

## Alpha Sigma Lambda

### Honor Society

## Bylaws

### **Article 1: NAME AND LOCATION**

The organization is named Alpha Sigma Lambda Honor Society (ASL).

The office of Alpha Sigma Lambda is located at:

Office of Academic and Professional Development  
School of Continuing Education  
Eastern Illinois University  
600 Lincoln Avenue  
Charleston, IL 61920  
Telephone: 217 581-7106  
Fax: 217-581-6697  
Website: <http://www.alphasigmalambda.org>

### **Article 1.1: ASL COLORS AND SYMBOLS**

#### **1.1.1: Colors:**

Burgundy denotes power, action, and the confidence to go after your dreams. The color of blood - the essence of life and living. Gold denotes wisdom, wealth used wisely, prosperity, success, good health, and optimism

#### **1.1.2: Symbols on the ASL crest:**

Alpha -  $\mathbf{A}$  – First

Sigma -  $\mathbf{\Sigma}$  – Scholarship

Lambda -  $\mathbf{\Lambda}$  – Leadership

#### **1.1.3: The ASL Motto:**

*“First in Scholarship and Leadership”*

Book: Love of Knowledge

Lamp: Wisdom

Torch: Life

#### **1.1.4: Pledge of Membership**

I promise to uphold the ideals and further the aims of Alpha Sigma Lambda, believing that by so doing I shall increase my value to my college and to my community.

### **Article 2: ASL LOGO AND SCRIPT**

Any use of the ASL logo and script must be confined to items approved by the ASL home office and printed in the Society’s signature colors of burgundy and gold. Black and white reproductions of the logo and script are also acceptable for printing purposes. These following items are official items of the Society and may only be purchased through the home office:

- Certificates of membership and membership cards, letterhead, note cards, and brochures about the Society
- ASL jewelry and miscellaneous items to include membership pins, charms, key rings, and ballpoint pens
- Honor cords, honor stoles, tassels and any other academic regalia including but not limited to such items as sweatshirts , t-shirts, etc.

Chapters are prohibited from producing on their own or purchasing from any outside sources any of the items listed here or on the Alpha Sigma Lambda website as official items of the organization. Sales from these items are used to support our scholarship programs, services to the chapters and the home office operations and Staff as well as to fund the ASL annual conference.

**To request permission to use the logo on other products, the following steps are to be followed:**

- Provide the home office with a brief description of the item and how you are going to use the logo. This can be done via email.
- Provide a brief description of the purpose for developing this item. (e.g.: raise funds for local scholarships, to support some activity approved by the chapter and the chapter counselor, for greater chapter recognition on campus, etc.)
- The Home Office will quickly review your request and either approve it or ask for some kind of modification. (For example, imprinting the logo on the seat of sweatpants does not present the organization in a professional manner. We might request that your chapter consider moving the logo to another location on the product.)

**Article 3: MEMBERSHIP**

**3.1: Chapters**

Chapters are based at colleges and universities that serve adult students and are comprised of adult students who have been inducted into those chapters.

Colleges and universities interested in establishing a chapter must obtain and submit an official application form, plus a draft constitution and fee, to the Executive Director who will review and forward the packet to the Board of Directors for consideration... Upon approval by the Board of Directors, applicants will be notified by the Executive Director.

College chapter status will be maintained on the basis of payment of annual fees. Each chapter shall be required to pay annual dues and submit an Annual Status Report to the Executive Director for consideration by the Board of Directors.

Any chapter failing to initiate members and pay dues for two consecutive years shall be declared inactive and shall be notified by the Executive Director.

After three or more years of no activity, a chapter will be declared inactive and to be reinstated will be required to complete the chapter application process.

### **3.2: Chapter Councilors**

Each chapter has a Chapter Councilor who administers the affairs of the chapter. Chapter Councilors are invited and encouraged to attend the annual business meeting of ASL. Chapter Councilors represent their Chapters through their vote on Society business as defined in the Constitution and By-Laws.

Each Chapter Councilor will be provided with a copy of the document *Responsibilities of the ASL Chapter Councilor* as approved by the Board of Directors.

### **3.3: Members**

Members are students who have been inducted into a chapter according to the guidelines set forth by that chapter's constitution. If an individual member transfers to another institution with an ASL chapter, that individual may transfer his/her membership upon notifying the Chapter Councilor and Home Office.

Members who wish to remain active in the Society upon graduation will be asked to pay a one-time registration fee to the Home Office.

Individual member information is maintained on a password-protected web site. Individual members are responsible for updating their personal information on the web site: <http://alphasigmalambda.org>.

## **Article 4: BOARD OF DIRECTORS**

### **4.1.1 Voting members**

The seven voting members of the Board of Directors include: President, Immediate Past President, Vice President, Secretary, Treasurer, Member-at-large, and Executive Director.

The elected officers of the board shall serve two year terms with one half of the board members being elected annually. Tenure for newly elected officers will begin with the annual Society Board meeting in the fall.

### **4.1.2 Election of voting members of Board of Directors**

The President and Vice President will be elected in odd years and serve two year terms beginning with the annual fall meeting during that odd year.

The Secretary and Treasurer will be elected in even years and begin serving their terms with the annual fall meeting of that even year.

The Member at Large will be elected on the same schedule as the Secretary and Treasurer.

The President will become the Past President upon the installation of the newly elected President.

If a member of the Board of Directors is unable to serve out his/her term, a new member will be appointed by the Board of Directors to serve out the term. An

election will be held for a replacement member according to the rotation cycle described above.

The Executive Director is a permanent assigned position on the Executive Board.

A current member of the Board of Directors may be elected to an additional term of office.

#### ***4.2 Responsibility of the Executive Director***

An Executive Director shall be appointed by the Board of Directors and shall attend all official meetings of the Board of Directors

The Executive Director shall establish and maintain a headquarters office where all monies due or donated to the Society will be received and held, and all bills of the Society shall be processed and paid with dispatch. He or she shall furnish annually to the Board of Directors a complete statement of the finances of the organization; an audited account of the receipts and disbursements; and annual budget developed along with the Board of Directors for approval by the Board of Directors. The Executive Director shall supervise the accurate accounting of all members, mailing of inductee's jewelry, ordering of insignia, distribution of and handling of other Society documents and materials. The Executive Director shall uphold the provisions of the Constitutions, By-Laws and Statues of the Society

The Executive Director shall have a prominent role in chapter relations and expansion for the Society through chapter campus visits and campus expansion visits; and shall recommend annually the chapters, councilors, and chapter presidents worthy of recognition and methods for recognition.

The Executive Director shall oversee arrangements for Society Council meetings and provide for the recording and distribution of Council minutes.  
The Executive Director shall perform such other duties as assigned by the Board of Directors.

#### ***4.3 Assistant Executive Director***

The Assistant Executive Director provides assistance to the Executive Director as needed and is responsible for event planning and support for the annual business meeting, Board meetings and membership recruitment at society meetings.

#### ***4.4 Non-voting members***

Non-voting members are appointed by the President following recommendations by the Board of Directors and include:

- Asset Manager – Oversees the investments for the Society, appointed by the President for a designated term
- Historian/Archivist – Oversees the archives and writes Society histories as needed
- Chairs of standing committees

- Assistant Executive Director

**4.5 Responsibilities of the elected members of the Board of Directors include the following:**

- Oversee the business of the Society
- Admit Chapters
- Establish and review policy
- Develop financial resources to support the business of the Society
- Negotiate and manage contract with home office institution
- Conduct annual business meeting
- Engage in an annual mutual review on meeting the goals of the Society with the Executive Director

**Article 5: COMMITTEES**

**5.1 Standing committees**

Chairs are to be appointed by the President. Members may be nominated by the Board of Directors, Chapter Councilors, or volunteer subject to approval by the board. Committee appointments will be made at the annual fall business meeting.

Each standing committee will be comprised of at least 3 members; the chair of the committee will submit a written report to the board at the annual fall business meeting.

Standing committees include:

- Membership
- Finance
- Scholarship
- Nominating
- Constitution and By-Laws
- Awards

**5.1.1 Membership Committee**

The ASL Membership Committee is charged with overseeing the membership activities of ASL in support of the marketing goals of the Board of Directors. The Membership Director oversees marketing initiatives, materials and coordinates the marketing initiative of the home office and staff. The director represents ASL at professional meetings, and does environmental scanning in regards to how to market ASL. The Membership Director makes marketing recommendations to the ASL Board and the ASL home office staff.

**5.1.2 Finance Committee**

The Finance Committee is chaired by the Treasurer and includes the following members: Treasurer, Executive Director, Assistant Executive Director, Asset Manager, and the Home Office Manager. The committee oversees the overall financial transactions of the Society by reviewing financial reports pertaining to daily operations and to the scholarship funds held in separate savings and investment accounts.

Responsibilities of the Finance Committee are:

- Manage the financial operations of the Society
- Review quarterly financial reports for scholarship funds under asset management
- Work with the Scholarship Committee in providing a recommendation to the Board at the annual meeting with regard to the number and amount of scholarship awards for the next academic year.

#### **5.1.3 Scholarship Committee**

The Scholarship Committee is chaired by the Executive Director and assumes the following duties:

- Work with the asset manager to determine the amount of monies available for scholarships for the current year
- Invite chapters to participate in the scholarship competition by notifying the Chapter Councilors
- Review, revising and publishing scholarship guidelines, application forms, and other relevant materials
- Receive all applications for scholarships
- Identify and contacts individuals to read and score the applications
- Provide readers with the criteria and appropriate evaluation forms
- Collect and calculates scores to determine those who will receive a scholarship
- In case of ties, send the applications to a third reader
- Report the data and names of the recipients to the Board of Directors
- Notify the Asset Manager and Treasurer of names of the recipients
- Answer any questions concerning scholarships posed from the Board of Directors or Chapter Councilors

#### **5.1.4 Nominating Committee**

The Nominating Committee (NC) is chaired by the Immediate Past President and presents candidates for Board of Directors positions through the process described below. The NC nominates candidates for elective office with the aim of building a Board of Directors that will effectively govern ASL.

Of the three members of the NC, a majority must be current or past Chapter Councilors. Other than the Past President, ASL Board of Directors and staff members are not eligible to sit on the NC.

##### *Nominating Procedure*

Candidates may nominate themselves or a third party may nominate them as long as an indication from the nominee of a willingness to serve accompanies the nomination. Candidates must state the position for which they are running and provide a written statement to that effect. Candidates must provide an outline of appropriate qualifications.

##### *Eligibility Requirements*

To be eligible for nomination as a voting member of the Board of Directors, a nominee must have been a Chapter Councilor for at least 6 months preceding nomination. In addition, a prospective nominee shall: (a) support the mission, vision, and values of ASL; (b) demonstrate a commitment to lifelong education through prior service at collegiate

level; (c) be able to focus with a broad, long-range scope on a multitude of issues and not just single issues or events or short term solutions; (d) be able to participate assertively in deliberation with respect and tolerance for divergent opinions and ideas; (e) be willing to share power and delegate tasks; and (f) understand the role and responsibilities of ASL Board of Directors members.

#### Nominations

The NC, chaired by the Immediate Past President will review all nominations and may review other candidates as allowed in the Constitution. A report from the Nominating Committee to the members will be prepared and posted with the notice of the fall business meeting in accordance with the bylaws. The names and qualifications of eligible nominees can be submitted by ASL members, and may include eligible incumbents. The deadline for nominations is determined by the NC.

#### Procedures

(BFB=before the start of the fall business meeting)

- 180 days BFB: The NC advises ASL constituents as to which board positions will be open at the next annual meeting. At the same time it solicits nominations, to be submitted in writing to the NC chair, of the names and qualifications of individuals to fill the expiring terms.
- 120 days BFB: Deadline for submitting nominations to the NC for its eventual slate. NC now begins to consider all names received, plus others they have identified. The committee verifies the eligibility of each nominee.
- 90 days BFB: NC presents its slate of recommended candidates, consisting of at least one individual for each open position, to the ASL Home Office for communication to the membership through all appropriate means. (The Board of Directors may take no action to change these committee recommendations.)
- 60 days BFB: Deadline for submitting nominations to the Home Office. A complete listing of all nominees, their qualifications and a brief, 250 words or less, statement by each candidate is now promptly communicated to the membership by the Home Office.
- 30 days BFB: Deadline for ASL voting members to submit their electronic ballots.

Results of election are communicated to all ASL members and announced at the fall business meeting.

#### **5.1.5 Constitution and By-Laws committee**

The Constitution and By-Laws committee reviews the Constitution and Bylaws at regular intervals to assure that the Society is abiding by the governance documents and that these documents are in accordance with the current activity of the Society. Should the Board of Directors determine that the Society needs to revise operational procedures, the committee will convene to propose amendments to the bylaws.

#### **5.1.6 Awards Committee**

The Awards Committee is chaired by the Vice President. The Awards Committee coordinates all awards including the selection process of the Will Hine Award and special recognition awards.

### **5.1.7 Ad hoc Committees**

Ad hoc committees may be appointed by the Board of Directors to complete short term projects.

#### **Article 6: MEETINGS**

Board of Director members are expected to attend two meetings per year, a spring meeting and the annual fall business meeting.

The annual fall business meeting will include all Chapter Councilors or their designees who are able to attend.

All meetings will be conducted according to Robert's Rules of Order and are open to members of the Society

Additional business may be conducted through special meetings, conference, or electronic communication.

#### **Article 7: VOTING**

Chapter Councilors vote for election of officers and major business of the Society. Chapter Councilors are responsible for representing their chapters when voting on matters that come before the Society. Outcomes are based upon a simple majority of votes cast.

#### **Article 8: FINANCES**

The fiscal year runs from January 1 to December 31.

The annual dues for each Chapter will be established by the Board of Directors. As a rule, 25% of the annual dues will be designated for scholarship funds. This percentage is reviewed annually by the Board of Directors. The Home Office will send a dues notification to each member Chapter during the fourth quarter for the fiscal year. Each Chapter is expected to pay the dues as designated upon notification.

Expenditures for the Society will be approved by the President and paid by the Treasurer or other authorized signers.

Signers for the checking account include: the Executive Director, Assistant Executive Director, Treasurer, and President.

The management of investments for the Society is overseen by the Asset Manager in coordination with the Treasurer.

Budget is approved at the annual fall business meeting by simple majority of those in attendance.

The Society will provide for an external audit of accounts every 5 years. An internal audit of controls may be performed as needed as determined by the Board of Directors.



**Article 9: SCHOLARSHIPS**

ASL issues scholarships annually as approved by the Board of Directors.

The funds for these scholarships are derived from the annual dues and contributions.

Each chapter is allowed to submit two scholarship applications for consideration each year.

The Scholarship committee is responsible for reviewing the scholarship applications to determine the winners of each scholarship.

**Article 10: COMMUNICATION WITH MEMBERSHIP**

The official website for the Society is: <http://alphasigmalambda.org>.

The ASL website will be an information center for the Society Chapters and their members.

- Announcements
- Scholarship information
- Meeting schedules and locations

The website will contain a password-protected list of the individual members, which can be updated by each respective member.

The semi-annual newsletter is distributed through the website.

**Article 11: AMENDMENTS**

Amendments may be proposed by any of the Chapter Councilors or by a member of the Board of Directors.

An amendment must be approved by majority of the membership before going into effect.

Voting on amendments will be conducted electronically.