

CONSTITUTION OF GAMMA EPSILON TAU

XI CHAPTER ARTICLE I – NAME

Section 1 – Name

Part 1. The name of this organization shall be GAMMA EPSILON TAU.

Part 2. The official designation of this chapter shall be "Xi."

Section 2 – Derivation of Name

Part 1. The name Gamma Epsilon Tau is based upon the initial letters of the Greek words which represent the purposes and ideals of this organization. They are:

- a. Letter, literature, alphabet from Gamma.
- b. Science knowledge from Epsilon.
- c. Art, craft from Tau.
- d. Hence, "The science or knowledge of the art and craft of letters."

Part 2. The chapter title "Xi" represents the 14th letter of the greek alphabet designating the 14th charter of Gamma Epsilon Tau chapter.

Section 3 – Use of the name

Part 1. All official documents shall bear the name GAMMA EPSILON TAU.

Part 2. Organization members may not associate the organization name in conjunction with a personal opinion, social event, or any other activity unless consent of the organization as a whole is granted by an affirmative vote of two-thirds majority of the active members present.

ARTICLE II – NATURE AND PURPOSE

Section 1 – Nature

Part 1. Gamma Epsilon Tau is a National student organization for Graphic Communications. It is open to both men and women with full rights and privileges according to the constitution.

Part 2. The Xi chapter shall be an honorary/service organization representing the Clemson University Graphic Communications department

Section 2 – Purposes and Ideals

Part 1. The purposes and ideals of Gamma Epsilon Tau are:

- a. To recognize excellence and to broaden the individual through a never ending search for greater knowledge.
- b. To provide service to the school and community.
- c. The establishing of friendship among those willing to work toward the preservation and furtherance of Graphic Communications.

ARTICLE III – MEMBERSHIP

Section 1 – Regular Members

Part 1. Regular members of this chapter will consist of regularly enrolled students of the Graphic Communications Department who are full-time students and maintain an overall GPA of 3.2 or above. If a member's GPA falls below 3.2, they will be considered inactive members until they meet this minimum academic requirement.

Part 2. Regular members in a good standing shall have the right to vote, hold office in this chapter and represent the chapter in affairs dealing with the organization upon payment of fees.

Part 3. All regular members must serve on at least one committee as listed in Article 9.

Part 4. Any member in good standing, who transfers from another chapter, upon confirmation shall be accepted as a regular member.

Section 2 – Candidate Requirements

Part 1. The selection of candidates for regular membership shall be made by the Membership Committee in conference with the Executive Board and Advisor.

Part 2. Candidates must meet the minimum GPA requirements and have completed GC 104, or four hours if a graduate student, to be eligible for membership.

Part 3. Eligible candidates shall be duly informed and must express their desire to become members in a letter addressed to the Vice President.

Part 4. Candidates must be present for an interview with the Membership Committee.

Part 5. The candidate must be able to participate actively in the organization for at least one complete semester after induction.

Section 3 – Loss of Privileges

Part 1. Any regular member delinquent in payment of dues and/or financial obligations within 30 days of the specified date, shall lose all the rights and privileges of an inactive member, thereby forfeiting their membership to the organization.

Part 2. If a regular member leaves the organization under their own discretion, he/she will not be allowed to regain membership.

Section 4 –Honorary Membership

- Part 1. Honorary members may be taken into the chapter with the rights of a regular member with the exception of voting and holding office. Such membership shall be limited to faculty, men and women from civic, labor, educational and industrial organizations who have made outstanding contributions to the Graphic Communications profession.
- Part 2. Potential honorary members shall be selected by the chapter on the basis of their certificate and cards with the word "Honorary" appearing thereon.
- Part 3. Approval of the selection of the honorary member must be made by the Executive Board.
- Part 4. The Chapter's Executive Board shall investigate and recommend people considered for honorary membership.
- Part 5. Final acceptance of the honorary member must take place at a regular or special business meeting by a two-thirds majority vote

Section 5 – Life Membership

- Part 1. Alumni members in good standing shall be granted a life membership by a two-thirds majority vote, which is conducted by a closed ballot, at the first meeting after their graduation.
- Part 2. Members who do not graduate shall be subject to approval of the chapter after a two-thirds majority approval by the members, at the first meeting after their termination of participation.
- Part 3. Any regular member who is temporarily inactive because of delinquency in payment of dues shall have their life membership withheld until such financial obligations have been fulfilled by the time of graduation.
- Part 4. Life members shall have the same privileges as a regular member except voting, holding offices in the chapter, serving as chairman of a committee, and attending conventions as regular members
- Part 5. Life members shall be recognized to certify their association with this chapter, at the first meeting after their graduation

Section 6 – Definition of active and inactive members

- Part 1. Active member. An active member shall be that person whose obligations, such as membership fees and participation, are up to the standards of the organization as set forth by this constitution and by-laws. An active member is extended all rights and privileges of the organization.
- Part 2. Inactive Member. An inactive member is one who has not maintained the minimum GPA requirements, or who has been delinquent in any financial obligations, and/or who does not have voting privileges, the right to hold office, and the right to officially represent the organization in any matter pertaining to the organization locally and internationally.

ARTICLE IV- OFFICERS

Section 1 – Government of the chapter

- Part 1. The government of this chapter shall consist of a President, Vice- President, Treasurer, Secretary, Historian, and Parliamentarian.

Section 2 – Duties of the President

- Part 1. The duties of the President shall be:
- a. To act as presiding officer at all formal and informal meetings of the chapter and Executive board.
 - b. To prepare an agenda for all the regular meetings according to Executive Board directives.
 - c. To appoint all committee chairmen except those specifically provided for by action of the chapter through a regular business meeting.
 - d. To call special meetings when the occasion demands or when petitioned by at least one-fourth of the active members of the chapter.

Section 3 – Duties of the Vice- President

- Part 1. The duties of the Vice- President shall be:
- a. To assume all the duties residing in the presidency in the event of resignation or removal from office of the President for any reason whatsoever. They shall hold this position until the next stated presidential election.
 - b. To preside and assume the responsibilities of the President at meetings of the Chapter and Executive Board during the latter's absence.
 - c. To serve, ex-officio, as chairman of the Membership Committee.
 - d. To notify members if they fail to maintain minimum academic requirements under the direct supervision of the advisor.

Section 4 – Duties of the Treasurer

- Part 1. The duties of the Treasurer shall be:
- a. To act as presiding officer at any formal meeting of the chapter and executive board in the absence of the President and Vice-P President.
 - b. To disburse the finances of the Chapter as authorized by the constitution under Article X, Section 3.
 - c. To keep a double-entry ledger of all receipts and disbursements.
 - d. To submit a Treasurer's report to the Secretary at each regular meeting. This report shall be incorporated into the minutes.
 - e. To seek the advice of the faculty advisor concerning disposition of funds over vacation periods, and when the Treasurer will be leaving office and/or school.

- f. To submit a chapter financial statement before leaving office.

Section 5 – Duties of the Secretary

Part 1. The duties of the Secretary shall be:

- a. To keep the files of all chapter records and forms
- b. To record and file the minutes of all meetings, keeping a copy in the chapter file.
- c. To carry on chapter correspondence, send all official notices and maintain on file duplicates of such correspondence and notices.
- d. To keep on hand and issue all standard forms (printed or otherwise) used by the chapter.
- e. To call roll at chapter meetings and determine if a quorum is present.

Section 6 – Duties of the Historian

Part 1. The duties of the Historian shall be:

- a. To establish/maintain a database of members and alumni members.
- b. To make every effort to keep abreast of changes in addresses.
- c. To keep a record, in scrapbook form, of all publications, news articles, pictorial records, etc. showing organization activities.

Section 7 – Duties of the Parliamentarian

Part 1. The duties of the Parliamentarian shall be:

- a. To enforce procedures and regulations specified by the constitution.
- b. To enforce procedures regarding loss of privileges of membership through a written letter signed by the Parliamentarian, President, and Advisor.
- c. To keep meetings in order by consulting Robert's Rules of Order on any matter of discrepancy.

ARTICLE V – ELECTION OF OFFICERS

Section 1 – Eligibility

Part 1. Any member in good standing shall be eligible to hold office.

Section 2 – Nominations

Part 1. Nominations shall be made from the floor.

Part 2. Nominations for all officers shall be made at the third to last meeting of each year with no less than two candidates nominated for each office.

Section 3 – Balloting

Part 1. A simple majority of the active members shall constitute a quorum for the election of officers.

Part 2. The balloting shall proceed upon the second to last meeting of the year.

Part 3. Balloting will be presided over by the presiding officer, and shall be a secret ballot of voting.

Part 4. Voting by proxy is not allowed.

Part 5. A simple majority vote shall elect a candidate.

Part 6. Those individual elected to office shall be notified of their elections within one week.

Section 4 – Installation of officers

Part 1. The introduction and installation shall be made at the last meeting of the calendar year. The retiring President will present the newly elected President with the power of Presidency. There upon, the new officers take charge of the remainder of the meeting.

Part 2. All outgoing officers shall remain on the Executive Board as officers ex-officio, without voting privileges, and shall act in an advisory capacity to the newly installed officers until the end of December.

Section 5 – Term of office

Part 1. The term of office for chapter officers shall be for the one calendar year.

Part 2. If re-elected, an officer may serve successive terms in the same office with a term limit of two academic years.

Section 6 – Provision for removal of office

Part 1. An officer shall not miss more than two (2) meetings during their term of office without an excuse that it accepted by the Executive Board.

Part 2. Proceedings for removal from office shall take place at the inquiry of any voting member at any regular meeting if they can show just cause to the chapter why such removal should take place. The officer under question must be notified of the same and given opportunity to explain why they should not be removed.

Part 3. Final action for the removal from office shall take place upon an affirmative vote of two-thirds of the regular members petitioned. Such a petition should not be less than three-thirds of the regular membership.

Part 4. Vacancies in office shall be filled by presidential appointment until a special meeting is held.

ARTICLE VI – EXECUTIVE BOARD

Section 1 – Members

- Part 1. Executive Board shall consist of officers and the advisor who shall be a member ex-officio without voting power.
- Part 2. Each member shall have one vote.

Section 2 – Powers

- Part 1. The Executive Board shall have the power to transact chapter business when a quorum is not present for regular or special meetings under article VI, Section 2, Parts 2, 3, and 4 with final approval by vote of the members at the next meeting, a quorum being present.
- Part 2. The Executive Board in consultation with the Advisor, shall determine candidates for membership according to Article III, Section 1.
- Part 3. The Executive Board, in consultation with the Social Committee, shall have the power to choose the dates and places for the organization's functions.
- Part 4. The Executive Board in consultation with the Treasurer will set the dues for members and for candidates who are to be initiated into the organization during the school year.

ARTICLE VII – MEETINGS

Section 1 – Organizational Meetings

- Part 1. Executive Board meeting shall be held the first meeting of each month, prior to the general meeting. A quorum is necessary to conduct business and shall consist of a majority of the Executive Board.
- Part 2. The time and place of the general membership meetings shall be determined by the President and should generally last no more than one hour.
- Part 3. There will be at least one regular membership meeting and one “working” (e.g. service or fund-raising) meeting each month.

ARTICLE VIII – ADVISOR

Section 1 – Number of Advisors

- Part 1. There shall be one faculty advisor who shall be a member ex-officio without voting power.

Section 2 – Methods of selection and term of office

- Part 1. The faculty advisor shall be elected by a simple plurality for the term of one year and must be a member of the Graphic Communications Faculty

Section 3 – Duties and responsibilities

- Part 1. It is the advisor's responsibility to stay abreast of all chapter policies and business and coordinate organization activities with the University.
- Part 2. The advisor will serve on the executive board as described in Article VI, Section 1, Part 1 and may call special meetings in consultation with the President according to Article IV, Section 2, Part 1d.
- Part 3. The advisor will oversee all disbursements of funds by providing a second signature on all checks.
- Part 4. Provide a list of eligible candidates to the Membership Committee for recruitment of new members
- Part 5. To review all member's GPA's annually and notify the Vice- President of members who shall become inactive according to Article III Part 1.

ARTICLE IX – COMMITTEES

Section 1 – Standing committees

- Part 1. Standing committees shall consist of:
 - a. Membership committee– This committee shall be responsible for the recruitment, induction and retention of members.
 - b. Printing committee– This committee shall be responsible for all printing necessary to carry out chapter business according to the President.
 - c. Service/Social Committee– This committee shall be responsible for planning all service and social events as the chapter may desire.
 - d. Publicity Committee– This committee shall be responsible for keeping the public informed o the organization's activities.
 - e. Fundraising Committee– This committee shall be responsible for planning all fundraising events as the chapter requires.
- Part 2. Standing committee chairs shall be officially appointed by the President at the first regular membership meeting of the semester.
- Part 3. Committee chairs are responsible for organizing their own committee.
- Part 4. All committee chairs shall make a report at regular membership meetings which may be oral or written.
- Part 5. All committee chairs shall be responsible for submitting comprehensive written reports of the year's activities to the Secretary at the next to last meeting of each semester.

Section 2 – Special Committees

- Part 1. The President shall be empowered to appoint special committees as deemed necessary at the time and to dissolve such special commit-

tees when they have fulfilled their function.

ARTICLE X – FINANCES

Section 1 – Chapter dues

Part 1. Chapter dues, fees, and assessments shall be determined by the executive board, in consultation with regular chapter members, at the end of each semester to set for the following semester's dues.

Section 2 – Payment

Part 1. Dues shall be paid as prescribed by the Treasurer.

Part 2. The Treasurer will issue a notification to inform all members of their obligations.

Part 3. Dues for regular members should be made with one payment by the second meeting, unless otherwise specified.

Part 4. Dues for new members entering the organization in either semester will be determined by the Executive Board according to Article VI, Section 2, Part 4.

Part 5. A member failing to pay their financial obligations shall be automatically made an inactive member. To regain active membership into the organization they shall petition to the President. This petition must be presented to the members at the next regular meeting with a recommendation by the President. The individual shall be reinstated with a two-thirds vote of the members present if the person being reinstated completes all their requirements and obligations to the organization.

Part 6. Regular members not remaining in the organization for the full academic year will not have their dues refunded by the Executive Board.

Section 3 – Dispersal of funds

Part 1. Organization funds shall be kept in a bank of the Executive Board's choosing.

Part 2. The Treasurer and President are authorized to pay chapter bills by check which must carry two signatures, that of either officer and the advisor. The advisor must sign all transactions.

Part 3. All incidental expenditures dispersed from petty cash by the Treasurer shall be accounted for in writing as part of the Treasurer's Report.

Part 4. No less than \$50.00 shall be left in the treasury at the end of each semester.

Section 4 – Special assessments

Part 1. Special assessments may be enacted by the membership at any regular or special meeting where a quorum is present.

ARTICLE XI – AMENDMENTS

Section 1 – Provisions for constitutional amendments

Part 1. All amendments to the constitution must be presented in writing, read to the members at a regular or special business meeting and voted to approval by a two-thirds vote of the members present.