Article 1
Name and Purposes

1.1 This organization shall be called ETA DELTA CHI (“EDC”) Chapter of Chi Sigma Iota (CSI), Counseling Academic and Professional Honor Society International, Inc.

1.2 The purposes of CSI, and thus, EDC 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 CSI through endorsement of the EDC:

2.1.1 Students: Those students who are enrolled in Vanderbilt University’s Human Development Counseling (HDC) counselor education program leading to the MEd degree in HDC.

2.1.1.1 They shall have completed the equivalent of at least one full academic term (9 credit hours) of counseling courses carrying approved graduate credit as defined by Vanderbilt University 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 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 EDC of CSI: (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 Vanderbilt 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 the Vanderbilt University nationally accredited 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 An invitation to membership outlining eligibility requirements 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 CSI 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 CSI.

**Article 4**

**Chapter Officers and Responsibilities**

4.1 The chapter officers shall consist of an elected President, Vice-President, Secretary, and Treasurer.

4.2 The EDC Executive Board shall consist of the chapter officers, three elected Committee Chairs, and represent each of the areas of specialized study within the HDC program: Clinical Mental Health Counseling and School Counseling. The three elected Committee Chairs will serve as Professional Development Chair, Community Service Chair, and New Member Relations/Wellness Chair. The Chapter Faculty Advisor (CFA) serves ex-officio. The Executive Board shall be the governing body of the chapter. It shall transact all business relating to the chapter as a whole between meetings. The Executive Board 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.

4.2.1 The President is responsible for overseeing, orchestrating, leading, organizing, delegating, and setting a tone of enthusiasm for the chapter and its leaders. It is the President's role to motivate people, support and recognize their efforts, celebrate their successes, and look for
ways to fill in gaps in planning for their activities, all while working to advance the scope of the EDC chapter. The President is responsible for submitting an Annual Plan by September 30th and an Annual Report by April 30 to CSI headquarters of the year they preside. The President shall invite HDC students to consider membership in EDC and CSI, including a written letter of invitation in coordination with the CFA. The President works closely with the CFA and ensures that all members of the Board have a role in each EDC-sponsored event.

4.2.2 The Vice President is responsible for providing immediate backup to the President to ensure consistent, comprehensive, and clear communication among all stakeholders including members of the EDC Board, HDC faculty, HDC students, and Peabody Graduate Student Association (PGSA). The Vice President ensures that efforts among these stakeholders are not duplicated and that EDC does not assume responsibility for programming that is more appropriately the responsibility of another stakeholder. Among all of the tasks that fall to the President, the Vice President will share under the direction of the President. The Vice-President helps ensure that all members of the Board have a role in each EDC-sponsored event.

4.2.3 The Secretary is responsible for keeping notes for all EDC Board meetings, distributing them to the leaders and the CFA. The Secretary is responsible for creating the monthly newsletter, including securing contributors, emailing out reminders, compiling articles, formatting them, gathering event calendar details, and coordinating and ensuring newsletter distribution. The Secretary ensures that information held by CSI headquarters is updated and maintained (e.g., websites, list of officers). The Secretary helps ensure that all members of the Board have a role in each EDC-sponsored event.

4.2.4 The Treasurer is responsible for maintaining detailed and up-to-date records of all chapter financial activity, including receiving and reviewing all EDC bank statements. The Treasurer ensures that EDC funds are in no way co-mingled with other funds (e.g., HDC program funds, other Vanderbilt University funds, personal funds), but held and handled separately. The Treasurer works with the CFA to ensure that EDC funds are not used for events that are more appropriately funded by the HDC program or other stakeholders. The Treasurer helps ensure that all members of the Board have a role in each EDC-sponsored event.

4.2.5 The New Member Relations & Wellness Chair is responsible for supplementing the efforts of the HDC program in welcoming new students and working with the Executive Board to determine and communicate EDC’s specific role in these endeavors. The New Member Relations & Wellness Chair supports the work of the Executive Board by suggesting ways to support students’ overall health, well-being, and self-care skills as well as working with the Secretary to submit a section of the newsletter devoted to wellness for counselors. The New Member Relations & Wellness Chair will help ensure that all members of the Board have a role in each EDC-sponsored event.

4.2.6 The Community Service Chair is responsible for facilitating opportunities for service within various levels of our community. The Community Service Chair works to broaden our awareness of diversity by ensuring that chapter service is aligned with the principles of multiculturalism, social justice, and ethical practice. The Community Service Chair looks for ways to enhance a sense of community for each EDC event and ensures that all members of the Board have a role in each EDC-sponsored event.
4.2.7 The Professional Development Chair is responsible for creating opportunities for members to formally supplement their HDC education, including opportunities for networking and career development. The Professional Development Chair communicates closely with the Vice President to ensure that efforts are not duplicated among various stakeholders. The Professional Development Chair ensures that all members of the Board have a role in each EDC-sponsored event.

4.3 In the event that elected Board members are unable to serve their complete terms of office, the remaining Board members and CFA may conduct another election or appoint individuals with demonstrated interest and ability to serve in the offices needed for the success of the chapter.

4.3.1 Any elected officer of the chapter may be removed for cause. Sufficient cause for removal includes, but is not limited to: violation of the EDC 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 Board member, the chapter Executive Board shall hold a formal meeting at a time and place amenable to all Board members, including the Board member alleged of violation(s). At least fifteen (15) days in advance of the meeting, the Executive Board shall send by registered mail to the last recorded address of the Board member alleged of violations a statement of violations and notice of time and place of the meeting at which violations shall be considered. The Board member alleged of violations may present additional information pertaining to the violation before any removal action is taken. If the Board member alleged of violation(s) chooses not to attend the scheduled meeting, the Executive Board can proceed with discussion and a vote. The Executive Board may act for removal upon an affirmative vote of five (5) Board members.

4.4 The chapter shall have a designated Chapter Faculty Advisor (CFA) who shall be responsible for overseeing all correspondence between the Chi Sigma Iota headquarters office and the EDC chapter including verification of the eligibility and endorsement of all nominees for membership.

4.4.1 The CFA must be a regular, full time HDC counselor education faculty member in good standing (dues paying or life member) of CSI.

4.4.2 The CFA must have another regular, full time HDC counselor education faculty member in good standing (dues paying or life member) of CSI as an alternate to serve in the event of such a need.

4.4.3 The CFA may delegate authority for ECD-related correspondence to the EDC Secretary or President.

4.4.4 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 submitted by April 30 each year and Annual Plan being submitted to CSI 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.
4.4.5 The CFA 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 Board shall issue a call for nominations no less than one month prior to elections of new Executive Board members to serve the following academic year. The Executive Board will confirm with the CFA that the nominee is a member of EDC and CSI as well as in good standing in the HDC program. The Executive Board will 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 EDC’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 Each Executive Board shall make the decision unanimously on the meeting procedures that shall govern the chapter in the conduct of its business (e.g., parliamentary procedure, Robert’s Rules of Order Newly Revised).

**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 Board. Officers will normally serve their terms from May 1 to April 30 each year.

**Article 9**  
**Dissolution**

9.1 The EDC chapter of CSI at Vanderbilt University may be dissolved by a two-thirds affirmative vote of the current active membership.
9.2 In the event of the dissolution of EDC chapter, all chapter funds remaining after payment of debts shall be sent to the CSI Headquarters 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.

Chapter changes adopted July 24, 2015.