CSI Bylaws:
What All Chapters Should Know

2009-2010 CSI Bylaws Committee
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Module Contents

• CSI and Bylaws
  ◦ What are they?
  ◦ Why are they important?
  ◦ How do they impact our chapter?

• What all chapters need to know
  ◦ What do we need in our bylaws, and how do we write them, vote on them, and/or change them?

• Suggestions regarding Bylaws
  ◦ Ideas to help chapters utilize bylaws effectively.
Chi Sigma Iota Bylaws

• What are Bylaws?
  ◦ “A standing rule governing the regulation of a corporation’s or society’s internal affairs” (dictionary.com).
  ◦ Bylaws provide a brief statement of purpose for an organization.
  ◦ Bylaws consist of basic regulations that provide guidelines on how a particular organization should operate.
Chi Sigma Iota Bylaws

• CSI Bylaws outline how the society (and all chapters’) business should be conducted
• Chapters must adhere to the CSI Bylaws.  
• Therefore, chapter bylaws must be consistent with those of CSI.
Chapter Bylaws: Purpose

- With bylaws, chapters:
  - have guidelines for their structure and organization.
  - have guidelines for the conduct of business.
  - are aware of the responsibilities of their officers.
  - know who is eligible for CSI membership.
  - know how to invite and initiate new members.
Chapter Bylaws: Importance

- Chapter bylaws are required and monitored by CSI
  - Bylaws are reviewed & approved when chapters are established or reactivated.
  - Chapters can be deactivated for noncompliance with the CSI Bylaws, and/or non-compliance with their chapter bylaws.
  - Adherence to the bylaws are required for chapter rebates.
Where do you find help?

• **Bylaws**
  - CSI International Bylaws can be downloaded from the CSI webpage on maintaining an active chapter: [csi-net.org/?Chapter_Activate](http://csi-net.org/?Chapter_Activate)
  - Chapter leaders can also find Sample Chapter Bylaws on this page.
    - To submit new or revised bylaws to CSI, make the changes using tracked changes and complete the Chapter Bylaws Review Rubric.
    - Chapter bylaws changes must be approved by CSI Headquarters.
Who Should Be Familiar with Bylaws?

• Chapter Faculty Advisors
  ◦ To ensure chapter bylaws reflect the necessary components of a sound organization.
  ◦ To ensure the chapter is adhering to CSI Bylaws including membership criteria and categories.

• Chapter Executive Committee
  ◦ To understand their roles and to maintain adherence to bylaws when conducting business.

• Members
  ◦ To be aware of how their CSI chapter is organized.
New or Reactivating a Chapter?

• New/reactivating chapters will have bylaws that are consistent with CSI.
  ◦ Using the standard Sample Chapter Bylaws is best; changes are not common.

• When completing a new/reactivating chapter application, the bylaws and bylaws review rubric must be attached.
  ◦ See csi-net.org/?Chapter_Activate for all of the above
Already an Active Chapter?

• Existing chapters must periodically provide evidence that their bylaws are up-to-date.
  ◦ when requested by CSI
  ◦ and when there are any bylaws proposed changes.

• A CSI HQ approval stamp at the end of the chapter bylaws will show chapter bylaws that are approved and current.
What All Chapters Must Know About Bylaws…

- necessary components to chapter bylaws
- how to make changes to bylaws
- how to ensure approval of bylaws
- how to monitor bylaws
- when and how to use chapter bylaws
- the consequences for non-compliance
Necessary Components for Chapter Bylaws, #1

• All chapters must have bylaws that are based on and consistent with CSI International Bylaws.
  ◦ Using the standard Sample Chapter Bylaws makes this step easy.

• Chapter leaders can download the Chapter Bylaws Review Rubric and copy of Sample Chapter Bylaws: csi-net.org/?Chapter_Activate
  ◦ An approved final version of all chapter bylaws are available on the chapter group homepage.
Necessary Components for Chapter Bylaws, #2

• All chapter bylaws must include:
  ◦ Title: chapter and university name
  ◦ **Article 1: Name and Purposes of Chapter**
    • Purpose and mission focus
  ◦ **Article 2: Eligibility for Membership**
    • Categories: Student, Faculty, Alumni
    • Criteria: GPA, Counselor Identity (CACREP), Verified and endorsed by CFA
    • Excellence as hallmark of personal & professional behavior
Necessary Components for Chapter Bylaws, #3

- **Article 3: Initiation**
  - Personal written invitation to membership
  - Public recognition and celebration
  - Oath of membership/initiation
  - Membership certificate and pin

- **Article 4: Chapter Officers Responsibilities**
  - Identifies and defines offices and committees
  - Executive Committee functions
  - Chapter Faculty Advisor (CFA) and alternate CFA criteria, role and responsibilities
  - Annual Report (4/30) & Annual Plan (9/30)
Necessary Components for Chapter Bylaws, #4

- **Article 5: Nominations and Elections**
  - Provides for succession and stability of chapter.

- **Article 6: Parliamentary Authority**
  - Robert’s Rules of Order should be used to ensure discussion & closure during meetings.
  - Agenda & productivity are essential to volunteer help.
  - The Rules of Order encourage leaders to avoid wasting time but be deliberate.
Article 7: Amendments

- Bylaws should be essentials, not definitive operationally.
- Operating rules and policies can be changed more easily.
- Bylaws changes rarely should be needed and must be approved by a vote of two-thirds of the chapter’s membership.
- All amendments must be submitted to CSI for approval.
Necessary Components for Chapter Bylaws, #6

- **Article 8: Chapter Year**
  - CSI year is May 1 – April 30.
  - Newly elected and current officers can meet to review past year plan and discuss possible plans for the coming year.
  - Leadership development programs can help new leaders transition into their roles.
  - A full day retreat for committees and officers can be planned.
Necessary Components for Chapter Bylaws, #7

◦ **Article 9: Dissolution**
  • The university and chapter name needs to be inserted into this portion of the Bylaws.
  • Rarely do chapters vote in this manner.
  • Likewise, there are rarely funds to return.
  • In the event a university has provided funds in addition to CSI rebates, this item would be equitably resolved.

◦ **Article 10: Trademarks**
  • Discusses use of csi-net.org and all related logos, products and services trademarked by CSI.
Preparing Bylaws (1)

• Follow the template provided by CSI and check the bylaws rubric to ensure that your chapter is in compliance.
  ◦ The bylaws rubric is an easy way to check off whether the chapter has met the necessary requirements of the bylaws.
  ◦ The rubric can be found at
    ◦ csi-net.org/?Chapter_Activate
Preparing Bylaws (2)

• Be sure to add your chapter name and university to the Sample Chapter Bylaws in all of the necessary places.
  ◦ See the Sample Chapter Bylaws at csi-net.org/?Chapter_Activate
  ◦ The chapter Greek name goes in the Title, Article 1.1, Article 9.1 (University and Greek name), and Article 9.2.
Preparing Bylaws (3)

• When preparing bylaws make sure:
  ◦ Articles (sections of the bylaws) are clearly labeled and delineated.
    • For example, “Article 1: Name and Purposes” is clearly separate from “Article 2: Eligibility for Membership.”
  ◦ Sentences are clear, concise, and easy to read.
  ◦ Spelling and grammar is correct.
Preparing Bylaws (4)

• When your bylaws are complete, attach the chapter bylaws and chapter bylaws review rubric to the application forms.

  ◦ Chapter Faculty Advisors and Presidents must verify the accuracy of the document before it is sent to CSI Headquarters. Its submission is affirmation of this being done.
Making Changes to Chapter Bylaws

• Changes and additions to bylaws must be approved by CSI prior to use.

• Any additions or deletions to the chapter bylaws must be done using tracked changes or highlighted in an easily identifiable way
  
  ◦ Changes must be noted in the Chapter Bylaws Review Rubric and submitted for review.
Approving Chapter Bylaws and/or Changes to Bylaws

• All changes must be:
  ◦ Discussed with & endorsed by the Chapter Faculty Advisor.
  ◦ Discussed with chapter members.
  ◦ Approved by a 2/3 vote when appropriate.
  ◦ Submitted to CSI and approved.

NOTE: Members are invited to discuss but do not need to vote on bylaws corrections/changes that directly conform to the CSI Sample Chapter Bylaws.
Monitoring Chapter Bylaws

• Bylaws should be reviewed yearly by incoming executive committees.

• Consider having a Chapter Bylaws Committee that ensures business is conducted in accordance with the bylaws.
Using Chapter Bylaws

• **Bylaws should be considered when:**
  ◦ nominating and electing executive officers.
  ◦ inviting and initiating new members to the chapter.
  ◦ voting on chapter issues or amendments to Bylaws.
  ◦ considering an organizational change.
  ◦ the chapter has an issue while conducting business (the answer might be outlined in the bylaws or Robert’s Rules of Order).
Consequences for Bylaw Non-compliance

• Disorganization within the chapter.
• No clear method to handle new business or issues that arise in chapter meetings.
• No guidelines for structure of chapter and responsibilities of officers.
• No guidelines for seeking eligible members or initiating new members.
Consequences for Bylaw Non-compliance

• Confusion about who is eligible for membership
• Improper introduction of members to the mission of the chapter and CSI
• Loss of memberships, volunteers & leaders
• Inconsistency among the CSI chapters across the nation and internationally.
• Chapter may become inactive with CSI.
Suggestions for Chapters

• Consider having a chapter bylaws committee.

• A bylaws committee can:
  ◦ Bring the bylaws to chapter meetings.
  ◦ Ensure that bylaws are up-to-date, compliant with CSI Bylaws, and being used properly.
  ◦ Recommend updates to bylaws when necessary.
Review Bylaws at Chapter Meetings

- Consider reviewing chapter bylaws at the first chapter meeting of the year.
  - Highlight the most pertinent aspects (e.g., structure and responsibilities of executive committee, membership eligibility, initiations).
  - Inform new members of the structure of your chapter as well as professional nature of the chapter and larger CSI society.
Use Chapter Bylaws as a Helpful Resource

• Have a copy of chapter bylaws available when inviting members to serve in offices, committees, etc.

• The chapter’s bylaws must remain posted in the chapter’s group at csi-net.org so that all members can refer to them as necessary.
Stay Current with CSI Bylaws

• Chapter Faculty Advisors and executive committee members should annually review their bylaws for familiarity with membership criteria, etc.

• Each time chapters consider making a change to the bylaws, complete the Chapter Bylaws Review Rubric and submit both to CSI.

• If your chapter hasn’t updated your bylaws lately, ensure your chapter is using the most updated version of the sample chapter bylaws!
For More Information Regarding CSI Bylaws

• Visit the CSI website: www.csi-net.org
• Contact CSI Headquarters if you have questions or are in need of more information about CSI Bylaws:

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