

# **Polytechnic/SUNY Old Westbury Sigma Xi Chapter**

## **BYLAWS**

### **ARTICLE I - NAME**

The name of this organization shall be Polytechnic/SUNY Old Westbury Sigma Xi Chapter. The name reflects a commitment of the Chapter to support the initiatives and programs of Sigma Xi and the Chapter.

### **ARTICLE II – BASIC CONSTITUTION OR GOVERNING DOCUMENTS**

The basic governing documents of the Chapter are the Constitution and Bylaws of the Society, which together with these Bylaws become the governing documents of the Chapter.

### **ARTICLE III - OBJECTIVES**

In accordance with the Constitution of the Society The object of the Chapter is "to encourage original investigation in science, pure and applied."

### **ARTICLE IV – LOCATION AND HOST INSTITUTIONS**

The Chapter is located in the Long Island, New York area. The primary host institutions are Polytechnic University and SUNY Old Westbury. Institutions and research organizations outside of Polytechnic University and SUNY Old Westbury are also welcomed to host this chapter.

### **ARTICLE V - MEMBERSHIP**

Section 1. Any dues-paying Member or Associate Member of the Society is eligible to be enrolled as a Member or Associate Member of the Chapter, in accordance with Article VII-5 of the Constitution of the Society.

Section 2. The Chapter may newly elect as Members and Associate Members, those persons who satisfy the criteria given in Article VII of the Constitution of the Society, the actions being taken in accordance with the provisions of this Article VII.

Section 3. Members and Associate Members have such rights and privileges in Chapter matters as are accorded to them by Article VII of the Constitution of the Society.

Section 4. The Chapter welcomes all members regardless of their affiliation or geographical location.

### **ARTICLE VI - ELECTION OF MEMBERS**

The Chapter shall conduct its election of Members and Associate Members, in accordance with the provisions of Article VIII of the Constitution and Bylaw V of the Society.

## **ARTICLE VII - INITIATION**

The Chapter shall conduct its initiations of new Members and new Associate Members in accordance with the provisions of the Constitution of the Society.

## **ARTICLE VIII - OFFICERS AND THEIR TERMS OF OFFICE**

Section 1. The officers of the Chapter shall be the President, the Vice-President, the Secretary, and the Treasurer.

Section 2. The President and the Vice-President shall serve for two years, beginning July 1. The Secretary and the Treasurer shall serve for four years, beginning July 1.

Section 3. When an office becomes vacant prior to expiration of term, the Executive Committee shall appoint the interim successor to serve until the office is filled at the next annual meeting.

Section 4. The Secretary and Treasurer, or other designated officers in the absence of a Secretary and Treasurer, are responsible for maintenance and preservation of their respective parts of the Chapter's archives. They will insure that these historical files are passed on to their successors. The Secretary is responsible for preparing the annual reports to national headquarters.

Section 5. The President, or other designated officer in the absence of a President, is responsible for insuring the Chapter's compliance with requirements imposed by the Society and appointing a Chapter Delegate, who is normally a full member. If a full member cannot be found to be a Delegate, an associate member can be chosen, but he/she will not be allowed to vote. The Chapter shall pay for the expenses that are not covered by the Society for the Delegate to attend the annual Society's meetings.

Section 6. If the Chapter has been inactive or has lost its leadership, temporary officers can be designated by the Society.

## **ARTICLE IX - ELECTION OF OFFICERS**

Section 1. The officers of the Chapter shall be elected by simple majority vote of the ballots received.

Section 2. The Nominations Committee shall nominate one or more persons for each position to be filled, and shall report these to the Executive Committee. The persons so nominated shall be appropriately listed in the ballot, together with a statement that each nominee has agreed to serve if elected. There shall be space provided on the ballot for write-in votes. Election shall take place at a special meeting or by mail.

Section 3. If the Office of President becomes vacant, the Vice-President shall fill out the remainder of the term. Thereafter, if for any reason the office of President is still vacant, the order of succession shall be Secretary, then Treasurer.

Section 4. If the Office of Vice-President becomes vacant, a special election shall be held to fill the vacancy.

Section 5. If a vacancy occurs in any office other than President or Vice-President, the Executive Committee shall appoint a person to serve the un-expired term.

## **ARTICLE X - DUTIES OF OFFICERS**

Section 1. The duties of the President shall include the following: presiding at all meetings of the Chapter; presiding at meetings of the Executive Committee and the Admissions Committee; representing the Chapter at all official functions in which the Chapter is involved; and performing such other tasks as may be appropriate for this office.

Section 2. The duties of the Vice-President shall include the following: serving as the deputy for the President and acting for him/her in his absence on any official occasion; serving as Program Chair; serving as an ex-officio member of the Admissions Committee; serving as non-voting Convener of the Nominations Committee; and performing such other tasks as may be appropriately assigned to him/her by the President.

Section 3. The duties of the Secretary shall include the following: informing all members of the time, places, and programs of regular and special meetings of the Chapter; serving as secretary at all meetings of the Chapter; maintaining all records, other than fiscal, of the Chapter, including minutes of meetings, records of nominations, and elections of officers, records of nominations and elections of Associate Members, all correspondence between the Chapter and the Society (at National Headquarters); carrying out all instructions received from the Executive Director of the Society relating to membership rolls, local and national dues, notices of the National Meeting and Assembly of Delegates of the Society, proposed amendments to the Constitution and Bylaws of the Society, etc.; preparing the annual report of the Chapter; sending a copy of this annual report, and of the financial report prepared by the Treasurer, to the Society (at National Headquarters) and to the officers and membership of the Chapter; and performing such other tasks as may be appropriate for this Office.

4. The duties of the Treasurer shall include the following: maintaining the fiscal records of the Chapter; maintaining the funds of the Chapter in an appropriate bank; paying all bills for goods and services delivered to the Chapter, on authorization of an appropriate officer of the Chapter; preparing the annual budget for the Chapter for approval of the Executive Committee at the beginning of the fiscal year; preparing the annual form 990 of the U.S. Internal Revenue Service, for submission to that organization by the Secretary; and performing such other tasks as may be appropriate for this office.

## **ARTICLE XI - COMMITTEES**

Section 1. The Standing Committees of the Chapter are the Executive Committee, the Nominations Committee, and the Admissions Committee.

Section 2. The Executive Committee consists of all the officers of the Chapter, with the President serving as Chair. It is the duty of the Executive Committee to see that all responsibilities, local and national, of the Chapter are properly met. This includes fostering fruitful relationships among the membership of the Chapter, the Society, the host institutions, the scientific community, and the public; appointing the Chair of all Committees, except the Admissions and Nominations Committees; appointing the Delegates to represent the Chapter at the Assembly of Delegates at the Annual Meeting of the Society; establishing ad hoc-Committees to perform special tasks for the Chapter; and carrying out such other business as

may be appropriate in furthering the aims and carrying out the object of the Society. The Executive Committee may invite the Chair of Committees to attend its meetings and report on the work of their respective committees.

Section 3. The Nominations Committee consists of three members of the Chapter, each serving a one-year term. Members of the Nominations Committee shall be nominated and elected following the same procedures as for the Officers. Members of the Nominations Committees may be reelected to serve additional terms. The Nominations Committee shall provide each year one or more eligible positions on the Nominations Committee, and two positions on the Admissions Committee, together with such additional nominees as may be required to fill vacant positions. The Vice-President serves ex-officio Convener of the Nominations Committee.

Section 4. The Admissions Committee consists of four Members of the Chapter, each serving a three-year term. Members of the Admissions Committee may be reelected to serve additional terms. The President serves ex-officio as Chair of the Admissions Committee and the Vice-President and as ex-officio members. The Admissions Committee is responsible for soliciting nominations for election of new Members and new Associate Members operating in accordance with the guidelines and provisions in Article VII and VIII of the Constitution and Bylaw V of the Society.

Section 5. The President of the Chapter is ex-officio a member of each Committee.

## **ARTICLE XII - MEETINGS**

Section 1. The Chapter shall hold at least one regular meeting each year, at times and places designated by the Executive Committee.

Section 2. Special meetings of the Chapter may be called by the Executive Committee, or at the written request of 10 members of the Chapter or one-fourth of the membership, whichever number is smaller. The notices of special meetings shall state the exact nature of the business to be transacted at such meetings.

Section 3. A quorum for the transaction of business at any meeting of the Chapter shall consist of 5 members or one-fourth of the membership whichever number is smaller.

Section 4. Each Committee shall meet at the call of its Chair Convener, with due advance notice being given to the Members of the Committee.

Section 5. A majority of the members of a given Committee shall constitute a quorum for the transaction of business, with approval of any action or motion requiring the assent of a majority of all members of the Committee, present or not.

Section 6. Robert's Rules of order, Revised, shall govern the conduct of all meetings, except where superseded by the Bylaws of the Chapter or the Constitution and Bylaws of the Society.

## **ARTICLE XIII - MEMBERSHIP DUES**

Section 1. Regular national dues, are billed directly to, and collected from, each Member and Associate Member of the Chapter by the Society at National Headquarters. A percentage of the

national dues, which is determined by vote of the Assembly of Delegates, is returned directly to the Chapter as Local Support.

Section 2. On recommendation of the Executive Committee, and approval of the Chapter at a proper meeting, additional local dues may be levied to be billed and collected locally by the Treasurer, or, preferably, billed and collected by the Society (at National Headquarters) for return to the Chapter.

## **ARTICLE XIV - AMENDMENTS**

These Bylaws may be amended by a majority vote of the Members present at a proper meeting of the Chapter, provided each such amendment has first been approved by the Executive Committee and made known in writing to all Members of the Chapter at least one month preceding the meeting at which the amendments are to be voted upon.

## **ARTICLE XV - DISSOLUTION**

Upon dissolution of the Chapter, any assets remaining thereafter shall be conveyed to Sigma Xi, The Scientific Research Society, Incorporated, or to another existing organization dedicated to a similar object, provided such other organization is tax-exempt under Section 501 (c) (3) of the U.S. Internal Revenue Code of 1954 as amended.

April 27, 2004

Updated October 28, 2004 with the addition of SUNY Old Westbury