

# **Sigma Tau Delta International Honor Society Constitution**

## **ARTICLE I – Organization Name and Mission**

### **Section 1: Name**

- A. The official name of this organization shall be Sigma Tau Delta International Honor Society.
- B. The organization may also refer to itself as Sigma Tau, ΣΤΔ.

### **Section 2: Mission**

The mission of Sigma Tau Delta International Honor Society is to promote both literature and education, as well as that which lies somewhere in between the two. The Society shall strive to

- a) confer distinction for high achievement in English language and literature in undergraduate, graduate, and professional studies;
- b) provide cultural stimulation on college campuses and promote interest in literature and the English language in the surrounding communities;
- c) foster all aspects of the discipline of English, including literature, language and writing;
- d) promote exemplary character and good fellowship among its members;
- e) exhibit high standards of academic excellence; and
- f) serve society by fostering literacy.

## **ARTICLE II – Governing Rules and Regulations**

- A. This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.
- B. The most current version of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution.

## **ARTICLE III – Membership**

### **Section 1: Membership Statement**

- A. Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of North Texas.
- B. Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.

### **Section 2: Additional Membership Requirements**

- A. Members must have a minimum of 12 credit hours in English courses and 45 total college credit hours, or English faculty recommendation (associate membership only);
- B. Members must have a minimum cumulative GPA of 3.0 at the time of application, or English faculty recommendation (associate membership only);
- C. Members must have a minimum English-course GPA of 3.5 at the time of application, or English faculty recommendation (associate membership only);
- D. Members must have membership dues paid by the end of their first semester with the organization;

Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.”

### **Section 3: Voting Rights**

Only active student members are eligible to vote.

## **ARTICLE IV – Officers**

### **Section 1: Eligibility**

- A. To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).
- B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

### **Section 2: Additional Eligibility Criteria**

- A. To be eligible to serve as an officer of this organization, the applicant must have previously been an active member of Sigma Tau Delta for at least one semester.

### **Section 3: Titles and Duties**

- A. The officers of this organization shall include a President, Chief Financial Officer, and an Executive Board, made up of five, seven or nine students who collaborate together and share equal workload.
- B. Titled officer positions shall not hold greater power than other Executive Board members unless explicitly stated or more powers are granted by vote from the Executive Board.
- C. The President shall:
  - Serve as the official representative of the organization.
  - Supervise and coordinate the activities of the organization.
  - Serve as the liaison between the organization and University community.
  - Call regular and special meetings and presides over meetings of the organization.
  - Prepare agendas for meetings.

- Maintain communication with Student Activities and ensure that all organizational information, including registration, is current.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with UNT policies (especially 07.019 Student Organization Policy and the Code of Student Conduct) as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Assign special projects to officers.

D. The Chief Financial Officer shall:

- Coordinate with the advisor about the financial movements of the organization and monitor the spendings/ incomes each semester.
- The officer will not be in charge of the bank account, this is the Advisor's role.
- The officer is to simply coordinate the interests of the other officers with the Advisor to best plan how to spend or save money.

E. The Executive Board shall:

- Work collaboratively as a board to share equal workload, with no officer having more power than other, including the President and Chief Financial Officer.
- Plan, execute, and participate in organization events.
- Serve as a representative for the organization.
- Assist in special projects as assigned by the President.
- Notify members of meetings at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Prepare the organization's registration profile and submit to Student Activities at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to their responsibilities up to date for new Executive Board members upon election.

#### **Section 4: Elections**

- A. The nomination and election of officers shall occur annually at the membership meeting held at the first meeting in April.
- B. Any active student member may nominate someone or themselves for office.
- C. All active student members present will have the opportunity to vote by secret ballot.
- D. A candidate shall be elected by a majority of votes.
- E. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election.

#### **Section 5: Installation and Term of Office**

- A. Newly elected officers shall take office immediately following the last membership meeting of April and their term will end immediately following the last membership meeting the next April.
- B. Any change in officer information should be reported to Student Activities.

## **Section 6: Vacancies**

### **A. Removal**

- 1. Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, violation of any provision of the Constitution, or for any action or conduct that is deemed detrimental to the welfare of the organization, members, or the University of North Texas.
- 2. A petition to remove the officer in question must be submitted to the President (or Vice President in the event the officer in question is the President). Such a petition must contain the signature of at least a majority of the active student members of the organization. When such a petition is received, the President (or Vice President) shall call a meeting of organization to decide upon removal.
- 3. The officer in question will be notified in writing of the grounds for removal at least one week prior to the meeting and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.
- 4. An officer may be removed from office upon a 2/3 affirmative vote of active student members.

### **B. Resignation-The resignation of an officer must be submitted to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance.**

### **C. Filling Vacancies**

- 1. The nomination and election process as stated in Article III, Section 4 will take place at the next membership meeting.
- 2. The newly elected officer's term shall end at the annual installation of officers in April.

## **Article V: Meetings**

### **Section 1: Membership Meetings**

- A. Membership meetings shall be held once a semester during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers and active student members are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers and organization's active student members.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### **Section 2: Officer Meetings**

- A. Officer meetings shall be held biweekly during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### **Section 3: Special Meetings**

- A. Special meetings may be called by the President, with the approval of the officers. A majority vote of the officers or active student members may also call a special meeting.
- B. The Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

## **Article VI: Advisor**

### **Section 1: Eligibility and Selection**

- A. The advisor shall be selected by the officers.
- B. To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member.
- C. The advisor has no term limit as long as they remain eligible.

### **Section 2: Expectations**

- A. Perform the responsibilities listed in UNT Policy 07.019 (Student Organization Policy).
- B. Has no voting rights within the organization.
- C. Be available to officers and members for consultation, advice, counsel, and as a resource.
- D. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations.
- E. Meet regularly with the President.
- F. Sign and/or approve required Student Activities and university paperwork.
- G. Attend the organization's meetings and activities when necessary.
- H. Help plan and execute events, as well as attend events.
- I. Liaison with the English department and other English faculty to accomplish goals and communication.
- J. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.
- K. Maintain all finances of the organization's bank account and coordinate with the Chief Financial Officer.
- L. Keep an accurate account of all funds received and expended.
- M. Present a budget report of deposits and expenditures to the membership at least once per month, and as requested.
- N. Be responsible for collecting dues and notifying members who are delinquent in their payments, if applicable.
- O. Provide financial records sufficient to allow the University Coordinator to perform audits.

### **Section 3: Removal and Vacancy**

- A. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal.
- B. Upon a majority vote of officers, the advisor will be removed from their duties.

- C. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

## **ARTICLE VII – Finances**

### **Section 1: Dues**

Dues and other fees, as well as the collection schedule, may be set by a majority vote of active student members.

### **Section 2: Payment**

- A. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University policy or local, state, and federal laws.
- B. The Advisor and Chief Financial Officer shall be responsible for ensuring the payment of all debts accumulated by the organization.

### **Section 3: Transition**

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization’s financial institution, after each election.

### **Section 4: Dissolution**

In the event that the organization ceases to exist, any funds remaining in the organization’s bank account shall be donated to:

Emily Fowler Central Library  
502 Oakland St., Denton, TX 76201  
(940) 349-8752

## **ARTICLE VIII – Statement of Non-Hazing**

As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

## **Article IX – Amendments**

- A. An amendment to the constitution may be proposed by any active student member of the organization, and must be submitted in writing to the President.
- B. The proposed amendment shall be announced at a meeting at least two (2) weeks prior to the meeting when the vote will be taken.

C. Two (2) weeks after the proposed amendment has been announced, the organization may vote to adopt the amendment by a two-thirds (2/3) vote of active student members.

**History of Constitution**

Created: 3/19/2018

Revised: 8/1/2018

10/9/2020