

Iota Sigma Pi

National Honor Society
for Women in Chemistry

Constitution and Bylaws



CONSTITUTION AND BYLAWS OF IOTA SIGMA PI

This document represents the Constitution and Bylaws of Iota Sigma Pi. This revision was authorized by the 2002-2005 National Council and by a vote of the active membership in 2004, as authorized by the Constitution. In this document, the terms "Iota Sigma Pi," "ΙΣΠ," and "Society" are interchangeable. In this document, the terms "National Council" and "Council" are interchangeable. In this document, the terms "National Convention," "National Triennial Convention," and "Convention" are interchangeable. In this document, the terms "Awards Fund" and "The Fund" are interchangeable.

THE CONSTITUTION OF IOTA SIGMA PI

Article I - Seal, Colors, Insignia, Motto

SECTION 1. The Society, an honor society for women in chemistry and closely allied fields, shall be known as Iota Sigma Pi, or, ΙΣΠ or the Society.

SECTION 2. The Society shall have a gold seal which shall consist of the device of a circle with the letters "ΙΣΠ" in the center and the words "IOTA SIGMA PI" on the top of the circle and words "Founded in 1902" along the bottom of the circle.

SECTION 3. The colors of ΙΣΠ shall be cedar green, white, and gold.

SECTION 4. The insignia of ΙΣΠ shall be a pin or key. This pin or key symbolizes the entire spectrum of chemistry. Organic and biochemistry are represented by two symbols: the benzene ring which forms the outside of the key and the two diamonds, pure carbon, located above and below the letters "ΙΣΠ" in the center of the benzene ring. Inorganic chemistry is represented by two ancient alchemist symbols: the crescents which signify silver, the imperfect metal, located above and below the diamonds, and the circles which signify gold, the perfect metal, encircling the diamonds.

SECTION 5. The motto of the Society shall be "Chemia Adelphae Prokope," signifying "Sisterhood for the Advancement of Chemistry."

Article II - Objectives

SECTION 1. The objectives of ΙΣΠ shall be to encourage and promote interest in chemistry among women students; to facilitate networking to provide personal and professional support; to foster professional advancement of women in chemistry and related fields; and to recognize outstanding accomplishments of women students and professionals in chemistry and related fields.

SECTION 2. ΙΣΠ shall strive to accomplish its objectives through its National Conventions and local meetings of its chapters and also by cooperation with other scientific and professional societies and academic institutions.

SECTION 3. The Society shall maintain an interest in the profession of chemistry and allied fields and also in the qualifications of all chemists.

Article III - Organization and Dissolution

SECTION 1. Iota Sigma Pi is a non-profit organization. No part of any net earnings or bequests of any kind may inure to the personal benefit of any member or individual.

SECTION 2. All property of the Society is irrevocably dedicated to educational and scientific purposes and to the recognition of outstanding accomplishments in chemistry and allied fields through its Honors and Awards program.

SECTION 3. The Society is non-political and shall not, at any time, endorse or recommend any candidate for political office, nor shall it or its chapters take any political action by public communication or circulation of materials. Neither the Society nor its chapters shall give support to any candidate for public office, nor shall they take any action on legislative, partisan, or religious questions. A member has the right, of course, to express her opinions, but this must be done outside the province of ΙΣΠ. ΙΣΠ can not be used as a forum for any subject that is subject to a vote by the public.

SECTION 4. In the event of dissolution or liquidation of the Society or abandonment of said property, no part of said property shall inure to the benefit of any private person or be used for any purpose other than educational or scientific. Upon the said dissolution, liquidation, or abandonment of Iota Sigma Pi, the National Council (or then Governing Board) shall first pay or adequately provide for payment of debts and obligations of the Society and shall dispense of the remaining assets for such educational or scientific purposes as it deems desirable. A two-thirds vote of National Council or Governing Board shall be needed for approval of disbursement of the remaining funds.

Article IV - Composition of the Society

Members, Chapters, Committees

SECTION 1. The Society shall be composed of members, who are members of chapters or members-at-large.

SECTION 2. Chapters may have Honorary Members, Affiliates, or Associates. These shall be non-voting members.

SECTION 3. The society shall consist of chapters already installed and any that may be established hereafter.

SECTION 4. Historically, two types of chapters were installed: Academic and Metropolitan. Currently all chapters are Metropolitan, and only Metropolitan chapters shall be installed.

SECTION 5. Chapters shall be established or declared inactive as covered in the section of the Rules and Regulations that refers to Chapters.

SECTION 6. The Society shall have National Officers and a National Council as referred to in Constitution, Article VI.

SECTION 7. The Society shall have National Standing Committees as specified in the Bylaws. Other committees may be established as necessary to carry out the administration and governance of the Society.

Article V - Membership

SECTION 1. Members of the Society must meet the criteria for membership as outlined in the Rules and Regulations section on Membership.

SECTION 2. A member may be dropped from membership by two-thirds vote of National Council for conduct that is contrary to the objectives of the Society or adversely affects the Society. The member has the right to appeal for a hearing from National Council before membership is dropped.

Article VI - National Officers and National Council

SECTION 1. The National Officers and their terms of office shall be

OFFICE	TERM
President	3 Years
Vice President	3 Years
Secretary	3 Years
Treasurer	3 Years
Coordinator of Members-at-Large	3 Years
Records Chair	3 Years
Editor	3 Years
Director for Professional Awards	3 Years
Director for Student Awards	3 Years
Coordinator of Initiates and Supplies	3 Years
Webmaster	3 Years
Historian	6 Years

SECTION 2. The National Council shall consist of the National Officers, the Immediate Past President, and any ad hoc nonvoting appointments by National Council deemed necessary to administer and govern the Society.

SECTION 3. ELECTION OF NATIONAL OFFICERS

National Officers shall be elected and installed during a National Convention whenever feasible and possible. They shall assume their duties immediately following installation. The Nominating Committee shall submit nominations. Nominations from the floor or write-in candidates shall be permitted. The nominee must consent in writing to be nominated and be a member in good standing, as defined in the Rules and Regulations.

SECTION 4. In the event that a National Triennial Convention cannot be held, National Officers shall be elected by mail ballot.

SECTION 5. Duties of the National Officers shall be those as usually pertain to the offices they hold and any others as defined in the Rules and Regulations or as may be delegated by the National Convention or the National President, after consultation with the National Council.

SECTION 6. LIMITS OF TERMS OF OFFICE

PRESIDENT: One term, but may be renominated after being out of office for at least one term.

WEBMASTER: Can be reelected to an unlimited number of terms.

COORDINATOR OF INTIATES AND SUPPLIES: Can be reelected to an unlimited number of terms.

ALL OTHERS: Limited to two successive terms in the same office but may be renominated after being out of that office for at least one term.

SECTION 7. ELIGIBILITY

The candidate(s) for National President must have held a national office within the past 12 years. The candidate(s) for National Historian must have held a national office. The candidate(s) for other national offices must have had a reasonable record of activity and interest in the Society.

SECTION 8. The National Vice President shall assume the duties of the President in the event that the office becomes vacant. She shall complete the term.

SECTION 9. The National President shall have the power to appoint a person to complete any unexpired term of office.

SECTION 10. The National President shall be a member ex-officio of all National Committees. She shall have the option to delegate a member to represent her.

SECTION 11. The National President shall be the official representative of the Society but may appoint a member(s) to assume the duty.

SECTION 12. Procedures for elections shall be covered in the Rules and Regulations and the Operations Guide.

Article VII - Chapter Officers

SECTION 1A. Chapter Officers shall be President, Vice President, Secretary, Treasurer (or Secretary-Treasurer), Historian, and any others that the chapter feels necessary for a smooth administration and governance.

SECTION 1B. The Liaison persons responsible for interaction with local academic institutions shall be ex-officio.

SECTION 2. Duties of Chapter Officers shall be those as usually pertain to the offices they hold and any others as defined in the Rules and Regulations or as may be delegated by the National Convention or the National President, after consultation with the National Council.

SECTION 3. Chapter Officers shall be nominated and elected according to guidelines recommended by National Council.

Article VIII - Publications

SECTION 1. The Society's official publication shall be The Iotan. At least one issue shall be published each year.

SECTION 2. The Society shall publish a History, as authorized by the National Council or National Convention. A majority of votes cast is needed for approval.

SECTION 3. Other Society publications must be authorized by National Council or National Convention. A majority of votes cast is needed for approval.

SECTION 4. Publications of the Society shall be made available to all members not in arrears in dues.

SECTION 5. The Rules and Regulations give details on publications.

Article IX - Meetings of the Society

National and Chapter

SECTION 1. The Society shall hold a National Convention (Bylaws, Article V).

SECTION 2. Chapters shall hold at least one business meeting a year to be considered active.

Article X - Committees: National and Chapter

SECTION 1. National Council or National Convention shall appoint such national committees as are deemed necessary. National Council or National Convention shall have the power to dismiss said committees.

SECTION 2. The National President shall appoint special committees or task forces as are deemed necessary. The President shall have the power to dismiss said committees.

SECTION 3. The National President shall appoint the chairs of all national committees.

SECTION 4. The Coordinator of Members-at-Large (MAL) shall appoint MAL committees as are deemed necessary and their chairs. The Coordinator of Members-at-Large shall have the power to dismiss said committees.

SECTION 5. Each Chapter President shall appoint chapter committees as deemed necessary and their chairs. Each Chapter President shall have the power to dismiss said committees.

Article XI - Finances

SECTION 1. Each member of the Society shall pay dues as established by the National Convention, unless otherwise exempted as detailed in the Rules and Regulations.

SECTION 2. The financial year of the Society shall be established or changed by a majority vote of National Council.

SECTION 3. There shall be an annual rebate of funds to the chapters and to the MAL treasury.

SECTION 4. The rebates shall be based on a paid membership count.

Article XII - Bequests, Donations, Grants, Gifts

SECTION 1. $\Sigma\Pi$ may receive bequests, donations, grants, and gifts. These shall be administered and disbursed as requested by the donors, if specified.

SECTION 2. Chapters may receive bequests, donations, grants, and gifts. These shall be administered and disbursed as requested by the donors, if specified.

SECTION 3. $\Sigma\Pi$ (National, Members-at-Large, or Chapters) may give donations, grants, or gifts according to the Constitution and Bylaws.

Article XIII - Amendments and Bylaws

SECTION 1. This Constitution may be amended as follows: Approval by a two-thirds vote of National Council followed by either

a. two-thirds of the votes cast by the active membership or

b. two-thirds of the votes cast by the delegates to a National Convention.

SECTION 2. Amendments to this Constitution must be mailed to each National Council Member and to the active membership at least 60 days before they are to be voted on. The Iotan may be used as the vehicle to impart the information.

SECTION 3. The Society shall make such Bylaws and Rules and Regulations as are necessary for the administration and governance of the Society. Such Bylaws and Rules and Regulations shall not be in conflict with this Constitution.

SECTION 4. Bylaws shall be made or amended as provided for in the Constitution and/or Bylaws.

SECTION 5. The Rules and Regulations shall be made or amended as provided for in the Rules and Regulations.

Article XIV - Stipulations on Chapters

Chapters are governed by and subject to the Society's Constitution, Bylaws, Rules and Regulations, and any other official documents of $\Sigma\Pi$ as well as by any local restrictions and/or conventions.

THE BYLAWS OF IOTA SIGMA PI

Article I - Members and Membership (Constitution, Articles IV and V)

SECTION 1. Members shall be elected to IΣΠ as set forth in the Rules and Regulations.

SECTION 2. The criteria for establishing whether a member shall be a member of a chapter or a member-at-large are detailed in the Rules and Regulations.

SECTION 3. Categories of membership as they apply to dues payments are covered in the Rules and Regulations.

SECTION 4. Criteria for the election of National and Chapter Honorary Members, Affiliates, and Associates are covered in the Rules and Regulations.

Article II - National Officers and National Council (Constitution, Article VI)

SECTION 1. Each member of National Council is responsible for maintaining the records of her office and performing her duties in a timely manner.

SECTION 2. After installation, the incoming Council shall confer with the outgoing Council and arrange for a timely transfer of documents.

Article III - Chapter Officers

SECTION 1. Each chapter officer is responsible for maintaining the records of her office and performing her duties in a timely manner.

SECTION 2. After installation, the incoming chapter officers shall confer with the outgoing chapter officers and arrange for a timely transfer of documents.

Article IV – Publications (Constitution, Article VIII)

Chapter publications shall be governed by Constitution, Article III, Section 3, and by the Rules and Regulations.

Article V - Meetings of the Society (Constitution, Article IX)

SECTION 1. The date, time, and place of the National Convention shall be set by the current Council no later than two years after assuming its duties.

SECTION 2. Whenever feasible, the National Convention shall be held at three year intervals to coincide with the election of National Officers (Constitution, Article VI, Sections 3 and 4).

SECTION 3. National Council may call for a special session or the postponement of a session of National Convention. A two-thirds vote of National Council, followed by a majority of the votes cast by the active membership, is needed for approval.

SECTION 4. The procedure for submitting a bid to host a National Convention is set forth in the Rules and Regulations.

SECTION 5. The length of the National Convention shall be determined by the National President.

SECTION 6. The organization of the National Convention shall be the responsibility of the National Vice President. In the event that she can not discharge this duty, the National President shall appoint a member to do so.

SECTION 7. The National Convention is empowered to do the following:

- a. Transact the business of the Society
- b. Adopt rules and procedures necessary to the welfare of the Society subject to the Constitution and Bylaws.
- c. Establish all dues and fee structures for a period not to exceed 3 years. Two-thirds of the votes cast at Convention are needed for approval.
- d. Provide for and disburse revenues of the Society when such disbursement has not been set and/or is not restricted. Two-thirds of the votes cast are needed for passage.
- e. Recommend and authorize publications. (Constitution, Article VIII).
- f. Oversee the election of national officers. (Constitution, Article VI, Sections 3 and 4).
- g. Amend the Constitution and Bylaws.
- h. Reinstate, grant charters to, or deactivate chapters.

SECTION 8. The voting members of a National Convention are detailed in the Rules and Regulations.

Unless otherwise specified in Bylaws, Article V, a majority of votes cast shall determine an issue.

SECTION 9. A majority of the voting members present at the opening roll-call of the Convention shall constitute a quorum.

Article VI - Committees

SECTION 1. The suggested Standing Committees of the Society are as follows:

EXTENSION	AUDIT
FINANCE and BUDGET	AWARDS and SCHOLARSHIPS
PUBLICATIONS	NOMINATIONS and ELECTIONS
CONSTITUTION and BYLAWS	NATIONAL CONVENTION

SECTION 2. Duties of the Standing Committees are set forth in the Rules and Regulations.

Article VII -Dues and Fees

SECTION 1. Each new initiate shall pay a national initiation fee as set by the National Convention.

SECTION 2. The National Treasurer shall remit the chapter and MAL rebates (Constitution Article XI, Sections 3 and 4) as determined by the National Convention. The procedures for handling these rebates are detailed in the Rules and Regulations.

Article VIII - Bequests, Donations, Grants, and Gifts

National and Chapters

SECTION 1. Bequests, donations, grants, and gifts shall be administered as requested by the donor, if specified. A written statement clarifying the donor's intent must be obtained.

SECTION 2. Donations may be used to support administration and governance unless otherwise specified by the donor.

SECTION 3. National Council, by a two-thirds vote, shall determine disposition of bequests, donations, grants, and gifts in excess of \$1000 if the donor does not specify disbursement. Preference shall be given to the Awards, Scholarship, or Convention Funds. Disposition of amounts of \$1000 or less shall be at the discretion of the Finance and Budget Committee.

SECTION 4. Chapters shall be governed by the same rules as the Society.

Article IX - Disposition of Funds

National and Chapters

SECTION 1. The Finance and Budget Committee shall recommend investment policies for national funds to the National Treasurer. A two-thirds vote of National Council or National Convention shall be needed for approval of policy change. Interest earned from the investments shall be available for awards, scholarships, and/or any other educational/scientific purposes.

SECTION 2. IΣII shall maintain a permanent Awards Fund, to which additions may be made by bequests, contributions, unused income, and otherwise. The principal funds together with all additions thereto shall be segregated from all other monies of the organization.

SECTION 3. The corpus of The Fund, or any portion thereof, that was not designated for a special purpose may be used for awards, scholarships, educational, and scientific purposes only after approval by a three-fourths vote of National council, followed by

- a. three-fourths of the votes cast by the active membership, or
- b. three-fourths vote of the National Convention.

SECTION 4. Income from The Fund not spent within three years from the end of that fiscal year shall become a part of the corpus of The Fund.

SECTION 5. National Council, by a two-thirds vote, may contribute monies collected from dues, fees, and other activities to the award, scholarship, or convention funds, either to the corpus or to the interest.

SECTION 6. In the event of the dissolution of the Society, funds shall be distributed as outlined in the Constitution, Article 111, Section 4.

SECTION 7. Chapters shall be governed by the same rules as the Society

SECTION 8. In the event of the deactivation of a chapter, the chapter funds shall accrue to the National Treasury, after all debts and obligations have been settled.

Article X - Awards and Scholarships

SECTION 1. The National Awards and Scholarship of the Society are the following:

- a. National Honorary Member
- b. Agnes Fay Morgan Research Award
- c. Violet Diller Award for Professional Excellence
- d. Centennial Award for Excellence in Undergraduate Teaching
- e. Undergraduate Award for Excellence in Chemistry
- f. Anna Louise Hoffman Award for Outstanding Achievement in Graduate Research
- g. Gladys Anderson Emerson Scholarship

Other Awards may be added by a two-thirds vote of National Council.

SECTION 2. Criteria for selection of awardees and matters pertaining to the administration and governance of the awards and scholarship are detailed in the Rules and Regulations.

SECTION 3. All other details concerning awards and scholarships are covered in the Rules and Regulations.

SECTION 4. Chapters and MAL may set up awards and scholarships. These shall be governed by the Constitution and Bylaws, the Rules and Regulations, and any local guidelines or restrictions.

Article XI - Amendments to the Bylaws

Unless otherwise specified in the Bylaws, the procedure for amending the Bylaws is the same as for amending the Constitution (Constitution Article XIII).