



# CONSTITUTION

## ARTICLE I INCORPORATION

**Section I. Name.** The name of the organization shall be Sigma Tau Delta, International English Honor Society, Inc. (the “Society”).

**Section II. Incorporation.** The Society shall be a wholly not-for-profit corporation, organized under the laws of the State of Illinois.

**Section III. Mission and Purposes.** The purposes of the Society shall be literary and educational. The Society shall strive to

- A. confer distinction for high achievement in English language and literature in undergraduate, graduate, and professional studies;
- B. provide, through its local chapters, 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.

**Section IV. Affiliations.** The Society shall maintain membership in the Association of College Honor Societies (ACHS).

**Section V. Sponsorship.** The Society shall sponsor the National English Honor Society (NEHS) for secondary students and teachers.

**Section VI. Nondiscrimination.** Sigma Tau Delta does not discriminate on the basis of disability, age, color, gender, national origin, race, religion, and/or sexual orientation.

## ARTICLE II BOARD OF DIRECTORS AND BOARD MEETINGS

**Section I. Purpose and Composition.** The management of the Society shall be vested in the Board of Directors (the “Board”). The Board shall consist of the Officers (Article III), the Regents (Article IV), and the Student Advisors (Article V).

**Section II. Qualifications for Board Membership.** Each Officer and Regent shall be a faculty member and shall be at the time of election a sponsor of an active chapter of the Society. The Student Advisors shall be student members of active chapters (Article V, Section II).

**Section III. Removal of Board Members.** Any Board member may be removed for cause by a two-thirds vote of the other Board members, provided that the President or the Vice President shall have notified such Board member in writing at least thirty days prior to the hearing preceding such vote, specifying cause(s), or charge(s), or both.

### Section IV. Board Meetings.

**A. Regular Meetings.** The Board shall meet at least once each academic year at a time and place selected by the President of the Society in consultation with the Board, with the provision that a Board meeting shall always be scheduled immediately preceding or during the International Convention of the Society.

**B. Special Meetings.** A special meeting may be called by the President at his/her discretion. A special meeting must be called by the President upon written request of a majority of the current members of the Board. No later than two weeks after receiving such a request, the President shall notify the Board of the date of the special meeting, which shall be held within one month of the notification date. At the direction of the President, the Executive Director shall forward notice of the special meeting to each Board member no later than one week prior to such called meeting, specifying the subject(s) to be considered.

**C. Quorum and Majority Vote.** A simple majority of the current members of the Board shall constitute a quorum. Even in the absence of a quorum, motions may be made; but any such motion(s) shall then be

submitted to a vote of record and, if passed by a majority of the members of the Board, shall be considered binding.

### ARTICLE III OFFICERS (EXECUTIVE COMMITTEE)

**Section I. Number and Titles.** The officers shall be five in number: President, Vice President/President-Elect, Immediate Past President, Secretary/Treasurer, and Historian. Together they shall form the Executive Committee of the Society (the "Executive Committee").

**Section II. Election of Officers.** Vice President/President-Elect, Secretary-Treasurer, Historian shall be elected by the official chapter delegates present at the business meeting held during the International Convention. Each chapter present shall have one vote. A slate of candidates who meet the qualifications (Article II, Section II) shall be presented by the Nominating Committee.

**Section III. Term of Office.** Board members shall assume their duties upon election.

- A. The Vice President/President-Elect shall be elected to serve a two-year term, after which he/she shall assume the duties of President.
- B. The President shall serve a two-year term, after which he/she shall assume the duties of Immediate Past President.
- C. The Immediate Past President shall serve a two-year term. An individual may serve no more than one term each as Vice President/President-Elect or as President.
- D. The Secretary/Treasurer shall be elected to serve a four-year term. He/she may be re-elected and is not subject to term limits.
- E. The Historian shall be elected to serve a four-year term. Unless filling an interim term as determined by the Board, he/she may serve no more than two consecutive full terms.

#### Section IV. Vacancy.

- A. **President.** In the event that the President is, for any reason, unable to serve, the Vice President/President-Elect shall serve as President.
- B. **Secretary/Treasurer.** In the event that the Secretary/Treasurer is, for any reason, unable to serve,

the Board shall call a special election within ninety days to fill the position.

C. **Vice President/President-Elect.** In the event that the Vice President/President-Elect is, for any reason, unable to serve, the Board shall call a special election within ninety days to fill the position.

D. **Immediate Past President.** In the event that the Immediate Past President is, for any reason, unable to serve, his/her office shall remain vacant. However, the President, with Board approval, may appoint someone to serve in this position.

E. **Historian.** In the event that the Historian is, for any reason, unable to serve, his/her office shall remain vacant until the next Board meeting, regular or special.

#### Section V. Powers and Duties.

A. **The Executive Committee.** The Executive Committee shall have all executive powers of the Society excepting any specifically retained by the full Board in official sessions.

B. **Duties of Individual Officers.** In addition to the duties of the Executive Committee, each officer shall have the following duties:

1. *The President* shall preside at all meetings of the Executive Committee and of the Board and at the business sessions of the International Conventions. He/she shall appoint the Standing Committees and such Committees as he/she deems desirable or necessary. Such Committees shall serve as he/she deems appropriate, and such Committees shall report to the Board. The President shall be an *ex officio* member of all Committees (except the Executive Committee and the Nominating Committee).
2. *The Vice President/President-Elect* shall preside in the absence of the President and shall assume duties at the request of the President.
3. *The Immediate Past President* shall serve in an advisory capacity to the Board and shall assume duties at the request of the President.
4. *The Secretary/Treasurer* shall have primary responsibility for accurate minutes of the Board meetings. The Secretary/Treasurer shall also have primary responsibility for the financial policy of the Society and for submitting an annual report to the Board. At each International

Convention the Secretary/Treasurer shall submit to the membership a report of Society finances.

5. *The Historian* shall maintain the archives and the written continuing history of the Society and shall bring to the attention of the Board such relevant matters as seem appropriate.

**ARTICLE IV  
REGENTS**

**Section I. Number.** There shall be one Regent for each Region.

**Section II. Regions.** The number and boundaries of Regions shall be determined by the Board.

**Section III. Election.** At the international convention of the Society, each Region shall elect its own Regent when the post becomes vacant. Only student members of the Region shall participate in the election, and each chapter present shall have one vote. In the event that no vote is possible at the convention, the Board shall appoint, during that convention, a Regent to serve that Region until the next international convention or regional conference.

**Section IV. Term of Office.** A Regent shall be elected for a term of four years. A Regent, unless filling an interim term as determined by the Board, shall serve no more than two full consecutive terms. A Regent shall assume duties upon election.

**Section V. Vacancy.** In the event that a Regent is, for any reason, unable to serve, the Board shall, by majority vote, select a Regent from among the sponsors in that Region to serve until the next international convention or regional conference.

**Section VI. Powers and Duties.**

A. **General.** As Board members, Regents shall share the powers, duties, and responsibilities of the Board, except for those specifically otherwise delegated. These obligations shall include, but not be limited to, serving as liaisons with the central office and providing regional information for the *Newsletter*.

B. **Regional.** Each Regent shall have the specific responsibility for the development and promotion of the Society in his/her Region. A Regent shall promote the mission and purposes of the Society within his/her Region by

1. disseminating information to chapters;
2. encouraging and stimulating active chapters;

3. endeavoring to reactivate inactive chapters;
4. encouraging the formation of new chapters;
5. encouraging attendance at conventions and conferences;
6. accomplishing these aims by newsletters, inter-chapter activities, and personal contacts; and
7. serving on standing committees.

**ARTICLE V  
STUDENT ADVISORS**

**Section I. Number.** There shall be two Student Advisors.

**Section II. Election.** The Board, by majority vote, shall select the Student Advisors from student members of active chapters and are nominated by sponsors and/or other Board members.

**Section III. Term of Office.** The Student Advisors shall be selected for a term of two years and shall not be reselected. The Student Advisors shall assume their duties upon appointment. Should a Student Advisor move to a school without an active chapter, the Board may select a replacement to complete the term.

**Section IV. Vacancy.** In the event that a Student Advisor is, for any reason, unable to serve, the Board shall select a new Student Advisor to fill out the term.

**Section V. Powers and Duties.**

A. **General.** As members of the Board, the Student Advisors shall share the powers, duties, and responsibilities of the Board, except those specifically otherwise delegated. These obligations shall include, but not be limited to, serving as liaisons with the central office, assisting Regents, and providing information for the *Newsletter*.

B. **Specific.** The Student Advisors shall promote the mission and purposes of the Society by

1. representing student members and their attitudes and opinions to the Board;
2. encouraging attendance at conventions and conferences;
3. assisting Regents, and
4. serving on appropriate committees.

**ARTICLE VI  
EXECUTIVE DIRECTOR**

**Section I.** The Board shall appoint the Executive Director, who shall serve subject to a contract.

**Section II. Term of Contract.** The Executive Director's contract may be renewed at the discretion of the Board.

**Section III. Vacancy.** In the event that the contract with the Executive Director is breached or is otherwise unfulfilled, the President shall call upon the Board, within one month, to determine the method of selecting a successor.

**Section IV. Powers and Duties.** The Executive Director's powers and duties will be fully set forth in the contract.

**ARTICLE VII  
STANDING COMMITTEES**

**Section I.** With the approval of the Board, the Society may create Standing Committees such as:

- A. Nominating,
- B. Strategic Planning,
- C. Finance,
- D. Print/Electronic Communications,
- E. Scholarship and Awards,
- F. Student Leadership,
- G. Alumni,
- H. Convention,
- I. Service,
- J. Partnership Initiatives, and
- K. Outstanding Chapter Award.

**Section II. Membership.** The President shall appoint the chair and the members of the Standing Committees.

A. To ensure appropriate representation, each Standing Committee shall be constituted as follows:

- 1. at least one Board member;

- 2. at least one non-Board Sigma Tau Delta member; and
- 3. at least one student, where appropriate and practical.
- 4. Multi-regional representation shall be observed where practical.

B. The President shall be an *ex officio* member of all Standing Committees, except the Nominating Committee (Article III, Section V.B.1).

**Section III. Powers and Duties.** The Standing Committees shall report annually to the Board regarding the fulfillment of the charges given them by the President.

**ARTICLE VIII  
CHAPTERS**

**Section I. Establishment and Maintenance of Chapters.**

A. **Location.** Collegiate chapters shall be established, maintained, or reactivated only in colleges and universities that grant baccalaureate or higher degrees and are accredited by the appropriate national or regional accrediting agencies. International chapters may be established at institutions that meet appropriate standards as determined by the Board.

B. **Chartering a Chapter.**

1. *Petition for Charter.* A group petitioning for a chapter charter shall be sponsored by a qualified faculty member (Section IV, this Article) and shall have the endorsement and approval of the administration of the college or university in which the chapter is to be housed. A petition bearing the minimum of six signatures of persons qualified for student membership (Article IX, Section II.A.) shall be sent to the Executive Director of the Society.

2. *Charter Fee.* A petition for a charter to establish a chapter of the Society must be accompanied by the charter fee established by the Board. (For induction and local fees, see Article IX, Section IV.)

3. *Granting a Charter.* When the Executive Director has received a petition and the designated charter fee, he/she shall ascertain that the petition meets the criteria set forth above. The responsibility for approval of new chapters

rests with the Board. The Executive Director shall prepare the charter and send it to the newly chartered chapter.

**Section II. Life of a Chapter.** A chapter shall be “active” as long as the sponsoring institution meets the requirements above (Section I.A, this Article). A chapter not reporting new members for two consecutive years to the Executive Director shall be deemed “inactive.” The chapter may be reactivated by sending to the Executive Director the names of the officers and sponsor(s) along with the designated reactivation fee established by the Board.

**Section III. Chapter Reports.** A chapter shall send the Executive Director the appropriate information whenever

- A. new members are inducted, and
- B. the annual report is requested by the Executive Director.

**Section IV. Sponsor of a Chapter.** The sponsor of a chapter of the Society shall be a faculty member or administrator at the accredited institution housing that chapter and shall have at least one degree in English or in a related field. The sponsor shall be considered a member of the chapter he/she sponsors.

**Section V. Alumni Chapter.** Alumni members will have the option of joining the Alumni Epsilon chapter. (See Article IX, Section II.C.)

## ARTICLE IX MEMBERSHIP

**Section I. Minimum Academic Qualifications for Chapter Membership.** Chapters may raise but not lower the following criteria.

- A. **Undergraduate Membership.** A candidate for membership shall have a minimum of two college courses in English language or literature beyond the usual requirements in freshman English. The candidate shall have a minimum of a B or equivalent average in English and in general scholarship, shall rank at least in the highest thirty-five percent of his/her class, and shall have completed at least three semesters or five quarters of college course work.
- B. **Graduate Membership.** A candidate for graduate membership who did not hold undergraduate membership shall be enrolled in a graduate program in English or one of its specializations, have completed 6 semester hours of graduate work or the equivalent,

and have a minimum grade point average of 3.3 on a 4.0 scale.

**Section II. Categories of Chapter Membership.** There shall be four categories of chapter membership: student, faculty, alumni, and honorary. Each chapter shall be responsible for assigning its members to the appropriate categories.

### A. Student Membership.

1. *Prerequisites.* Student membership shall be open to

- a. students, graduate or undergraduate, currently enrolled at a college or university with a Sigma Tau Delta chapter who have the requisite academic background (this Article) and who are majoring or minoring, or the equivalent, in the discipline of English and
- b. students, graduate or undergraduate, currently enrolled at a college or university with a Sigma Tau Delta chapter who have the requisite academic background (this Article), but who are not majoring or minoring in the discipline of English.

2. *Rights.*

- a. Student members may vote and hold local or international office.
- b. Student members may be published in Sigma Tau Delta journals.
- c. Student members may attend local, regional, or international meetings and conventions and make presentations.
- d. Student members may serve on local, regional, or international committees.
- e. Student members are eligible to compete for scholarships and awards.

### B. Faculty Membership.

1. *Prerequisites.* Faculty membership shall be open to

- a. faculty sponsor(s) of a chapter. A sponsor shall be a faculty member or administrator at the sponsoring institution who has a degree in English (or its equivalent).

b. non-sponsoring faculty or administrators who have a degree in English (or its equivalent).

2. *Rights.*

a. Faculty members may attend meetings and conventions and serve on committees.

b. In addition to having the rights named above, faculty members who are chapter sponsors may also be elected by student members to positions on the Board.

c. Faculty members may present on panels, moderate sessions and participate as invited guests at the convention but may not submit papers to the convention or publish in *The Rectangle* or *The Sigma Tau Delta Review*.

C. **Alumni Membership**

1. *Prerequisites.* Sigma Tau Delta members are members for life, becoming alumni when they cease current enrollment as student or faculty members in a college or university with an active chapter.

2. *Rights.*

a. Alumni members may attend meetings and conventions and serve on committees.

b. With the exception of those who hold faculty appointments at a post-secondary institution, alumni members who join the Alumni Epsilon chapter and pay annual dues are eligible to present at conventions and to receive Sigma Tau Delta publications.

D. **Honorary Membership**

1. *Prerequisites.*

a. Local honorary members may be inducted by any chapter upon the recommendation of the chapter sponsor, the chapter president, and by a three-fourths majority vote of those attending the meeting at which such recommendation is made.

b. National honorary members may be designated as such by a majority vote of the Board in recognition for outstanding achievement. The list of national honorary members shall appear in each issue of *The Rectangle* and *The Sigma Tau Delta Review*.

**Section III. Certificate of Membership.** The Executive Director shall, upon receipt of international induction fees and a completed membership form, issue to newly inducted members a) a certificate attesting to membership in the Society and b) other materials as directed by the Board.

**Section IV. Chapter Fees.**

A. **International Induction Fee.** The one-time international induction fee entitles each chapter member to receive Society journals and the *Newsletter* for one year and to wear the Society pin. The fee must be paid prior to induction and confers life membership in the Society. The amount of the international induction fee shall be determined by the Board.

B. **Local Fees.** Each chapter may establish and adjust its own local fees. Any local fee shall be paid prior to induction and thereafter as the chapter decides.

**Section V. Induction of Members.** Several induction rituals are provided in the official Chapter Handbook. Local chapters may alter the ritual; however, any alteration should remain dignified and true to the spirit and content of the traditional induction ceremony.

**ARTICLE X  
FINANCIAL POLICIES**

The Board shall be responsible for formulating, approving, implementing, and reviewing all policies relating to the finances of the Society.

**Section I. Funds and Investments.**

A. **Deposits and Withdrawals of Funds.** Upon receipt of any funds from any source in the name of the Society, a Board member, or the Executive Director as authorized by the Board, shall immediately direct said funds into an appropriate Society account.

1. *Savings and Checking Accounts.* Savings and checking accounts shall be maintained in federally-insured financial institutions which shall have a capital surplus and undivided profits of not less than \$100,000.00. The amount in any one account shall not exceed the federally-guaranteed limit of insurance.

2. *Amount of Checks.* The Board shall determine check-signing policies.

**B. Investments.** The Board will formulate and approve specific policies that govern the purchase and sale of investments not otherwise specified in this article of the Constitution.

1. *Purchase of Investment Instruments.* Unencumbered funds in the checking and savings accounts of the Society shall be invested from time to time by the Secretary/Treasurer as authorized by the Executive Committee. Such investments shall be made with due regard to the proper diversification and safety of principal and shall be maintained in the manner that a reasonably prudent investor would maintain his/her own portfolio.

2. *Sale of Investments.* The Secretary/Treasurer shall, in accordance with specific policy approved by the Board and in place at the time, sell, exchange, or redeem investment instruments owned by the Society and promptly deposit the proceeds as provided above (Section I.A, this Article).

**C. Safe-Deposit Boxes.** All certificated investment instruments or evidence of ownership of uncertificated investment instruments of the Society shall be placed in a safe-deposit box in a federally-insured bank approved by the Executive Committee. Said certificated and uncertificated investment instruments shall be withdrawn only by a bonded Officer of the Society.

**Section II. Operating Expenses.**

A. The Budget shall be used as a basis for the financial operations of the Society during the stated period.

B. The Finance Committee, with advice from the Executive Director, shall recommend the annual budget to the Board, which shall have final approval.

C. The Secretary/Treasurer, along with the Executive Director, shall be responsible for execution of the approved Budget and shall report to the Board.

**Section III. Financial Safeguards.** Financial safeguards shall include the auditing of accounts, the bonding of Board members whose duties include financial responsibility, and the avoidance of conflicts of interest.

A. **Auditing of Accounts.** All accounts of the Society shall be audited and examined each year in accordance with approved accounting practices. These audits shall be reported to the Board.

**B. Protection from Liability.** The Board shall take appropriate measures to provide adequate liability protection for the society and individuals charged with carrying out its responsibilities.

**C. Conflict of Interest.** No Board member shall conduct or contract business with the Board.

**D. Indemnification.**

1. Board members, or any person who may have served at Board request or by its election, shall be indemnified for expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit, or proceeding in which they, or any of them, are made parties or a party by reason of being or having been Board members, or being or having been in the service of the Board by request, except in relation to matters as to which any such person shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in performance of duty and to such matters as shall be settled by agreement predicated on existence of such liability.

2. The indemnification provided hereby shall not be deemed exclusive of any other rights to which anyone seeking indemnification may be entitled under any Bylaw, agreement, vote of members or disinterested Board members or otherwise, both as to action in his/her official capacity and as to action in another capacity while holding such office.

**ARTICLE XI  
AMENDMENTS AND ADDITIONS**

**Section I. Articles of Incorporation.** The Articles of Incorporation of the Society may be amended by a majority vote of the Board in accordance with the laws of the State of Illinois and the Constitution of the Society. A written notice of the proposed amendment(s) and/or addition(s) shall be sent to every member of the Board at least thirty days prior to the final vote on the proposed amendment(s) and/or addition(s).

**Section II. Constitution.**

A. **Introduction.** Any member may initiate a proposed amendment or addition to the Constitution by presenting the proposed amendment or addition to one or more Board members who shall, in turn, present the proposed change or addition to the Board. In order to be presented to the membership at large, the proposed amendment or addition must be

approved by a three-fourths majority of the Board within twelve months.

**B. Ratification.** Balloting is to take place by mail. A copy of the proposed amendment(s) or addition(s) shall be mailed or emailed to chapters along with a ballot to be returned within ninety days to the Executive Director for counting and reporting. A simple majority of those chapters voting is required for approval of the amendment(s) or addition(s).

**C. Bylaws.** Bylaws may be amended by a majority vote of the members of the Board.

## BYLAWS

### BYLAW I OFFICIAL MOTTO AND SYMBOLS

**Section I. Official Motto.** The official motto of the Society, identified by its initials, is Sincerity, Truth, Design.

#### Section II. Official Symbols and Insignia.

**A. Colors.** The official colors shall be cardinal and black.

**B. Flower.** The official flower shall be the red rose.

**C. Seal.** The official seal shall be a circle surrounded by a corrugated border. Just within the circumference shall appear the motto—Sincerity, Truth, Design—and the birth date of the Society, 1924. In the center there shall be a crossed pen and torch with the Greek letters ΣΤΔ and a five-point star in the quadrants.

**D. Pin.** The official membership pin shall be a simple shield with the Greek letters ΣΤΔ superimposed.

### BYLAW II CONVENTIONS AND CONFERENCES

**Section I. International Conventions.** An International Convention shall be held annually in the spring session of the academic year at a location selected by the Board. A Board meeting shall be held in connection with the International Convention (Article II, Section IV.A).

**Section II. Regional Conferences.** Each Region is encouraged to hold a conference during the fall session of the academic year.

### BYLAW III BOARD REPRESENTATION

**Section I. Representatives of the Board.** The representative of the Society to the following functions shall be the Executive Director, his or her designee, or one elected by the Board:

A. Installation of college or university presidents,

B. Installation of new chapters, and

C. ACHS (Article I, Section IV). Whenever possible, the representative to ACHS shall be the Executive Director.

**Section II. Representation Expenses.** The Society shall pay the expenses, within reason, of its officially-appointed representative(s). Such expenses shall include travel and transit costs, lodging, meals, gratuities, and registration fees.

### BYLAW IV PARLIAMENTARY AUTHORITY

**Section I.** Unless otherwise specified, *Robert's Rules of Order* shall govern.

**Section II.** At each Board meeting, The Board shall select a Parliamentarian.

### BYLAW V CORPORATION POLICIES

**Section I. Purpose.** The corporation is organized exclusively for educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, and in accordance with the mission and purposes set forth in Article I, Section III, of the Sigma Tau Delta Constitution.

**Section II. Inurement of Income.** No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, its Board of Directors, or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

**Section III. Legislative or Political Activities.** No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

**Section IV. Operational Limitations.** Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on

A. By a corporation exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or

B. By a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

**Section V. Dissolution.** Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine.

Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for the purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **BYLAW VI REMOVAL OF CHAPTER OFFICER(S)**

**Section I.** Any elected officer of a chapter may be removed for cause. Sufficient cause for removal includes, but is not limited to: violation of the Chapter Bylaws or of the Society Constitution; violation of a rule, practice, or procedure adopted by the Chapter; any conduct deemed prejudicial to the best interests of the Chapter; irresponsible behavior; flagrant violation of school rules or civic laws. The matter of removal shall be handled entirely on the local chapter level; the national Board of Directors shall at no time and in no way be involved in the process or be held responsible for the outcome.

**Section II.** Prior to a vote on the matter of removal of an elected officer, the local Campus Activities Office, or its equivalent, should be consulted concerning due process—which shall determine the specific procedures to be

followed at the respective school and which shall supersede any alternative procedures described below. Only if no such local office, or its equivalent, exists, shall the following procedures be followed:

A. The Chapter Executive Committee, with the Chapter sponsor(s), shall hold a formal hearing. At least twenty-one (21) days prior to the hearing, the Chapter sponsor(s) shall send by registered mail to the last recorded address of the officer a statement of the charges and notice of the time and place of the hearing at which the charges will be considered.

B. The officer must have the opportunity to respond to the charges in writing and/or in person. The Chapter Executive Committee, with the Chapter sponsor(s), may or may not recommend removal from office, on the basis of a three-fourths majority vote. If there is a three-fourths majority vote, the petition shall be brought before the general membership at its next scheduled general or special meeting. The officer in question may be in attendance to plead his/her case and may opt to resign his/her position prior to the vote. A two-thirds majority vote of the members present shall determine if the officer is to be removed.

C. Regardless of which procedure is followed (that prescribed by the local campus or that suggested as a substitute, if the local campus has no set procedure), any resultant action, and any appeals (if the Campus Activities Office permits them), shall be dealt with entirely on the local campus level.

Adopted: December 1, 2006

### **BYLAW VII SUSPENSION OR TERMINATION OF MEMBERSHIP**

**Section I. Cause for termination of membership.** Induction into Sigma Tau Delta carries with it lifetime membership in the Society. Duly-inducted members may, however, be removed from the Society for just cause. Just cause for removal includes offenses violating the Society's stated mission to "promote exemplary character and good fellowship among its members" (Article I, Section 3, Subsection D) and to "exhibit high standards of academic excellence" (Article I, Section 3, Subsection E). Specific causes for suspension and/or termination include

- A. Dismissal from the sponsoring institution or program for failing to maintain minimum grade point averages or similar performance standards;
- B. Violations of approved academic codes of conduct and/or institutional honor codes or

flagrant acts of academic dishonesty (e.g. plagiarism, cheating, manufacturing and/or falsifying academic records or experimental data) that result in disciplinary actions being taken by the sponsoring institution or program against the member;

C. Conviction in a court of law of a felony violation.

Suspension of membership shall result automatically from and occur simultaneously with the disciplinary action being taken against or the suspension, dismissal or conviction of the member and become permanent upon the member's accepting the judgment entered against him or her or when all appeals have been exhausted. It will be the chapter sponsors' duty at the conclusion of any such action being taken against a member of their chapter to notify the Central Office and the member of the termination of membership and the causes thereof. The Central Office will then remove the former member from the lists of enrolled members. The national Board of Directors shall at no time and in no way be involved in the termination process or be held responsible for the outcome.

**Section II. Appeals of termination of membership.**

Revocation of membership can be appealed. Appeals must be filed in writing with the national Board of Directors within 60 days after the termination of membership has become final. Appeals, with any supporting materials and documentation, must be addressed to the Society's Executive Director and mailed to the Society's Central Office. The Executive Committee of the national Board of Directors will review the appeal within 30 days of its receipt and can, by a three-fourths majority vote of the committee, rescind the termination of membership. The Executive Director will notify the appellant of the committee's findings. All decisions are final.

Adopted: September 11, 2009

**BYLAW VIII  
NATIONAL ENGLISH HONOR SOCIETY**

**Section I.** National English Honor Society (NEHS) shall be a program of, and under the supervision and sponsorship of, Sigma Tau Delta, International English Honor Society, and shall be governed by the NEHS Constitution and its specifics outlined in the program handbook.

**Section II.** The mission and purposes of this organization shall be literary and educational. NEHS strives to

A. Confer distinction upon secondary high school students for high achievement in English language and literature;

B. Provide, through its local chapters, cultural stimulation in secondary high school environments;

C. Encourage interest in the English language arts;

D. Promote exemplary character and good fellowship among its members; and

E. Serve society by fostering literacy.

**Section III. Governance.** The control of NEHS shall be vested in the Sigma Tau Delta Board of Directors.

A. Oversight shall include monitoring the yearly progress of the growth and activities of NEHS through the receipt of semi-annual reports and via the work of the NEHS Director who will serve as liaison to the Sigma Tau Delta Board.

B. The Sigma Tau Delta Constitution and the authority of the Sigma Tau Delta Board of Directors will guide any and all legal matters which may arise in conjunction with the NEHS oversight responsibilities vested in Sigma Tau Delta.

C. The Sigma Tau Delta Board shall maintain financial oversight of NEHS, including yearly budget approval, and will review the management of financial investments made by the Sigma Tau Delta Executive Director on behalf of NEHS. The Sigma Tau Delta Executive Director, in consultation with the NEHS Director, shall prepare yearly budget reports, including expenditures and projected income.

D. The NEHS budget shall be maintained as a separate, but integral, part of the Sigma Tau Delta budget.

E. The Executive Director of Sigma Tau Delta shall be authorized to enter into any contractual agreements (for speakers, conferences, etc.) on behalf of NEHS.

F. The Sigma Tau Delta Board of Directors will maintain authority for major constitutional, financial, and contractual changes and/or decisions concerning NEHS. Such decisions will be only after consultation with the Sigma Tau Delta Executive Director and the Director of NEHS, and after reviewing recommendations from the Advisory Council of NEHS.

G. The day-to-day operation of NEHS, including strategic planning, shall be under the direction of the NEHS Director, in consultation with the Executive Director of Sigma Tau Delta.

**Section IV. Leadership.** NEHS shall be led by a national director who shall be hired by, evaluated by, and report to the Executive Director of Sigma Tau Delta.

A. The Director of NEHS shall be an employee of Sigma Tau Delta.

B. The Director shall be a non-voting member of the Sigma Tau Delta Board of Directors, shall serve on committees of the Board as assigned, and act as the liaison between Sigma Tau Delta and NEHS.

C. The Director shall be advised by an Advisory Council, comprised of NEHS chapter advisors who shall be in lead Advisory Council positions to represent regions paralleling those of Sigma Tau Delta. Each region will also have up to two associate Advisory Council representative positions. All members of the Advisory Council shall be voting members of the Council.

D. The NEHS Director shall have responsibility, with the support of Central Office staff, for promoting and expanding NEHS.

Adopted: September 11, 2009

## BYLAW IX STUDENT REPRESENTATIVES AND ASSOCIATE STUDENT REPRESENTATIVES

**Section I. Number.** There shall be one Student Representative and one Associate Student Representative for each Region.

**Section II. Regions.** The number and boundaries of Regions shall be determined by the Board.

**Section III. Election.** At the international convention of the Society, each Region shall elect its own Student Representative and Associate Student Representative each year from among the declared, eligible candidates from that Region. Only student members of the Region shall be eligible to vote in the election, and each chapter present shall have one vote. In the event that no vote is possible at the convention, the Regent shall appoint, as soon as possible, a Student Representative and an Associate Student Representative to serve that Region until the next international convention.

**Section IV. Eligibility.** Any student who is currently a student member of an active chapter and who will continue to be a member of an active chapter within the Region he or she seeks to represent until the following convention

may run for Student Representative or Associate Student Representative for the Region to which his or her chapter belongs. Students wishing to run for Student Representative or Associate Student Representative must declare their candidacy in writing by the end of official events on the second day of convention.

**Section V. Term of Office.** Student Representatives and Associate Student Representatives shall be elected for a term of approximately one year. A Student Representative or Associate Student Representative may serve up to two consecutive terms, provided he or she remains eligible and is duly elected each term. A Student Representative or Associate Student Representative shall assume duties upon election and cease duties following the spring convention, after which point they shall assume a mentorship role to their Region's incoming Student Representative or Associate Student Representative, until June first.

### **Section VI. Removal of Student Representatives/Associate Student Representatives.**

A. Any Student Representative or Associate Student Representative may be removed for sufficient cause. Sufficient cause includes but is not limited to: neglect of duties, insufficient participation, abuse of powers, actions contrary to the aims of Sigma Tau Delta, direct violations of Sigma Tau Delta bylaws, policies and procedures, irresponsible behavior and/or flagrant violation of civic laws or any behavior that would cause the person to have their Society membership revoked in accordance with Bylaw VII.

B. A Student Representative or Associate Student Representative may be removed when both Student Advisors and the Regent of the Student Representative or Associate Student Representative in question shall unanimously agree that there is sufficient cause for the removal of the Student Representative or Associate Student Representative in question. The two Student Advisors and the Regent shall submit a formal written letter through registered mail to the last recorded address of the Student Representative or Associate Student Representative in question, detailing both the charges and the decision to remove the Student Representative or Associate Student Representative from their respective position.

**Section VII. Vacancy.** In the event that a Student Representative becomes, for any reason, unable to serve, the Regent for that Region shall promote the Associate Student Representative to fill the vacancy. In the event that both the Student Representative and Associate Student Representative are unable to serve, the Regent for that Region may select a Student Representative from among the student members in that Region to serve until the next international convention or until an election can be held,

whichever comes first. In the event that a Region will be without an Associate Student Representative for a significant period of time, the Regent may select an Associate Student Representative from among the student members in that Region to serve until the next international convention.

### Section VIII. Powers and Duties.

#### A. Student Representatives

1. General. As consultants to the Board, Student Representatives may not vote or make formal motions. Student Representatives shall share the powers, duties, and responsibilities of the Board, except for those specifically otherwise delegated. These obligations shall include, but not be limited to, serving as liaisons with the Central Office and providing regional information and content for any and all Society publications as needed.

2. Regional. Each Student Representative shall have the specific responsibility for assisting the Regent in the development and promotion of the Society in his/her Region. A Student Representative shall promote the mission and purposes of the Society within his/her Region by

- a. disseminating information to chapters;
- b. encouraging and stimulating active chapters;
- c. endeavoring to reactivate inactive chapters;
- d. encouraging the formation of new chapters;
- e. encouraging attendance at conventions and conferences; and
- f. accomplishing these aims with Society publications, inter-chapter activities, and personal contacts.

3. Specific. The Student Representative shall promote the mission and purposes of the Society by

- a. representing student members to the Board;
- b. encouraging attendance at conventions and conferences;

- c. assisting Regents;
- d. serving on appropriate committees;
- e. soliciting member input; and
- f. revising training materials for the following term.

4. Student Representative Authority. The Student Representative shall have the authority to delegate specific duties to the Associate Student Representative, but the Student Representative retains responsibility for ensuring that all stated duties are fulfilled.

#### B. Associate Student Representatives

1. General. As consultants to the Board, Associate Student Representatives may not vote or make formal motions. Associate Student Representatives shall assist the Regent and Student Representative from their Region. These obligations shall include, but not be limited to, serving as liaisons with the Central Office and providing regional information and content for Society publications.

2. Specific. The Associate Student Representatives shall promote the mission and purposes of the Society by

- a. representing student members to the Board;
- b. encouraging attendance at conventions and conferences;
- c. assisting Student Representatives and Regents;
- d. serving on appropriate committees;
- e. soliciting member input; and
- f. receiving and fulfilling specific duties as delegated by the Student Representative.

Adopted: March 23, 2011