

VILLANOVA UNIVERSITY CHAPTER OF
SIGMA XI, THE SCIENTIFIC RESEARCH SOCIETY

November 29, 1989
Revised Jan. 18, 1990

BYLAWS

ARTICLE I. Name and Object.

Section 1. The name of this organization shall be the Villanova University Chapter of Sigma Xi, The Scientific Research Society. Hereinafter the Villanova University Chapter shall be referred to as the "Chapter" and Sigma Xi, The Scientific Research Society, as the "Society."

Section 2. The object of the Chapter shall be identical with that of the Society, namely to encourage original investigation in science, pure and applied. Pursuant to that object it is the purpose of the Chapter to encourage maintenance of companionship and communication among investigators in the various fields of science and engineering.

ARTICLE II. Affiliation

The Chapter is chartered as a Chapter of the Society, and as such the Chapter is bound to comply with the provisions of the Constitution and Bylaws of the Society. These Bylaws of the Chapter together with the Constitution and Bylaws of the Society constitute the governing documents of the Chapter. If a conflict should arise between these Bylaws and the Constitution and Bylaws of the Society, the Society's Constitution and Bylaws shall prevail.

ARTICLE III. Membership

Section 1. The membership of the Chapter is composed of Members and Associate Members. The term "member", uncapitalized, when used herein includes both Members and Associate Members. No person, or persons, shall be denied membership in the Villanova University Chapter of Sigma Xi for reasons of national origin, race, color, religion, sex, age, or physical handicap.

Section 2. Members and Associate Members of Sigma Xi are eligible to be enrolled as Members or Associate Members, as appropriate, of the Chapter upon payment or proof of payment of the current dues of the Society.

Section 3. The Chapter may elect Members and Associate Members and may promote Associate Members to Members in accordance with the provisions of the Constitution and Bylaws of the Society.

Section 4. Consistent with the Constitution and Bylaws of the Society, Associate Members shall have all the rights and duties of Members except those of serving as an officer of the Chapter, representing the Chapter as a delegate at Sigma Xi's annual meetings, acting as members of the Admissions Committee, and of nominating persons to membership. The provisions of this Section shall prevail if a conflict should arise between this Section and any other provision of these Bylaws except ARTICLE II.

Section 5. Newly elected Members and Associate Members shall be initiated at a meeting of the Chapter in accordance with the Constitution and Bylaws of the Society, and their membership shall become effective upon their initiation.

ARTICLE IV. Officers.

Section 1. Officers of the Chapter shall be a President, President-elect, Secretary, and Treasurer.

Section 2. President

a. The President-elect shall become President on 1 July following the term as President-elect. The President shall serve as such for one year or until a successor qualifies.

b. The President is the chief executive officer of the Chapter and shall preside at all meetings of the Chapter and the Executive Committee. Except as otherwise provided herein, the President shall perform the customary duties of president and those assigned to the office by the parliamentary authority.

c. The President shall appoint the members of all special committees except those for which the Chapter specifically makes other provisions and is a member, ex officio, of all committees except the Nominating Committee and such committees established by the Chapter as it may specifically exempt.

d. The President is authorized to sign checks in the absence or incapacity of the Treasurer.

e. If the office of President becomes vacant, the President-elect shall succeed to that office for the remainder of the term, after which he or she shall serve the normal term as President. If both the offices of President and President-elect become vacant, a special election shall be held to fill both vacancies, until which time the Secretary shall act as interim President. If, at the end of the term to which they are thus elected, the President and President-elect will have served less than six months, they shall continue for an additional year in these offices; if six months or more, the President-elect shall succeed to the office of the President and a regular election shall be held for President-elect.

Section 3. President-elect.

a. The President-elect shall assume office upon 1 July following election and shall serve as such until the expiration of the term of the President, when he or she shall become President.

b. The President-elect shall appoint members of the Program Committee and shall serve, ex officio, as Chairman of that Committee. The President-elect shall perform the customary duties of a vice-president and those assigned to that office by the parliamentary authority except as otherwise provided herein. The President-elect shall preside over meetings of the Chapter and Executive Committee in the absence of the President, serve as deputy for the President, and act for the President in the absence of the President. The President-elect is a member ex officio of the Admissions Committee and shall call the first meeting of the Nominations Committee.

c. If the office of the President-elect becomes vacant, a special election shall be held to fill the vacancy. The person so elected shall succeed to the Presidency upon the expiration of the term of the then president.

Section 4. Secretary.

a. The Secretary shall assume office upon 1 July following election and shall serve for two years or until a successor qualifies.

b. The Secretary shall perform the customary duties of the office and those specified by the parliamentary authority except as otherwise provided herein. The Secretary is custodian of the minutes, membership roll, and other records of the Chapter except for financial records held by the Treasurer. The Secretary shall prepare and transmit to all members notice of the time, place, and program of each regular or special meeting of the Chapter; shall serve as secretary at all meetings of the Chapter and Executive Committee; shall maintain all official records other than fiscal, including minutes of meetings; and shall maintain records of nomination and election of officers and committee members, and records of nominations, election and promotion of Members and Associate Members.

c. The Secretary shall prepare and transmit to the Society all necessary reports and notices required of the Chapter by the Manual of Procedures of the Society, and shall transmit to the appropriate officers all messages and information received from the Society.

d. A vacancy in the office of Secretary shall be filled by the Executive Committee until the following 1 July or until a successor qualifies.

Section 5. Treasurer.

a. The Treasurer shall assume office upon 1 July following election and shall serve for two years or until a successor qualifies.

b. The Treasurer shall perform the customary duties of the office and those specified by the parliamentary authority except as otherwise provided herein. The Treasurer shall have custody of and maintain the fiscal records of the Chapter and maintain the funds of the Chapter in an appropriate repository approved by the Executive Committee.

c. The Treasurer shall pay all legal obligations of the Chapter.

d. The Treasurer shall transmit monies to and receive monies from the Society in accordance with the Society's Manual of Procedure, and shall prepare necessary reports as required by that Manual.

e. A vacancy in the office of the Treasurer shall be filled by the Executive Committee until the following 1 July or until a successor qualifies.

ARTICLE V. Executive Committee.

Section 1. The Executive Committee consists of the officers together with the Immediate Past President of the Chapter. The President is chairman ex officio and the Secretary is secretary ex officio of the Executive Committee.

Section 2. The Executive Committee shall conduct the general business of the Chapter subject to such resolutions as the Chapter/Club may adopt or has adopted. It may incur financial obligations only to the extent that current unencumbered assets are available to meet such obligations.

Section 3. The Executive Committee shall appoint delegates to represent the Chapter at the Assembly of Delegates at the Annual Meeting of the Society.

Section 4. The Executive Committee may establish special committees, whose members shall be appointed by the President.

Section 5. The determination of the existence of vacancies among the elective offices and elective committees of this Chapter shall be made by the Executive Committee.

HISTORY

PLEDGE

ARTICLE VI. Standing Committees.

Section 1. In addition to the Executive Committee, the standing committees of the Chapter include the Admissions Committee, the Nominations Committee, and the Program Committee.

Section 2. Admissions Committee.

a. The Admissions Committee consists of six Members of whom two shall be elected each year by the membership. They shall take office on 1 July of the year elected and shall serve for three years or until their successors qualify. Vacancies in the Admissions Committee shall be filled by the Executive Committee until the next 1 July when successors elected at the annual regular general election shall take office for the unexpired portion of the term.

b. The Admissions Committee shall act upon all nominations for election to Member or Associate Member submitted by two Members of the Chapter. It is responsible for reviewing the status of all Associate Members annually, and of acting upon their promotion to Member where it finds this action appropriate. Subject to the provisions of the Constitution and Bylaws of the Society, it may recommend election or promotion to the Chapter. A recommendation to the Chapter shall be acted upon by secret ballot in an executive session of Members only, and a vote of three-fourths of the Members present shall be necessary for election. No election or promotion to membership is allowed except on recommendation of the Admissions Committee.

Section 3. Nominations Committee.

a. The Nominations Committee shall consist of three members elected by the Chapter. They shall take office on 1 July following their election and shall hold office for one year or until their successors qualify. No member of the Executive Committee may be a member of the Nominations Committee.

b. The Nominations Committee shall meet initially upon the call of the President-elect or of any two members of the Committee. At its first meeting it shall elect its chairman and thereafter shall meet at the call of its chairman or of any two members of the Committee.

c. The Nominations Committee shall nominate at least one but preferably two eligible candidates for each office or committee membership to be filled by election of the Chapter under the Bylaws, and shall secure the consent of the candidates to their nomination.

d. Vacancies in the Nominations Committee shall be filled by appointment by the Executive Committee.

Section 4. Program Committee.

a. The Program Committee consists of the President-elect as chairman, ex officio, the Secretary, ex officio, and not more than three additional members appointed by the President-elect.

b. The Program Committee is responsible for planning, arranging, conducting and publicizing all meetings and other events, activities, and functions of the Chapter.

Section 5. Additional standing committees may be established by the Chapter. Their members shall be appointed by the President unless the Chapter specifies another method.

ARTICLE VII. Special Committees.

Special committees may be authorized by the Chapter or by the Executive Committee. Their members shall be appointed by the President unless the Chapter in authorizing a special committee specifies another method.

ARTICLE VIII. Election.

Section 1. The annual regular general election of officers and elective committee members shall take place by mail ballot in the spring of the year in which they are to take office. Special elections for the filling of vacancies in the office of President or President-elect in accordance with these Bylaws shall be called by the Executive Committee and shall be conducted by mail ballot. Notice of an election including the names of candidates nominated by the Nominating Committee shall be sent to all members not less than three weeks before the specified last day for return of the ballots. Only active members of the Chapter are eligible to be elected.

Section 2. Write-in votes are in order in any election.

Section 3. Method of Election.

a. All elections shall be held by secret mail ballot. A majority of the valid ballots cast, excluding blanks, is necessary for election.

b. The Executive Committee of the Chapter shall be responsible for the conduct of all elections and for the rules for conducting elections. However, the Chapter may establish such rules and procedures for elections as it deems prudent, and in the event a conflict should arise between the rules and procedures established by the Chapter and by the Executive Committee, the Chapter's rules and procedures shall prevail.

Section 4. Election Years for Secretary and Treasurer

a. The regular elections for Secretary and for Treasurer, each for two-year terms shall occur in even years for Secretary and odd years for Treasurer.

b. Elections to fill unexpired terms for Secretary, Treasurer, or members of the Admissions Committee may be held as part of the annual regular general election of officers and elective committee members.

ARTICLES IX. Financial Affairs.

Section 1. No legal obligation shall be incurred by the Chapter unless Chapter assets are available to meet such obligations. The Chapter is aware that members may be liable for legal obligations incurred by it when its assets are insufficient to meet such obligations.

Section 2. The fiscal year shall begin on 1 July.

Section 3. Liability.

a. Legal obligations should not be incurred by members if such obligations cannot be financed by the assets on hand. Members may be individually liable for legal obligations incurred in excess of the organization's funds.

b. The Chapter is aware that the tax-exempt status of the Society does not extend to the Chapter. The Chapter should consider from time to time whether it should make application for recognition by the Internal Revenue Service as a 501(c)(3) organization and shall consider taking other steps (e.g., liability insurance) in conformity with the law and in the best interests of the Chapter membership.

Section 4. Local dues may be levied by the Chapter by vote of a majority of the valid ballots cast, excluding blanks, as part of the annual regular general election of officers and elective committee members or at a business meeting of the Chapter by vote of a majority of the members present at the meeting. The Treasurer shall arrange that any such dues are either collected locally or billed and collected by the Society for return to the Chapter.

ARTICLE X. Parliamentary Authority.

The parliamentary authority of the Chapter is the current edition of Riddick's Rules of Procedure and the rules contained herein shall govern the Chapter in all cases where they apply and in which they are not inconsistent with the Bylaws or any special rules of order the Chapter may adopt.

ARTICLE XI. Meetings.

a. There shall be at least one annual business meeting of the Chapter during each year (July 1 to June 30). Business meetings shall be called at such times as the Executive Committee may determine. The calling of the meeting shall consist of sending written notice to all members at least five business days in advance of the meeting. The notice is to contain an agenda for the meeting as established by the Executive Committee:

Special business meetings shall be called by the Executive Committee at any time on the request to that effect in writing signed by at least five members. Any five members of the Chapter may call a meeting of the Chapter if all the elective offices of the Chapter are vacant.

b. There shall be at least one executive session of Members only during each year (July 1 to June 30) for the purpose of electing Members and/or Associate Members and promoting Associate Members upon the recommendation of the Admissions Committee. Executive sessions of Members only shall be called at such times as the Executive Committee may determine. The calling of the meeting shall consist of sending written notice to all Members (not including Associate Members) at least five business days in advance of the meeting. The notice is to contain a list of the nominees for election and promotion as approved by the Admissions Committee. Only candidates whose names are on this list of nominees may be elected or promoted at the meeting.

ARTICLE XII. Amendment.

a. These Bylaws may be amended by a two-thirds vote of the members present at a meeting of the Chapter provided that each such amendment has originated with the Executive Committee or has been submitted in writing to the Secretary with the signature of three Members, has been considered by the Executive Committee, and has been included in full together with the recommendation of the Executive Committee thereon in the announcement of that meeting sent to all members.

b. If the Executive Committee fails to consider an amendment received not less than four weeks before a meeting of the Chapter, it is the duty of the Secretary to include the amendment in the announcement for that meeting with the notation that it has not been considered by the Executive Committee, and it may then be adopted as if it had been considered by the Executive Committee.

ARTICLE XIII. Quorum.

At any duly called business meeting or executive session of Members only, the members (or Members) present, as appropriate, shall constitute a quorum.

ARTICLE XIV. Dissolution.

Section 1. The Chapter may petition the Society's Board of Directors to dissolve the Chapter only if it has been recommended by unanimous vote of the Executive Committee, the recommendation has been made in writing to all members of the Chapter not less than two weeks prior to the meeting at which it is to be first considered, and again in the notice of that meeting, and it has been passed by three-fourths of the members present at that meeting and again at a special meeting held for that purpose not less than one, nor more than three months thereafter.

Section 2. If the Chapter should dissolve, the net assets of the Chapter, after satisfaction of all legal obligations, shall be conveyed to the Society.

ARTICLE XV Transitional Provisions.

a. All officers and committee members of the Villanova University Club on November 19, 1989 shall remain in the office or committee membership held as of November 19, 1989.

b. Terms of office or of committee membership due to expire on the Spring Commencement Day in 1990 are extended to June 30, 1990 and those due to expire on the Spring Commencement Day in 1991 are extended to June 30, 1991.

c. The President-elect on November 19, 1989 shall become President on July 1, 1990.

d. The Nominations Committee established in ARTICLE VI, Section 3 of these Bylaws shall begin operation on July 1, 1990. The provisions of the Club Bylaws concerning "A Nomination Committee" (Section 3 of Article IV of the Club Bylaws) shall remain in effect until June 30, 1990 except those parts referring to the annual business meeting since these new Bylaws institute elections by mail ballot.

e. Two Members shall be elected to the Admissions Committee for a term of three years beginning July 1, 1990, and two Members shall be elected to the Admissions Committee for a term of two years beginning July 1, 1990. The seats of the two incumbents on the Admissions Committee whose term expires on June 30, 1991 under the terms of part b. of this Article shall be filled in 1991 under the provisions of Article VI, Section 2, a of these Bylaws.

f. The Immediate Past President of the Chapter/Club shall not be a member of the Executive Committee before July 1, 1990. The duly elected Member-at-large of the Executive Committee under the Club Bylaws shall continue in office until June 30, 1990 at which time the Member-at-large membership on the Executive Committee shall cease to exist.

g. Provisions of Article XV shall prevail in the event of any conflicts with provisions in other Articles of these Bylaws.

h. Article XV in its entirety is to be expunged from these Bylaws on July 1, 1991.