

# **Sigma Zeta Chi Chapter Bylaws**

## **Article 1**

### **Name and Purposes**

1.1 This organization shall be called Sigma Zeta Chi Chapter of CHI SIGMA IOTA, COUNSELING ACADEMIC AND PROFESSIONAL HONOR SOCIETY INTERNATIONAL, INC.

1.2 The purposes of the Society shall be to promote scholarship, research, professionalism, advocacy, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling.

## **Article 2**

### **Eligibility for Membership**

2.1 The following shall be deemed eligible for nomination to membership in the Society through endorsement of the chapter:

2.1.1 Students: Those students who are enrolled in counselor education programs leading to graduate degrees (Master's, specialist, or doctorate).

2.1.1.1 They shall have completed the equivalent of at least one full academic term (semester or quarter) of counseling courses carrying approved graduate credit as defined by the institution and are deemed promising for endorsement as a professional counselor whose ethical judgment and behavior will be exemplary.

2.1.1.2 They must have maintained an overall scholastic grade point average of 3.5 or better (on a 4.0 system), or the equivalent, while enrolled in the program.

2.1.2. Faculty: Eligible faculty membership shall consist of individuals who hold a terminal degree (Ph.D./Ed.D.) in Counselor Education. They should have given evidence of distinguished scholarship and professional service to the profession of counseling or by a pattern of activities of scholarship and service which is deemed indicative of such for continued future contributions.

2.1.2.1 They must have maintained an overall scholastic average of 3.5 or better (4.0 system) or the equivalent while enrolled in their counselor education program (preferably CACREP accredited).

2.1.2.2 Faculty members must be National Certified Counselors (NCC's), board eligible with the National Board of Certified Counselors NBCC) or equivalent state counselor credentialing body, Certified Rehabilitation Counselors (CRC's), or graduates of CACREP counselor education accredited programs, or be credentialed by comparable standards as determined by the CSI Executive Council. To qualify as an accredited program, the accreditation must have been granted prior to the graduation of the candidate.

2.1.3 Alumni: The following shall be deemed eligible for alumni membership in the Society: (1) Those individuals elected into the Society while they were students and, (2) those individuals elected into membership after graduation because membership into the Society was not available while they were students in the Xavier University nationally accredited counselor education program.

2.1.3.1 They must have maintained an overall scholastic average of 3.5 or better (on a 4.0 system) or the equivalent while enrolled in their counselor education program.

2.1.3.2 Alumni members must be National Certified Counselors (NCC's), board eligible with the National Board of Certified Counselors (NBCC) or equivalent state counselor credentialing body, Certified Rehabilitation Counselors (CRC's), or graduates of CACREP or CORE counselor education accredited programs, or be credentialed by comparable standards as determined by the CSI Executive Council. To qualify as an accredited program, the accreditation must have been granted prior to the graduation of the candidate.

## **Article 3**

### **Initiation**

3.1 Notice of selection for membership shall be made in writing by the chapter President to each nominee.

3.2 Candidates for membership shall be initiated by taking the formal oath of membership administered by the chapter, using procedures established by the Society at least annually.

3.3 A membership certificate and pin shall be presented to each member to be displayed in recognition of meeting or exceeding the high standards of the Society.

## **Article 4**

### **Chapter Officers and Responsibilities**

4.1 The chapter officers shall consist of a President and Secretary-Treasurer.

4.2 The Executive Committee shall consist of the chapter officers and a representative from each of the areas of specialized study at the university, i.e., community, rehabilitation, school, and college counseling, and the Chapter Faculty Advisor, ex-officio. The Executive Committee shall be the governing body of the chapter. It shall transact all business relating to the chapter as a whole between meetings.

4.3 The President shall perform all duties as usually pertain to the office of President. The President will appoint all Committees except the Nomination Committee, which will be appointed by the Executive Committee.

4.4 The Secretary-Treasurer shall keep and distribute the minutes of meetings, correspond with Headquarters through the Chapter Faculty Advisor, and execute related duties pertaining to the officer as assigned by the Executive Committee including maintaining appropriate records, compiling necessary reports, accounting for and disbursing chapter funds.

4.5 The chapter Secretary-Treasurer, through the office of the Chapter Faculty Advisor, shall report the names and addresses of the chapter officers after each election and whenever there is a change for any reason. The Secretary shall also send an annual report and an annual plan to the Headquarters office including the chapter calendar of events, and include any other information requested or considered relevant to representing the success of the chapter in serving its membership and the purposes of the Society.

4.6 The Secretary-Treasurer's responsibility in consultation with Chapter Faculty Advisor shall include maintaining a chapter account from which funds are deposited and disbursed. With co-signature of the Chapter Faculty Advisor, the Secretary-Treasurer will submit one check for all new members to headquarters in conjunction with chapter endorsement and the Chapter Faculty Advisor's verification of eligibility of all chapter applicants.

4.7 The chapter Secretary-Treasurer in consultation with the Chapter Faculty Advisor and officers shall submit the chapter Annual Report by April 30 each year and assist the chapter Secretary-Treasurer-elect to submit the Annual Plan to headquarters by September 30 each year.

4.8 The Executive Committee shall be responsible for planning an activity calendar for the year, which is distributed to all members. There will be an installation of members at least once each year. Each academic term, the chapter will have at least one meeting at which scholarly presentations are made as well as opportunities for social discourse and personal development.

4.9 In the event that elected officers are unable to serve their complete terms of office, the remaining chapter officers and Chapter Faculty Advisor may conduct another election or appoint individuals with demonstrated interest and ability to serve in the offices needed for the success of the chapter.

4.9.1 Any elected officer of the chapter may be removed for cause. Sufficient cause for removal includes, but is not limited to: violation of the Chapter or CSI Bylaws and policies; violation of rule, practice, or procedure adopted by the chapter; any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. At least thirty (30) days in advance of the hearing, the Executive Committee shall send by registered mail to the last recorded address of the officer a statement of charges and notice of time and place of the hearing at which charges shall be considered. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two thirds affirmative vote.

4.10 The chapter shall have a designated Chapter Faculty Advisor who shall be responsible for overseeing all correspondence between the Headquarters office and the chapter including verification of the eligibility and endorsement of all nominees for membership.

4.10.1 The Chapter Faculty Advisor must be a regular, full time counselor education faculty member in good standing (dues paying or life member) of Chi Sigma Iota International.

4.10.2 The Chapter Faculty Advisor must have another regular, full time counselor education faculty member in good standing (dues paying or life member) of Chi Sigma Iota International as an alternate to serve in the event of such a need.

4.10.3 The Chapter Faculty Advisor may delegate the authority for correspondence to the chapter Secretary or President; however, all correspondence must have the Advisor's address.

4.10.3.1 The Chapter Faculty Advisor may not delegate responsibility for compliance with the Society and Chapter Bylaws and procedures. Annual chapter rebates from CSI are dependent upon policies related to the Annual Report being sent by April 30 each year and Annual Plan being sent to headquarters no later than September 30 each year, representation at the annual CSI business meeting at least every third year, a formal installation of new members annually, and compliance with other CSI policies such as authorized use of the registered logo of CSI.

4.10.3. 2 The Chapter Faculty Advisor or his/her delegate will both order and receive certificates and pins, and is responsible for distributing these to members in a timely manner, and in all cases within the academic term in which they are received.

## **Article 5**

### **Nominations and Elections**

5.1 The Executive Committee shall appoint a Nominating Committee at least two months prior to the annual meeting. The Committee shall be composed of two members plus an officer as Chair. Nominations from the membership may be placed on the ballot at the annual meeting. There shall be at least two nominees for each office to be filled. The Committee or member making a nomination should contact each nominee to assure willingness to fulfillment of the responsibilities if elected.

5.2 Chapter officers elected shall be notified immediately. They shall take office at the beginning of the chapter's new business year as defined in Article 8. They shall serve for the terms listed herein or until their successors are duly elected and installed.

## **Article 6**

### **Parliamentary Authority**

6.1 The rules contained in the most recent revised edition of Robert's Rules of Order shall govern the chapter in the conduct of its business.

## **Article 7**

### **Amendments**

7.1 An amendment to the Bylaws will require an affirmative vote by two-thirds of the active chapter members present.

7.2 All amendments shall be presented in writing at a chapter meeting prior to the one at which action will be taken.

7.3 Prior to implementation of any chapter bylaws amendments, they must be submitted to CSI for compliance with CSI's Bylaws and policies.

## Article 8 Chapter Year

8.1 The chapter's business year shall be designated by the Executive Committee. Officers will normally serve their terms from May 1 to April 30 each year.

## Article 9 Dissolution

9.1 The Sigma Zeta Chi chapter of Chi Sigma Iota at Xavier University may be dissolved by a two-thirds affirmative vote of the current active membership.

9.2 In the event of the dissolution of Sigma Zeta Chi chapter, all chapter funds remaining after payment of debts shall be sent to the CSI Headquarter's office for use at the discretion of the International Executive Council.

## Article 10 Trademark

10.1 Trademarks. csi-net.org and all related logos, products and services described are either trademarks or registered trademarks of Chi Sigma Iota, and may not be copied, imitated or used, in whole or in part, without the prior written permission of Chi Sigma Iota. In addition, all webpage headers, custom graphics, button icons, and scripts are service marks, trademarks, and/or trade dress of Chi Sigma Iota and may not be copied, imitated, or used, in whole or in part, without the prior written permission of Chi Sigma Iota.

10.2 Logos may not be altered, modified, or changed in any way, or used in a manner that is disparaging to Chi Sigma Iota, its chapters or members. Logos may not be displayed in any manner that implies sponsorship or endorsement by Chi Sigma Iota except those specifically approved by its Executive Council.

10.3 Chi Sigma Iota or CSI are the only approved designations, acronym or abbreviations for the Society. Chapters shall clearly designate and distinguish the chapter Greek name in association with chapter activities in addition to references in print or the internet.

Adopted Chi Sigma Iota, 2010; Last revised February 1, 2013.

