

Sigma Kappa Delta By-Laws

Article I. Name

- Full exact and punctuated: “Sigma Kappa Delta”.

Article II. Mission Statement

- Recognize and reward outstanding achievement in English language and literature;
- Provide cultural stimulation and promote interest in English on two-year college campuses and in the communities they serve;
- Foster English in all its aspects, including creative and critical writing;
- Promote good professional interaction among members; and
- Exhibit high standards of academic achievement.

Article III. Membership

- There are three classes of membership.
 - **Active:** All rights and privileges not assigned specifically to officers.
 - An active member must maintain a 3.0 GPA.
 - **Associate:** Unable to vote, unable to hold office, and is neutral to quorum counts. All other privileges remain the same.
 - An associate member must be in good academic standing (2.0 or higher).
 - In accordance with Amarillo College guidelines, an active member must not be under disciplinary or academic probation.
 - **Inactive:**
 - A student who fails to meet any of the requirements to be an associate becomes inactive.
 - The college provides for reinstating inactive members at midterm if they petition the organization and provide satisfactory progress reports from their instructors at midterm.
- There will be a minimum of four officers that fulfill the duties listed below.

- President
 - Organization.
 - Calls for Board Meetings.
 - Enforces By-Laws.
 - Shall attend monthly campus council meetings and report upcoming events at the college.
 - Shall be the chair (2) for meetings.
 - Shall appoint necessary committees.
 - Shall vote only in the event of a tie.
- Vice President
 - Assumes presidential duties in the president's absence.
 - Oversees public relations.
- Treasurer
 - Fund acquisition management.
 - Oversees fund raising.
 - Receives and accounts for any funds received in any held event from any source.
 - Accounting.
 - Membership Dues.
- Secretary
 - Minutes and attendance.
 - Records standard vote decisions.
 - Oversees web page.
 - Transcribes order of business for next meeting, if discussed in previous

meeting, and calls a standard vote to elect a chairman *pro tem* if President and Vice President are absent.

- Membership Requirements:
 - Student must be currently enrolled at Amarillo College.
 - Student must have completed a minimum of one college English language (composition) or literature course with a B average or better.
 - Student must have completed at least 12 semester hours or the equivalent quarter-hours of college credit.
 - Student must be in high academic standing. (Cumulative 3.0 or higher GPA).
- Attendance:
 - As it helps the organization to flourish, members are encouraged to attend as many meetings as possible.
 - Excused absences require correspondence to any officer before meeting.
 - Four unexcused absences (see Impeachment) can result in a move to impeach a member and demote them to associate level membership.
 - Reinstatement can occur by a **standard vote** (see Voting) after attending 3 meetings with no unexcused absences wherein.
- Impeachment: In the cause of promoting just voting and equity among attending members the following rules of impeachment are observed.
 - Any failure to meet membership or college guidelines will result in an automatic dismissal to inactive.
 - The college provides for reinstating inactive members at midterm if they petition the organization and provide satisfactory progress reports from their instructors at midterm.
 - Any impeachment must follow the **vote of impeachment** rules.

Article IV. Dues

- Required fees and dues.
- Checks or cash are delegated to the treasurer.

- Membership dues set to 35 dollars. 25 dollars goes to the national organization (Sigma Kappa Delta), and ten dollars to the local organization.
- Membership dues can be changed by a **standard vote**, but must at least meet the guidelines set by the national organization (Sigma Kappa Delta) and Amarillo College.
- Expenditures must be called to a **standard vote**.

Article V. Voting

- Associates members are unable to vote or be counted for quorum.
- **Standard Quorum**
 - A **standard quorum** must be met to vote, and can be achieved in two ways.
 - 60 percent of active members and 2 officers.
 - 40 percent of active members and 4 officers.
- **Standard Vote**
 - A majority of votes will decide the vote.
 - In the event of a tie, and only a tie the President may vote as a tie breaker.
 - An active member must make a motion to call any item other than impeachment to a standard vote.
 - Any motion to call a standard vote must have a **second(1)** by another active member.
 - Upon the acting president's decision a show of hands may be used to decide any standard vote.
 - Any active member may call for a secret ballot vote in the stead of a show of hands.
 - Secret ballot votes must be verified by at least two officers, which is necessary for any standard quorum.
- **Vote of Impeachment**

- An officer must make the motion to implement a vote of impeachment.
- An active member must **second(1)** the motion to implement a vote of impeachment.
- A vote of impeachment must use a secret ballot.
- A vote of impeachment must be verified by at least two officers unless the officer positions are vacant, officers are up for impeachment, or other extenuating circumstances decided by a standard vote make that impossible.
- Effort to contact student must be made at least one week before impeachment vote.
- Impeachment proceedings follow the **standard quorum** rule, and are governed by the President or Vice President, unless they are the members up for impeachment in which case any officer may lead the proceedings.
- Reinstatement may be proposed by any active member, and will follow a **standard vote**.

Article VI. Elections

- Elections should occur in April and November unless a **standard vote** decides otherwise, and elected officers become officers elect until the end of semester. At this time they will take over their duties listed in Article III.
- Officers must also be formally inducted at the beginning of the next semester, typically the first meeting.
- First election was exempt from this requirement for logistical reasons.

Article VII. Amendments

- Amendments or changes to the By-Laws should follow a **standard vote**.

(1)**Seconding Motions.** As a general rule, every motion should be seconded. This is to prevent time being consumed in considering a question that only one person favors, and consequently little attention is paid to it in routine motions ... A motion is seconded by a member's saying "I second the motion," or "I second it," which he does without obtaining the floor, and in small assemblies without rising (Robert).

(2)“**the chair**,” which means the presiding officer of the assembly, regardless of whether his position is permanent or temporary (Robert).

Works Cited

Robert's Rules of Order Revised. Original Author - General Henry M. Robert.
(Copyright Expired) 1915. Revised copy - The Constitution Society. ©1996.
<<http://www.constitution.org/rror/rror—00.htm>>.