

Alpha Iota Chi Chapter of Pi Sigma Alpha, the National Political Science Honor Society
Concord University
Bylaws

ARTICLE 1

Name, Location, and Purpose of Organization

SECTION 1. Name. This organization shall be known as Alpha Iota Chi of Pi Sigma Alpha, the National Political Science Honor Society.

SECTION 2. Location. This chapter is located at Concord University.

SECTION 3. Purpose. The purpose of the organization is to recognize excellence in academic achievement by undergraduate and graduate students in the fields of political science, government, international and public affairs; to stimulate scholarship and interest in political science; to promote worthwhile curricular and extracurricular activities related to political science; to promote civil dialog; and to engage in any other activities that further these purposes.

SECTION 4. Supremacy. No activity, standard, policy, or program of Alpha Iota Chi, nor any part of these bylaws, shall contradict or contravene the standards, procedures, or principles set forth in the Constitution of Pi Sigma Alpha. In case of conflict, the Constitution of Pi Sigma Alpha shall be the governing authority.ⁱ

ARTICLE II

Membership

SECTION 1. Categories. There are three categories of membership in Pi Sigma Alpha: student, faculty, and honorary. The chapter will not create or recognize any other category of membership in the honor society.

SECTION 2. Student Membership. Students are eligible for membership if they meet the following requirements:

- a. For undergraduates currently enrolled at Concord University:
 1. Completion of at least half the credits required for the baccalaureate degree (i.e. Junior or Senior standing);
 2. Completion of at least 10 semester credits of work in political science including at least one upper-division course;
 3. With an average grade of a B or higher in all courses in political science;
 4. Maintenance of a 3.5 overall Grade Point Average;
 5. Declared as a Political Science Major or Minor;
- b. Membership Process. Any student who meets the foregoing requirements will be invited to membership in Alpha Iota Chi. The Chapter Advisor, as a member of the faculty, will determine eligibility based on the students' academic record, and all students who meet the eligibility requirements will be invited to membership.
- c. This chapter will not discriminate on any basis prohibited by law or the policies of Concord University. In order to become a member, invited students must notify Alpha Iota Chi officers that she or he accepts the invitation and insure that their membership fees and dues are paid in full.

SECTION 3. Faculty Membership. Any member of the faculty in the department where this chapter is located may be initiated into Pi Sigma Alpha by Alpha Iota Chi chapter. Faculty members shall possess all the privileges and have all the responsibilities of student membership.

SECTION 4. Honorary Membership. Any person of outstanding achievement and ability in the field of political science may be elected to membership by a two-thirds vote of the voting members of the chapter, a voting quorum being present. No more than two persons may be elected to honorary membership each year. Honorary membership is contingent upon approval by the National Office of Pi Sigma Alpha. Honorary members possess all the privileges of membership.

SECTION 5. Duration of Membership. Membership in Pi Sigma Alpha is for life and may be transferred from one chapter to another. A member initiated into another chapter who transfers to Concord University shall be considered a full member of this chapter with all rights and responsibilities.

SECTION 6. Dues and Fees. The lifetime initiation fee is set by the National Office of Pi Sigma Alpha. This fee will be paid to the National Office for every member of the chapter. Alpha Iota Chi chapter may, by a two-thirds vote, establish separate chapter dues in a nominal amount to be used for chapter activities.

SECTION 7. Meetings and Activities. This chapter may not engage in any activity which benefits or favors a particular political candidate or party, or which in any other way is or might be reasonably construed as an activity that is prohibited as to nonprofit organizations under the laws or tax codes of West Virginia and/or the United States Governments.

- a. Alpha Iota Chi will:
 1. Hold at least 2 meetings a semester during the Fall and Spring Semesters;
 2. Host at least one event each year that will be open to the wider Concord University Community.

SECTION 8. Revocation of Membership. In cases of serious misconduct by a member, this chapter may take disciplinary action within the parameters of procedural due process and the policies governing student organizations at Concord University, and in compliance with Family Education Rights and Privacy Act (FERPA) and any other pertinent Federal or local laws. In no case may the chapter revoke membership in Pi Sigma Alpha. The chapter may refer a recommendation of revocation to the Executive Council of Pi Sigma Alpha which retains the sole power to revoke membership in accordance with Article II Section 8c of the Constitution of Pi Sigma Alpha.

SECTION 9. Finances. The elected treasurer will maintain financial records and perform related duties, such as signing check requests, preparing budgets, and providing the membership with a budget report at the end of each semester. The President will oversee all records and fiscal matters and is empowered to sign check requests in the absence of the Treasurer.

ARTICLE III Chapter Advisor

SECTION 1. Chapter Advisor. The Chapter Advisor shall be a member of the Political Science faculty. The Advisor shall act as the liaison between the chapter and the National Office of Pi Sigma Alpha, provide supervision, guidance and mentoring to the chapter, and retain ultimate responsibility for the chapter's finances and compliance with Pi Sigma Alpha standards. The Chapter Advisor shall confirm students' eligibility for membership in the honor society.

SECTION 2. Selection of Advisor. Alpha Iota Chi shall designate by vote of its membership one member of the tenured or tenure track Political Science faculty to act as Chapter Advisor. If the elected faculty member declines the invitation the process shall be repeated until the position is filled. The National Office shall be informed of the name of such Advisor.

ARTICLE IV Officers

SECTION 1. Positions. Chapter officers shall include President, Vice-President, Treasurer, Secretary, and Student Government representative. Additional officer positions may be created as necessary by amendment to these bylaws.

SECTION 2. Elections. Election of the President, Vice President, Secretary and Student Government Representative shall be held in the second half of each Spring semester. These elected officers will begin their terms at the start of the following Fall semester. In the interests of continuity, the Faculty Advisor will function as the Treasurer, and thus the position is not included in the election process.

- a. The candidates running for open student officer positions must be elected by a majority vote.

- b. Nominations:
 - 1. Nominations shall be accepted from the floor at the meeting prior to the election. Student members who are not present may be nominated by those present. The resulting list of nominees shall be circulated to the membership within 48 hours of the meeting's conclusion. Once the list is circulated to the student membership no further nominations can be accepted.
 - 2. Nominees can signal their acceptance either in-person at the nominations meeting, at the elections meeting, or by subsequently contacting the Secretary or Faculty Advisor before the election statements begin. Students who are not present at both the nominations and elections meetings must accept their candidacy by contacting the Secretary or Faculty Advisor before the election meeting.
- c. Elections Meeting:
 - 1. A second meeting must be held no sooner than 3 days, and no more than two weeks, after nominations. Candidate statements and elections will occur at this meeting.
 - 2. Statements: All members who have accepted their nominations will be provided the opportunity to give a short statement (maximum of 5 minutes) regarding their candidacy. Any nominees who are unable to attend this meeting can submit a brief written statement regarding her or his candidacy to be read by a person of her or his choosing.
 - 3. Voting:
 - i. At the conclusion of the statements for each office the nominee(s) shall state who they intend to vote for and their votes will be counted as such. They will then leave the room and the remaining votes of those present shall be tallied by a raise of hands.
 - ii. Student members who know that they cannot attend the election meeting may submit a paper or email ballot based on the circulated nomination list. This ballot must be received by the Faculty Advisor at least 12 hours in advance of the elections meeting. Paper ballots must be delivered in person. Emailed ballots must originate from the student member's address of record. These absentee ballots shall be counted in the hand tally after each candidate leaves the room.
 - iii. The total number of votes cast (in-person and/or absentee) must be equal to half of the student membership plus one in order for the election to be valid.
 - iv. The nominee who garners the most votes (including absentee ballots and in-person voting) shall win the election. This process shall be repeated for all officer positions. These processes can be amended as necessary by amendment to these bylaws.
- d. Contested elections must be referred to the Faculty Advisor.
- e. The Faculty Advisor must be present at all nominations and elections.

SECTION 3. Duties.

- a. The President:
 - 1. Is responsible for implementing and carrying out all decisions and presides over general meetings;
 - 2. Oversees all records and fiscal matters and is empowered to sign check requests in the absence of the Treasurer;
 - 3. Runs all meetings;
 - 4. Plays a significant role in the organization's activities and events, but is also able to delegate tasks and leadership roles in these activities and events;
 - 5. Takes care to keep the officers and the greater membership informed of all pertinent matters for the organization;
 - 6. Holds at least 2 sessions of open "office hours" for members to meet with them each semester;
 - 7. Releases the schedule for the aforementioned office hours by the start of the third week of classes each semester;
 - 8. Makes efforts to reach out to the wider Political Science community at Concord University;
 - 9. Spearheads at least one event open to the Concord University community each semester;
 - 10. Takes a leadership role in the annual Pi Sigma Alpha inductions ceremony.

- b. The Vice President:
 - 1. Assists the President in performing her/his duties;
 - 2. Acts as President when the President is not available;
 - 3. Handles communications with the membership;
 - 4. Should be accessible to the membership, but is not required to hold set office hours.
- c. The Secretary:
 - 1. Keeps minutes of meetings;
 - 2. Submits the minutes to the Vice President for distribution to the membership;
 - 3. Carries out necessary correspondence and related duties as assigned, such as keeping a roster of active members;
 - 4. Is required to take a leadership role in the organization's promotional activities
- d. The Treasurer:
 - 1. In the interests of continuity, the Faculty Advisor will function as the Treasurer;
 - 2. Maintains financial records and performs related duties, such as signing check requests and preparing budgets;
 - 3. Must provide a budget report to the membership at the conclusion of each semester;
 - 4. Must be involved in establishing and monitoring the budget for all organization events.
- e. The Student Government representative:
 - 1. Attends all Student Government Association meetings;
 - 2. Announces Alpha Iota Chi events and activities;
 - 3. Requests reimbursements from the Student Government when applicable and/or necessary.

SECTION 4. Removal of Officers and Vacancy of Officer Positions. In the case of misconduct or alleged misconduct by an Officer, the Chapter Advisor will initiate a process. If an officer position becomes vacant because of removal or for any other reason, the Chapter Advisor will appoint a member to fill the vacancy.

- a. Impeachment proceedings may be brought against an officer for negligence in carrying out the duties of his or her office, serious misconduct, and misappropriation of funds.
- b. Proceedings for impeachments may be instituted by three-quarters (¾) of the officers or a petition signed by two-thirds (2/3) of the active members.
- c. A petition for the impeachment must be in writing, stating the reasons for impeachment and must be signed by two thirds (2/3) of the active members. It must be forwarded to the Faculty Advisor who shall validate the petition. The Faculty Advisor will then notify, in writing, the person or persons being charged and will specify the allegations against them.
- d. Faculty Panel: A hearing will be convened by all Political Science faculty members.
- e. The Faculty Panel shall set a date for an open hearing no later than two weeks after the receipt of the petition.
- f. It shall be the duty of the Faculty Advisor to ensure that the student membership is given adequate notice of this open hearing, and of the nature of the charges lodged against the charged officer(s).
- g. The case against the officer shall be made either by the first signer of the petition or by the sponsor of the resolution, as the case may be, or by such agents as these parties may designate. The accused may defend her/himself or may designate an agent to conduct his defense.
- h. Both the accuser and the accused shall have the right to call witnesses and to cross-examine witnesses called by the opposing party.
- i. Following the conclusion of the open hearing, the Faculty Panel shall meet in closed session to consider the evidence and reach a decision. This decision, together with any accompanying opinions, shall be made public within one week after the conclusion of the open hearing.

ARTICLE V Amendments and Resolutions

SECTION 1. Authority. This chapter shall have the power to amend these bylaws.

SECTION 2. Process.

- a. Proceedings for amendment may be instituted by three-quarters ($\frac{3}{4}$) of the officers or a petition signed by half ($\frac{1}{2}$) of the active members.
- b. The proposed amendment(s) must be written and delivered to the Faculty Advisor who shall then notify the President to call a meeting and to have the proposed amendment(s) circulated amongst the student membership.
- c. First Meeting:
 1. At least half plus one ($\frac{1}{2} + 1$) of the members must be present to have a quorum.
 2. The proposed amendment(s) will be read to the membership in attendance.
 3. The floor is then open for debate about the amendment.
 4. After the end of discussion the amendment must be put to a vote of all those in attendance. If it garners a two-thirds ($\frac{2}{3}$) majority of members in attendance a second meeting will be scheduled for a second vote.
- d. Second Meeting:
 1. At least two-thirds ($\frac{2}{3}$) of the members must be present to have a quorum.
 2. The proposed amendment(s) will be read to the membership in attendance.
 3. The floor is then open for debate about the amendment.
 4. After the end of discussion the amendment must be put to a vote of all those in attendance. If it garners a two-thirds ($\frac{2}{3}$) of the total active membership it passes and will be added to the bylaws given the Pi Sigma Alpha National Office's approval.

SECTION 3. Alteration. The chapter shall report all amendments, alterations, or additions to these Bylaws to the National Office of Pi Sigma Alpha within one week of their adoption. If any provision of these Bylaws is deemed by the National Office to be inconsistent with the Pi Sigma Alpha Constitution, or in any way a violation of the policies of the honor society, the provision will be stricken from the Bylaws by the Chapter Advisor and acknowledged by signature of the chapter President.

SECTION 4. Resolution. Disputes pertaining to the Bylaws shall be resolved by a vote at a separate meeting.

- a. The Officers shall set a meeting date where the conflicting parties are able to attend and this meeting and its subject matter must be publicized to the general active membership. This meeting must be no sooner than 3 days, and no more than two weeks, after the conflict's occurrence.
- b. The Faculty Advisor must attend this resolution meeting.
- c. Each side in the dispute will have ten minutes to present their arguments. After this, the floor will be open to questions and debate.
- d. At the close of debate a vote shall be held. A simple majority will resolve the dispute.
- e. If an issue cannot be resolved under this chapter's resolution mechanism it may be referred to the Pi Sigma Alpha Executive Council for resolution under the judicial processes specified in the Pi Sigma Alpha Constitution.

Approved on the _____ day of _____ in the year _____.

ⁱ See Article X of the Pi Sigma Alpha constitution for elaboration of the supremacy principle.