accredited programs, or be credentialed by comparable standards as determined by the Executive Council. To qualify as an accredited program, the accreditation must have been granted prior to the graduation of the candidate.

## **Section 2 Election to New Membership**

3.2 Invitation to membership shall be issued to candidates in writing, in accordance with the Association of College Honor Societies (ACHS).

## **Section 3 Membership Categories**

3.3.1 All student members of the Chi Sigma Sigma Chapter of Chi Sigma Iota shall be considered a junior member, an active member, or an inactive member.

3.3.2 **Junior Member:** A current classified student enrolled in the Department of Counselor Education who currently has a scholastic grade point average of 3.5 or higher but has not completed 12 semester units may register for Junior Membership.

3.3.2.1 If registered with Chi Sigma Sigma and current with chapter dues, they may attend meetings and chapter events as approved by the Executive Board

3.3.2.2 Junior members do not have voting privileges or run for Executive Board or Chair positions.

3.3.3 **Active Member:** A current classified student meeting the requirements of membership enrolled in the Department of Counselor Education, registered with both the Chi Sigma Sigma Chapter of Chi Sigma Iota as well as Chi Sigma Iota and in good financial standing with both the Chapter and National office.

3.3.3.1 Maintains all privileges afforded to active members as specified in the bylaws of Chi Sigma Iota.

3.3.4 **Inactive Member:** A current classified student enrolled in the Department of Counselor Education but does not meet the requirements of active membership due to a GPA of less than 3.5 or is past due on membership dues.

3.3.4.1 Inactive members may participate in chapter events as approved by the Executive Board

3.3.4.2 They may not have voting privileges, hold officer or chair positions, or run for officer or chair positions

## **Section 4 Initiation**

3.4.1 Notice of selection for membership shall be made in writing by the chapter President.

3.4.2 Candidates for membership shall be initiated by the chapter, using procedures established by the Society at least annually.

3.4.3 A membership certificate and pin shall be presented to each member to be displayed in recognition of meeting or exceeding the high standards of the Society.

### **Section 5 Dues and Fees**

3.5.1 Annual membership dues shall be \$10 due no later than thirty (30) days after fall instruction.

3.5.2 All members shall be required to pay the individual dues amounts and fees required by the Chapter and National Office in order to maintain active status.

3.5.3 Members seeking to be reimbursed for expenses must provide a printed receipt to the Treasurer with a written request for reimbursement. Reimbursement is subject to Executive Council approval.

## **ARTICLE 4 - CHAPTER OFFICERS AND RESPONSIBILITIES**

### **Section 1 Elected Officers**

4.1 The elected officers of the Chi Sigma Sigma chapter of Chi Sigma Iota shall be the President, Vice-President, Secretary, and Treasurer. All officers shall have voting rights on the chapter's Executive Council.

4.2 Only the Chapter President and Treasurer will be authorized to spend Chapter funds.

### **Section 2 Executive Council**

The Executive Committee shall be the governing body of the chapter. It shall transact all business relating to the chapter as a whole between meetings.

4.2.1 The Executive Committee shall be responsible for planning an activity calendar for the year, which is distributed to all members. There will be an installation of members at least once each year. Each academic term, the chapter will have at least one meeting at which scholarly presentations are made as well as opportunities for social discourse and personal development.

4.2.2 In the event that elected officers are unable to serve their complete terms of office, the remaining chapter officers and Chapter Faculty Advisor may conduct another election or appoint individuals with demonstrated interest and ability to serve in the offices needed for the success of the chapter.

4.2.3 Any elected officer of the chapter may be removed for cause. Sufficient cause for removal includes, but is not limited to: violation of the Chapter or CSI Bylaws and policies; violation of rule, practice, or procedure adopted by the chapter; any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. At least thirty (30) days in advance of the hearing, the Executive Committee shall send by registered mail to the last recorded address of the officer a statement of charges and notice of time and place of the hearing at which charges shall be considered. The officer shall have the opportunity to personally appear at the formal

hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two thirds affirmative vote.

### **Section 3 Responsibilities**

The duties of the elected officers shall include, but are not limited to the following:

#### **4.3.1 President**

1. Preside at all meetings, preserving respect, order, and decorum;
2. Acquaint themselves thoroughly with the Bylaws of the Chapter and Constitution and Bylaws of the Honor Society;
3. Promote positive communication with the university's Student Student Activities Department and faculty advisor(s);
4. Promote positive communication with the National Office;
5. Oversee the productivity, responsibility, and accountability of all chapter officers
6. Author annual report and submit to Executive Council no less than fourteen (14) days before submission to National Office;
7. Create and distribute bi-weekly electronic chapter newsletter including updates and reminders;
8. Lead membership through a goal development and tracking process.

#### **4.3.2 Vice-President**

1. Oversee all internal aspects of Chapter operations, including recruitment;
2. Work with Secretary to develop and distribute bi-weekly newsletter;
3. Serve as historian of the Chapter;
4. Ensure productivity and accountability of membership;
5. Ensure that membership is satisfied with Chapter Operations;
6. Promote positive communication with committee chairpersons;
7. Delegate duties to committee chairpersons and primary members.

#### **4.3.3 Secretary**

1. Complete all Chapter paperwork;
2. Submit annual report and annual plan to National Office, upon approval by Executive Committee and Chapter Faculty Advisor by April 30<sup>th</sup> each year;
3. Maintain a record of membership applicants, including current status;
4. Record minutes from Chapter and Executive Council meetings and distribute to appropriate parties via email within 36 hours;
5. Maintain and distribute Chapter calendar;
6. Create with President agendas for Chapter/Executive Council meetings by soliciting for announcements and topics of officer reports;
7. Create and distribute a Chapter phone, address, and email list upon induction of new members;

#### **4.3.4 Treasurer**

1. Oversee all areas of Chapter finances and ensure the long term fiscal health of the Chapter;
2. Oversee the creation of Chapter budgets for each academic term to be approved by the Executive Council;
3. Ensure the tracking and timely collection of all accounts receivable such as member dues, fundraising checks, National Office rebates;
4. Ensure the tracking and timely payment of all accounts payable, such as National dues, conference registration, expenses associated with committee budgets, and reimbursements;

5. Oversee the purchasing of Chapter and membership equipment.

## **ARTICLE 5 CHAPTER FACULTY ADVISOR**

- 5.1 The chapter shall have a designated Chapter Faculty Advisor who shall be responsible for overseeing all correspondence between the Headquarters office and the chapter including verification of the eligibility and endorsement of all nominees for membership.
- 5.2 The Chapter Faculty Advisor must be a regular, full time counselor education faculty member in good standing (dues paying or life member) of Chi Sigma Iota International.
- 5.3 The Chapter Faculty Advisor must have another regular, full time counselor education faculty member in good standing (dues paying or life member) of Chi Sigma Iota International as an alternate to serve in the event of such a need.
- 5.4 The Chapter Faculty Advisor may delegate the authority for correspondence to the chapter Secretary or President; however, all correspondence must have the Advisor's address.
- 5.5 The Chapter Faculty Advisor may not delegate responsibility for compliance with the Society and Chapter By-laws and procedures. Annual chapter rebates from CSI are dependent upon policies related to the annual report and annual plan being sent to headquarters no later than April 30 each year, representation at the annual CSI business meeting at least every third year, a formal installation of new members, and compliance with other CSI policies such as authorized use of the registered logo of CSI.
- 5.6 The Chapter Faculty Advisor or his/her delegate will both order and receive certificates and pins, and is responsible for distributing these to members in a timely manner, via the President and Executive Council and in all cases within the academic term in which they are received.

## **ARTICLE 6 CHAIR POSITIONS AND COMMITTEES**

### **Section 1 Chair Positions**

- 6.1.1 The chair positions will be as follows:

1. Newsletter Editor: Develops Fall and Spring Term Newsletter to be submitted to Executive Council and Faculty Advisor. Upon approval, distributes to membership;
2. Social Chair: Organizes social events to be sponsored by the Chapter;
3. Public Relations Chair: Organizes and Executes fundraising and philanthropy events to be sponsored by the Chapter.

1. The duties of all chairpersons are as follows

4. Promote positive communication with the Vice-President through regular correspondence via email, phone, or meetings. In the event that the Vice-President is unavailable, it is the responsibility of the Chairperson to contact the President;
5. Submit reports, updates, and announcements to the Secretary for inclusion in the bi-weekly Chapter Newsletter.
6. Meet as necessary with appointed committee;

7. Submit proposed budgets to be approved by Executive Council and Faculty Advisor no later than fourteen (14) days before scheduled event.

## **ARTICLE 7 NOMINATIONS AND ELECTIONS**

### **Section 1 Executive Council Elections**

7.1.1 Elections for Executive Council positions will take place at end of the Spring Term.

7.1.2 The election process shall be a three week process:

Week 1: Call for nominations via email or at chapter meeting;

Week 2: Candidate speeches followed by a discussion by the membership in the absence of candidates;

Week 3: Election of officers by majority vote. If majority is failed to be reached, the candidate with the fewest number of votes is disqualified, and a second vote is taken.

7.1.3 Chapter officers elected shall be notified immediately. They shall take office at the beginning of the chapter's new business year as defined in Article 10.

7.1.3.1 They shall serve for the terms listed herein or until their successors are duly elected and installed.

### **Section 2 Chair Positions**

7.2.1 Chair positions shall be appointed by the Vice-President and ratified by the Executive Council.

## **ARTICLE 8 MEETINGS**

### **Section 1 Parliamentary Authority**

8.1 The rules contained in the most recent revised edition of Robert's Rules of Order shall govern the chapter in the conduct of its business.

### **Section 2 Time and Place**

8.2 The chapter shall meet no less than once per academic term at a location designated by the Executive Council.

### **Section 3 Agenda**

8.3 All meetings shall adhere to a customized agenda for each meeting. The agenda shall be prepared in advance and be distributed to all members via email. The agenda shall follow the following template:

1. Call to Order
2. Roll Call
3. Officer Reports

- a. Report of President
- b. Report of Vice President
  - i. Individual Committee Reports
- c. Report of Secretary
- d. Report of Treasurer
4. Old Business
5. New Business
6. Announcements
7. Motion for Adjournment

#### **ARTICLE 9 AMENDMENTS**

- 9.1 An amendment to the By-laws will require an affirmative vote by two-thirds of the active chapter members present.
- 9.2 All amendments shall be presented in writing at a chapter meeting prior to the one at which action will be taken.

#### **ARTICLE 10 CHAPTER YEAR**

- 10.1 The chapter's business year shall be designated by the Executive Committee. Officers will normally serve their terms from May 1 to April 30 each year.

#### **ARTICLE 11 DISSOLUTION**

- 11.1 The California State University, Sacramento Chapter of Chi Sigma Sigma of Chi Sigma Iota may be dissolved by a two-thirds affirmative vote of the current active membership.
- 11.2 In the event of the dissolution of Chi Sigma Sigma, all chapter funds remaining after payment of debts shall be sent to the Headquarters' office for use at the discretion of the International Executive Council.