

Tau Sigma National Honorary Constitution and Bylaws
Morgan State University Chapter



*“Recognizing and Promoting the Academic
Excellence and Involvement of Transfer Students”*

As of February 2012

ARTICLE I: NAME AND INSIGNIA

Section 1. The name of the organization shall be Tau Sigma.

Section 2. The Greek letters used to represent the organization shall be ΤΣ.

Section 3. The emblem of the organization shall be three strands of gold wheat with the Greek letters, Tau Sigma, superimposed thereon.

Section 4. The shield, which shall appear on the charter and the certificate, shall be burgundy with a gold border, with the emblem within. Below the shield is a banner with the words Tau Sigma inscribed within.

Section 5. The colors shall be burgundy and gold.

Section 6. The insignia cloth of the Organization shall be burgundy with gold fringe and shall bear the Greek letters, Tau Sigma.

ARTICLE II: NATIONAL AFFILIATIONS

This is the Morgan State University Chapter of the national Tau Sigma organization.

Should the local chapter be dissolved, any funds shall be used to apply to any debts of the chapter and afterwards any remaining monies shall be paid to the national organization scholarship fund.

ARTICLE III: PURPOSE

The Morgan State University chapter of Tau Sigma is committed to recognizing the achievements of transfer students while building a supportive community. Our members serve as both ambassadors of Morgan State University and advocates for both current and prospective transfer students to Morgan State University.

Article IV: MEMBERSHIP

Section 1: Membership shall be governed by the National Bylaws.

Section 2: Membership dues shall be set annually and shall be lifetime dues with no additional fees being assessed by the chapter.

Section 3: To be eligible for a membership fee waiver, students must have applied for financial aid and have an estimated family contribution of \$0. Fee Waivers are granted on a first come, first serve basis, depending on how many fee waivers the chapter is granting per semester.

Section 4: Members in good standing are defined as members who have paid membership dues or have been granted a fee waiver or honorary membership. Members in good standing must also attend or participate in two or more Tau Sigma affiliated events per semester to remain in good standing. A member in good standing may petition to retain status while absent from the MSU campus. Examples of this would include Study Abroad or studying at a branch campus. Members can fall in and out of good standing.

Section 5: Only members in good standing are eligible to vote and have one vote each in all chapter business.

Section 6: Honorary members are nominated by current members and must be approved by a majority vote of the membership. Nominated honorary members must accept membership and be inducted before being considered members.

Section 7: Members who have graduated from or are no longer attending Morgan State University, leaving in good standing, will become Alumni Members for life.

ARTICLE V: EXECUTIVE OFFICES — THE BOARD OF DIRECTORS

The executive officers forming the Board of Directors shall consist of a membership of up to four persons. These four shall be Tau Sigma members in good standing who are elected to executive positions. All executive officers shall serve for a term of one year and may be reelected.

Section 1: Executive officers forming the Board of Directors shall be the Director, Assistant Director for Programming, Assistant Director for Administration, and the Assistant Director for Finance.

Section 2: An officer deemed neglectful of his or her duties may be removed from office by a unanimous vote of all other executive officers or a 3/5 vote of the membership.

Section 3: Vacated positions on the Board may be filled or have those duties split among remaining executive officers as seen fit while the position remains vacant.

Section 4: Vacant executive positions may be filled by an interim officer, who shall be appointed by a majority vote of the remaining officers. The interim officer shall have all the same rights, obligations, and duties of an elected officer and shall serve until the next Tau Sigma election is held.

Section 5: Requirements of the Director shall include being a member of Tau Sigma and must submit his/her own personal statement and desire of candidacy. The Director shall:

1. Be elected by the last week of April
2. Be in charge of the annual induction ceremony

3. Conduct meetings both executive and general
4. Recruit and appoint committee chairs

Section 6: Requirements of the Assistant Director for Programming shall include being a member of Tau Sigma and must submit his/her own personal statement and desire of candidacy. The Assistant Director for Programming shall:

1. Be elected by the last week of April
2. Run and manage events
3. Conduct meetings in the absence of the Director
4. Serve as an Ex-Officio member of all committees

Section 7: The requirements of the Assistant Director of Administration shall include being a member of Tau Sigma and must submit his/her own personal statement and desire of candidacy. The Assistant Director of Administration shall:

1. Be elected by the last week of April
2. Take minutes at all meetings
3. Send minutes and notices to the membership
3. Manage membership database and recruitment

Section 8: The requirements of the Assistant Director for Finance shall include being a member of Tau Sigma and must submit his/her own personal statement and desire of candidacy. The Assistant Director for Finance shall:

1. Be elected by the last week of April
2. Keep the financial accounts for the organization
4. Report the financial status of the organization at meetings

Section 9: Elections shall be held by the last week of April each year. Nominations may be made in advance or from the floor. Self-nominations are allowed. Should no one candidate for an office receive a majority of the vote the top two candidates shall compete in a run-off election for the position.

ARTICLE VI: ADVISOR

There shall be one or more Tau Sigma advisors. These advisors shall be appointed by the Director of the Transfer Center at Morgan State University and shall serve in this capacity until released from duty.

ARTICLE VII: MEETINGS

Section 1: Governance, Voting, and Decision-Making

The executive officers are the governing body of the local chapter of Tau Sigma. Decisions of this body shall be reached by a majority vote of executive officers present provided that a quorum exists. To have a quorum, three-quarters of the executive officers must be present. Whenever an email ballot is necessary to reach a decision, the Director shall manage the matter with the Assistant Director for Administration verifying the results to ensure an accurate and honest vote.

Section 2: Executive Session

With one exception, all meetings of the executive officers shall be open to membership. Upon agreement of all of the executive officers, a closed 'executive session' may be convened.

Section 3: Consultation with Membership

The executive officers may consult the membership of Tau Sigma on any matter pertaining to the chapter.

ARTICLE VIII: STANDING COMMITTEES

Each fall the Executive Committee and members will decide on which committees will operate for that year. These committees can be examined and changed by the membership as needed. Typical committees during a year are social events committee and service events committee.

ARTICLE IX: RULES OF ORDER AND AMENDMENT PROCEDURE

Section 1. Rules of Order shall follow Robert's Rules of Order and order shall be maintained by the presiding officer at meetings.

Section 2. The bylaws of this constitution may be amended at any time by a three-fourths majority vote of all executive officers or by the full membership. Any member in good standing or executive officer can make a motion to amend the bylaws.

Section 3. Policy changes may be made at any time by a majority vote of executive officers when there is a quorum present.

Section 4. This organization is subject to the policies and procedures of Morgan State University as well as all local, state, and federal laws.

ARTICLE X: RECORD KEEPING POLICIES

Section 1. Paper Records, including but not limited to rosters, sign-in sheets, applications, spending records/receipts, financial information, and the like, shall be kept for five years. The executive officers may decide by a three-fourths majority vote which officer shall keep and maintain records. Should these records become too cumbersome, the executives may decide

by a three-fourths majority vote to dispose of older or irrelevant paper records before the 5-year term has expired. Any records with sensitive information on them such as email addresses, phone numbers, student ID numbers, or any financial information, shall be properly shredded before being disposed of.

Section 2. Email and electronic records may be managed by any of the executives or advisers. Any emails received will be dealt with as seen fit by the person managing them. Emails that are considered no longer relevant may be moved to the deleted items folder at any time. The deleted items folder shall be emptied and all items therein permanently deleted every three months.