TAU SIGMA NATIONAL HONOR SOCIETY – ZETA RHO CHAPTER

University of Arkansas, Fayetteville

ARTICLE I. NAME

Section 1.

*This constitution is for the Tau Sigma National Honor Society Zeta Rho Chapter, hereafter referred to as “Tau Sigma.” Tau Sigma is an academic honor society established to recognize the academic success of transfer students into the University of Arkansas, Fayetteville.*

ARTICLE II. PURPOSE STATEMENT, MISSION STATEMENT, AND BELIEF CAUSE

Section 1.

*The purpose of Tau Sigma shall be to recognize the outstanding academic achievements of students transferring to the University of Arkansas, Fayetteville from a previous academic institution. Also, to encourage students’ participation and involvement at the University of Arkansas, Fayetteville.*

Section 2.

*The mission of Tau Sigma is “an academic honor society specifically to recognize and promote the academic excellence and involvement of transfer students.*

Section 3.

*The purpose of the Tau Sigma National Honor Society Zeta Rho Chapter shall be to encourage and promote the purpose and ideals of Tau Sigma to this campus, and to function by the rules in the Tau Sigma National Honor Society Constitution and Bylaws.*

ARTICLE III. MEMBERSHIP AND ELGIBILITY REQUIREMENTS

Section 1.

*All members of Tau Sigma must obtain a 3.5 (on a 4.0 scale) or higher GPA during their first full semester at the University of Arkansas, Fayetteville. A semester consists of 12 or more units taken for a letter grade. And all members must be enrolled in at least one credit hour. Classes taken for workload credit or on a Pass/No Pass basis do not count towards the 12 units. All members must also transfer in with at least one year of transferable units. Transferable units consist of those accepted by the University of Arkansas, Fayetteville as equivalent coursework at another institution of higher learning. Eligibility is limited to the first term of enrollment at the University of Arkansas, Fayetteville.*

*Members of Tau Sigma shall be identified as “active” or “inactive.” “Active” members are defined as individuals who attend a minimum of two (2) chapter events per quarter. Two (2) of the chapter events in the academic year must be community service events. Active Tau Sigma members will be awarded honor cords at no cost. Inactive members may purchase their cords.*

ARTICLE III. VOTING

Section 1.

*All active members of Tau Sigma will be eligible to vote for officers. Elections will be held prior to the Spring Induction ceremony annually to allow new members to be involved prior to elections and officers will be inducted at the Spring Induction Ceremony.*

ARTICLE IV. OFFICERS

Section 1.

*Any active member of Tau Sigma that is enrolled full time, has maintained a minimum of 2.25 (on a 4.0 scale) cumulative GPA and is not on judicial or academic probation may apply to be an officer by the set deadline stated in any officer application emails and/or the Tau Sigma Zeta Rho website. Current board members along with the club advisor will review these applications and decide with whom they wish to interview. Interviews will be formatted with prospective officers around the schedule of returning officers (defined below) and the club advisor. Any current club officer is welcome to join on prospective officer interviews.*

Section 2.

 *Current Officers include:*

 *President*

 *Vice-President*

 *Treasurer*

 *Secretary*

 *Marketing Chair*

 *Community Service Chair*

Section 3.

*The election process will involve a vote among active members to determine who becomes an officer. New officer positions may be added if the majority of current officers approve of it. All current officers will abide by the duties of their respective position stated below in the officer description. If duties are not performed in a satisfactory manner, judged either by a majority of the other officers or by the club advisor, a written warning will first be issued. If the duties are still not followed, a vote for their removal can be made. All officer removals must be majority vote and exclude the officer in question. The club advisor must vote as well. If an officer is voted to be removed, current officers and active members may apply using the same rules previously stated to fill the vacancy. In the meantime, current officers will fulfill the duties until a new officer is elected.*

*Current officers who wish to return as officers for the following academic year must fulfill the following in order to be considered for office again:*

1. *performed well within their respective position(s),*
2. *will be returning to the University of Arkansas, Fayetteville for the full academic year,*
3. *have a desire to continue with an officer position for Tau Sigma.*

*All returning officers must be approved by the club advisor and be in good standing. If the desired position of the proposed returning officer is applied for by any other persons (interviewed or not) then the proposed returning officer must be interviewed as well for the desired position.*

*All officers must agree to a meeting time every semester with the President of Tau Sigma. Once this time is agreed upon, any officer who misses 3 meetings, with no notice by text, phone call or email at least an hour in advance, will result in a voting of their removal from their position. All officers must attend 50% or more of the planned Tau Sigma activities each quarter.*

*The Secretary will record officer attendance. If the Secretary is not present at an event, an alternate officer, to be chosen by the President, will record attendance. If the attendance and/or punctuality of any officer falls below the agreed upon minimum, the officer will first be given a written warning followed by a vote for their removal if satisfactory improvement, which has been previously agreed upon by all involved parties, has not been made. All officer removals must be majority vote and exclude the officer in question. The club advisor must vote as well.*

ARTICLE V. DUTIES OF THE OFFICERS

Section 1.

The duties of the President:

**Performing tasks aimed at developing the organization's vision and implementing the policies and procedures that allow that vision to be accomplished. To include -**

1. Conducting all meetings and presenting an agenda prior to any meeting.
2. Designate persons to represent Tau Sigma at functions where such representation is deemed necessary.
3. The training of new Officers as well as incoming President.
4. Charged with the overall development and supervision of SGA.
5. Reports to the Advisor.
6. Must attend weekly officer meetings.
7. Deliver speeches at various events throughout the year.

Section 2.

The duties of the Vice-President:

**Planning, developing and enforcing policies and objectives for the organization to ensure it maintains its values and meets established goals. To include -**

1. Assume Responsibility of President in case of his or her absence.
2. Must attend weekly officer meetings.
3. Reports to the President.

Section 3.

The duties of the Treasurer:

Overseeing the management and reporting of an organization’s finances. To include -

1. Bank account maintenance – Selecting a bank, signing checks, and investing excess funds wisely
2. Financial transaction oversight.
3. Being knowledgeable about who has access to the organization’s funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable.
4. When depositing checks the Treasurer and the President have to sign for them to be valid
5. The treasurer, President, and Advisor will have access to the banking accounts.
6. Budgeting– Developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget.
7. Financial Policies – Overseeing the development and observation of the organization's financial policies
8. Reports – Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board. Make reports of the budget at every general meeting.
9. In conjunction with the Vice President and Secretary, collecting and keeping accurate documentation of all SGA activities for the purpose of historical record.
10. Reports to the President.

Section 4.

The duties of the Secretary:

**Ensuring meetings are effectively organized and minuted. Maintaining effective records and administration Communication and correspondence. To include -**

1. Assume responsibility of Vice President in case of his or her absence.
2. Must keep track of attendance at meetings.
3. Prepare a comprehensive set of minutes covering all SGA meetings.
4. In conjunction with the Vice President, collecting and keeping accurate documentation of all SGA activities for the purpose of historical record. – with the treasurer
5. Reports to the President.

Section 5.

The duties of the Marketing Coordinator:

1. Be in charge of social media outreach
2. In liason with the community service chair plan social functions for the society
3. Help market and advertise
4. Help organize events for the society
5. Prepare marketing materials
6. Maintaining the website and social media
7. Reach out to other student organizations on behalf of the society
8. Help the organization participate in club fairs on campus

Section 6.

The duties of the Community Service Chair should include:

1. Planning events to reach out to the community
2. in liason with the marketing coordinator plan social functions
3. working with existing community groups
4. working with a philanthropy of the chapters choosing
5. The duties of the Social Chairman should include… planning social functions, and in charge or positive social media
6. ensures that organizations throw affairs of their own but also plans a presence at other events. organize social events that highlight the organization for which he works. responsible for attending other events on behalf of the organization for which you work. This raises the visibility of the organization overall and allows you to network with people from other groups
7. The Social Chairman shall be in charge of planning social functions for the society and others while providing a safe and fun environment. The Social Committee shall also be in charge of designing t-shirts for social events.

ARTICLE VI. GROUP COMMITTEE STRUCTURE

Section 1.

*Committes are appointed on a as need basis at the discretion of the president and executive board and will report to the chair of the individual committee. Committee members will be chosen from the list of active Tau Sigma members and will report to the chair of these committees.*

ARTICLE V.II MEETINGS

Section 1.

*Meetings will take place bi-weekly during the semester. These meetings are mandatory for all current officers of Tau Sigma unless a significant event makes it appropriate for an officer to not attend. The current officers will decide if the event is deemed significant. The meeting times will be created and maintained by the current President. These meetings may be opened to the public if there is a majority vote by the officers who wish to do so.Quorem will be met when there is 50% plus one of the active memebers.*

ARTICLE VII. FACULTY/STAFF ADVISOR

Section 1.

*The Tau Sigma advisor will remain a contact for all Tau Sigma board members and general members. The club advisor will be kept on the Tau Sigma officer email list to advise communication between officers. The club advisor will provide reports for the bi-weekly meetings with any advice he or she might have. The club advisor must also vote on issues of officer removal as described above.*

ARTICLE VIII. BY-LAWS AND AMENDMENTS

Section 1.

*If the current officers of Tau Sigma wish to change any part of this constitution then they must both seek and obtain approval from the club advisor for said changes, and have a majority of the officers in favor of the change. The proposed changes must be publicized, both by email and website, to current members at least one full week in advance before they may be finalized. All current officers, the club advisor, and the Office of the Dean of Students must sign the new constitution with amendments made.*