

# Alpha Sigma Lambda National Honor Society

## CONSTITUTION INSTRUCTIONS

Please follow the instructions below when drafting your chapter's constitution. You must submit a faxed or e-mail copy of the completed application form and the constitution draft to the ASL National Office for review prior to forwarding your completed materials. The National Office Manager and Dr. Kaye Woodward, the National Executive Director, will review the materials and advise you regarding any necessary changes before your application is sent on to the National Board Members for consideration. **Please be sure to exclude any explanatory notes and any extra spaces from these instructions when drafting your chapter's constitution.**

Applications are reviewed as they are received. The National Office will distribute materials to the Executive Board and each member has 10 (ten) working days to review the materials and return his/her determination to the National Office Manager. When materials are submitted entirely online with online catalogs available, the entire process can take as few as 5 working days to complete.

This is the suggested format for developing a constitution for your chapter.

Heading:

**The Constitution for \_\_\_\_\_ University/College chapter of the  
Alpha Sigma Lambda National Honor Society, called the \_\_\_\_\_ Chapter.**

*(The National Office Manager can assist you in choosing a Greek chapter name before you submit any materials. Call (217) 581-7106 for suggestions and to reserve a specific Greek name which can then be added to the appropriate blank spaces in this document.)*

### Article I Name and Purpose

Section 1. The name of this organization is the \_\_\_\_\_ chapter of the Alpha Sigma Lambda National Honor Society at \_\_\_\_\_ (name of college/university).

*(Note: the Greek chapter name will be assigned by the National Office according to availability. The chapter may request the assignment of any Greek name which has not already been assigned to another chapter but must have the selection approved by the National Office Manager prior to insertion in this document.)*

Section 2. Its purpose is to provide an association for and recognition of academically outstanding students in continuing higher education.

Section 3. The society shall be a non-profit organization devoted to the advancement of scholarship.

Article II  
Membership

Section 1. To meet the standards for membership to the \_\_\_\_\_ chapter, students shall satisfy the following requirements:

a) Members must be matriculated and have a minimum of twenty-four graded semester hours or the equivalent\* at this institution and shall be matriculated students in an undergraduate degree program. These credits must not include transfer credits. All 24 credits must be taken through and graded at \_\_\_\_\_ College/University and must be included in the student's GPA. *(You may require a higher number of semester/quarter hours than shown here but may not require fewer than 24 semester or 36 quarter hours.)*

b) At least twelve credits of a student's total credits shall be earned in courses in Liberal Arts/Sciences, not including applied Arts/Science courses. If the student has not earned twelve Liberal Arts/Sciences credits within the twenty-four credits completed at \_\_\_\_\_ College/University, the necessary number of accepted transfer credits may be added to the 24 earned from this institution until the Liberal Arts/Science requirements have been satisfied. *(You may require more than twelve credits here but not less. The number of transfer credits you may need to add may vary from zero to 12 depending on how many of the 24 credits earned at your institution meet the Liberal Arts/Sciences credits requirement.)*

c) Members shall be selected only from the highest twenty percent (20%) of the class who have twenty-four (24) graded credits and are matriculated in an undergraduate degree program.

d) Those selected must have a minimum grade point index of 3.2 on a 4.0 scale or its equivalent. The cumulative scholastic record of the student as interpreted by this institution shall be the basis for computing scholastic eligibility. *(You may make your grade point index higher than 3.2 but not lower.)*

Section 2. This chapter may elect faculty, administrative officers, and staff to membership, provided that the number of such active members at any one time shall not exceed twenty members or ten percent of the total membership of the chapter, whichever is larger.

- Thirty-six (36) quarter hours or an approved number of unit courses equal to twenty-four (24) semester hours.)

Article III  
Representation and Legislative Authority

Section 1. The continuing education dean or director or a designated deputy of \_\_\_\_\_ college/university shall be the Chapter Councilor and the Chapter's representative to the national convention. The Chapter Councilor shall be registered with the Society's National Executive Director.

Section 2. Except as otherwise specifically stated in this constitution, in the absence of a standing rule to the contrary, Robert's Rules of Order, Newly Revised, shall govern meetings of this organization.

Article IV  
Officers and Committees

**(Choose this section if your chapter will be electing officers and holding meetings.)**

- Section 1. The Chapter members shall elect:  
(For a term specified by your chapter)  
a) A President  
b) A Vice-President  
c) A Secretary  
d) A Treasurer
- Section 2. The President shall serve as the presiding officer of the Chapter and as a member ex-officio of all committees.
- Section 3. In the absence of the President, the Vice-President will assume the duties of this office. In the event of a vacancy in the office of the National president, the Vice-President shall serve the remainder of the President's term.
- Section 4. The Secretary shall record minutes of the meetings and maintain all historical records in good order.
- Section 5. The Treasurer shall be responsible for all fiscal matters.
- Section 6. The President, Vice-President, Secretary, and Treasurer shall constitute the Executive Committee and shall be empowered to conduct the affairs of the organization between meetings.
- Section 7. Elections of officers shall be by (name the method—e.g. mail ballot, voice vote, raised hands, etc. and by what majority for ratification. Also state a specific time for election—e.g. at the second meeting of the chapter each fall semester or at whatever other time you choose.)
- Section 8. The President shall appoint such committees as may be necessary to further the aims of the organization.

**(Choose this section if your chapter will operate strictly as an honorary without electing officers or holding meetings.)**

Article IV  
Officers & Committees

- Section 1. The Dean of Continuing Education at \_\_\_\_\_ College/University or their Deputy serving as the Chapter Councilor for the \_\_\_\_\_ chapter shall serve as the sole member of the executive committee when this chapter is chartered.
- Section 2. The chapter shall operate strictly as an honorary unless or until sufficient student interest has been shown to warrant the election of student officers. At that time, student members shall elect officers as outlined by the Society's National Constitution guidelines in effect at that time.

- Section 3. The National Office shall be notified when the change in procedures is established and the date and manner in which the changes shall take effect.

Article V  
Finances

- Section 1. The fiscal year shall begin on (name your own date) of each year. (However, the National Society's fiscal year begins on November 1 each year. Your chapter will be billed each September according to the National Society's upcoming fiscal year.)
- Section 2. The annual dues to the National Organization shall be payable upon notification by the National Office.
- Section 3. *(If you will be charging dues for membership, you may outline those as you wish though it is better to state something like "dues for new members shall be charged in accordance with an amount specified annually by the Executive Committee of this chapter.")*
- Section 4. *(If applicable)* An annual review of the Treasurer's records shall be submitted to the Executive Committee of this Chapter for their review and approval.

Article VI  
Amendments

***(For chapters who will elect officers and hold meetings, choose this section.)***

- Section 1. Constitutional amendments for this Chapter will be drafted by the Executive Committee of the Chapter and submitted to its membership in draft form. These proposed amendments will then be discussed at the next chapter meeting and the draft of the proposed amendment may be revised by a majority of those present and voting.
- Section 2. A two-thirds majority of the active members voting on the proposed amendment is necessary to ratify a constitutional amendment.
- Section 3. Following ratification by the Chapter members, the final form of the amendment will be sent to the National Office for placement in the permanent records of this chapter.

**OR**

***(For chapters who will operate strictly as an honorary, choose this section.)***

- Section 1. Constitutional amendments for this chapter will be drafted by the Chapter Councilor and/or the Executive Committee of the chapter.
- Section 2. A draft of the proposed amendment will be submitted for approval to the National Executive Director of the Alpha Sigma Lambda National Office.
- Section 3. Upon approval by the National Executive Director, the amendment shall be considered ratified and a finalized copy placed in both the files of the chapter and the National Office.

Additional Information for you:

Additions to these articles may be made but all the basic items within these articles **MUST** be present in your own Constitution in order to receive approval for chapter membership. You may also add articles and/or by-laws as needed. Additions must be submitted for approval with your Constitution to the National Office.

Questions? Please contact the National Office Manager at (217) 581-7106. For your convenience, the application and sample forms are available online and may be submitted electronically. Or, you may fax a draft of your Constitution and application form to the National Office Manager at (217) 581-6697. The National Executive Secretary and the National Office Manager will review the copy and will contact you regarding any changes. Once completed, you may submit the copies of the application and Constitution by e-mail or by mailing them with three copies of each of the catalogs your institution provides.

If your institution's course catalogs are available online, your materials may be submitted entirely by e-mail attachment to: [alphasigmalambda@www.eiu.edu](mailto:alphasigmalambda@www.eiu.edu). This will greatly speed the application process.