



Chi Sigma Iota

Counseling Academic and Professional Honor Society

Beta Chapter University of Florida

CHAPTER BY-LAWS

BETA CHAPTER

OF

BYLAWS

ARTICLE 1

NAME AND PURPOSES

1.1 This organization shall be called Beta 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, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the field of counseling.

ARTICLE 2

ELIGIBILITY FOR MEMBERSHIP

2.1 The following shall be deemed eligible for membership in the Society:

2.1.1 Students: Those students who are enrolled in counseling programs leading to graduate degrees (Master's, Specialist, or Doctorate) or professional credentialing courses of studies in counseling.

2.1.1.1 They shall have completed the equivalent of at least one full academic term (semester or quarter) of courses carrying approved graduate credit as defined by the institution.

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.

2.1.1.3 A committee of members including one faculty member shall ensure that membership nominations of duly qualified and chapter approved candidates are submitted to Headquarters

Last update April 25, 2008

annually. Membership candidates shall be individuals who exhibit high standards of personal and professional excellence and who support the mission and purposes of CSI International.

2.1.1.4 Membership within the Beta Chapter of CSI International is open to qualified candidates without regard to age, ethnicity, gender, disability, national origin, race, religion, and/or sexual orientation.

2.1.2 Faculty: Faculty membership shall consist of individuals who have given evidence of distinguished scholarship and professional service to the profession or by a pattern of activities of scholarship and service which is deemed indicative of such a 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 the program.

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 ACA/CACREP or CORE accredited programs, or be credentialed by comparable standards as determined by the 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.

2.1.3.1 They must have maintained an overall scholastic average of 3.5 or better (4.0 system) or the equivalent while enrolled in the 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 ACA/CACREP or CORE accredited programs, or be credentialed by comparable standards as determined by the Executive Council. To qualify as an accredited program, the accreditation must have been granted prior to the graduation of the candidate.

2.1.4 Professional: Professional counselors may be elected to membership in the Society who did not have a chapter with which to affiliate while they were in graduate school. Nominees for professional membership shall meet or exceed the criteria for nomination of the other categories of membership in 2.1.1 and 2.1.3 of these By-laws.

ARTICLE 3

INITIATION

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

3.2 Candidate for membership shall be initiated by the chapter, using procedures established by the Society.

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, President-Elect, Past-President, Secretary, and Treasurer. In the event that these offices are not filled, the chapter may continue to operate with a minimum of two officers, President and Secretary/Treasurer.

4.2 The Executive Committee shall consist of the chapter officers, a representative from each of the areas of specialized study at the university (i.e. school, family, mental health) and the Faculty Advisor, ex-officio. The Executive Committee shall be the governing body of the Beta 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 pertains to the office of President. The President will appoint all Committee Chairpersons except for the Nomination Committee, which will be appointed by the Executive Committee. It will be the duty of the Committee chairperson to appoint members of the committee unless otherwise specifically provided for in the By-Laws.

4.3.1 The President-Elect shall perform all other duties assigned to him/her by the President and shall perform the functions of the President in his/her absence.

4.3.2 The Past President shall aid the President and perform duties as deemed necessary for the organization.

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

4.5 The chapter Secretary, through the office of the 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 to the Headquarters office including the chapter calendar of events, roster and membership, and 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 chapter Secretary shall submit summaries of chapter activities to the Headquarters office for publication in the Newsletter.

4.7 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.

4.8 The chapter shall have a designated Faculty Advisor who shall be responsible for overseeing all correspondence between the Headquarters office and the chapter.

4.8.1 The Faculty Advisor must be a faculty member in good standing with Chi Sigma Iota International.

4.8.2 The Faculty Advisor will receive and transmit all correspondence with the Headquarters office.

4.8.2.2 The Faculty Advisor may not delegate responsibility for compliance with the Society and Chapter By-laws and procedures.

4.8.2.3 The 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 members making a nomination should contact each nominee to assure willingness to fulfillment of the responsibility 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 business.

ARTICLE 7

AMENDMENTS

7.1 An amendment to the By-laws 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 shall be taken.

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.

8.1.1 The President, President-Elect, and Past-President shall be elected to one-year terms. The President-Elect will assume the Presidency at the end of his/her predecessor's term of office. The President will then become Past-President for a one-year term of office.

ARTICLE 9

DISSOLUTION

9.1 The University of Florida of Beta Chapter of Chi Sigma Iota may be dissolved by a two-thirds affirmative vote of the current active members.

9.2 In the event of the dissolution of Beta Chapter, all chapter funds remaining after payment of debts shall be sent to the Headquarters office for the use at the discretion of the International Executive Council.

Submitted 4/24/08 based on sample by-laws on CSI Webpage-www.csi-net.org/htmls/samplelaws.htm