

**BYLAWS  
OF THE  
NORTH CAROLINA STATE UNIVERSITY CHAPTER  
OF  
SIGMA XI, THE SCIENTIFIC RESEARCH SOCIETY  
(Adopted April 21, 2011)**

**ARTICLE I. Name and Affiliation**

- Section 1.** The Chapter at North Carolina State University shall be known as the North Carolina State University Chapter of Sigma Xi, The Scientific Research Society, and is hereinafter referred to as the “Chapter.” Sigma Xi, The Scientific Research Society is hereinafter referred to as the “Society.”
- Section 2.** The Chapter shall be affiliated with the Society and shall be a chapter of the Society.
- Section 3.** The Chapter shall be governed by these Bylaws where not in conflict with the Constitution and Bylaws of the Society.

**ARTICLE II. Aim and Scope**

- Section 1.** The aim of the Chapter is to encourage original investigation in science, pure and applied by means which respect the professional duties and responsibilities of researchers and which celebrate research promise and research accomplishment.
- Section 2.** The scope of original investigation encouraged by the Chapter comprises the pure and applied natural sciences, more particularly including the physical sciences, the biological sciences, the social sciences, mathematics, and engineering.

**ARTICLE III. Membership and Organization**

- Section 1.** The Membership of the Chapter shall consist of individuals who have been duly initiated as Associate Members or initiated as or promoted to Members by the Chapter and individuals who have been duly initiated as Associate Member or initiated as or promoted to Member elsewhere and have affiliated with the Chapter, provided that their affiliation with the Chapter has not been changed and that they remain current in payment of any dues levied by the Society and the Chapter.
- Section 2.** The organization of the Chapter is established in support of, and responsible to, the Membership. The organization shall comprise:
- (a) Officers elected by the Membership from among the Membership to terms commencing each July 1, and defined as follows:

- (i) President. A Member who succeeds from a term as the herebelow-defined President-elect for a one year term. The President shall have executive authority for all affairs of the Chapter and shall be empowered to make any Chapter decisions required outside a duly-convened meeting of the Membership or of the hereinafter-described Executive Committee. The President chairs the Executive Committee.
- (ii) President-Elect. A Member elected annually to a one year term. In the succeeding year, the retiring President-Elect shall succeed to the office of President as hereabove described. The President-Elect chairs the hereinafter-described Program Committee.
- (iii) Vice President. A Member elected annually to a one year term. The Vice President shall act for the President in the absence thereof and shall complete any unexpired term resulting from resignation or incapacity of the President. A Vice President may be re-elected to one or more succeeding terms. The Vice President chairs the hereinafter-described Membership Committee.
- (iv) Treasurer. A Member who succeeds from a term as the herebelow-defined Secretary for a one year term. The Treasurer shall maintain the financial records of the chapter, manage appropriate banking accounts of the Chapter as directed by the Executive Committee, provide regular financial reports to the Executive Committee as directed by the Executive Committee, and provide an annual financial report to the Membership..
- (v) Secretary. A Member elected annually to a one year term. In the succeeding year, the retiring Secretary shall succeed to the office of Treasurer as hereabove described. The Secretary shall maintain all records other than financial records of the Chapter and the hereinafter-described Executive Committee including Minutes of meetings thereof, file an annual report of the Chapter with the Society.
- (vi) Two At-Large Executive Committee Members. An Associate Member or a Member, one elected annually to a two year term that is staggered with the term of the other. Chairs hereinafter-described Audit Committee during first year of term.
- (vii) Past President. A Member who succeeds from President. Chairs the hereinafter-described Nominations Committee.
- (viii) Archivist. An Associate Member or a Member, appointed annually by the President for an indefinite term served at the pleasure of the President. The Archivist shall collect and cause to be preserved in an appropriate Archive, as directed by the Executive Committee, such materials and records as may be deemed useful in the

documentation of the history of the chapter and of its activities and programs over time.

- (b) Executive Committee. The Executive Committee shall consist of the Chapter Officers. The Executive Committee shall oversee the general operation of the Chapter and shall be empowered to make any Chapter decisions required to be made outside a meeting of the Membership. The President may appoint additional Executive Committee members in non-voting status as may be deemed appropriate for the conduct of operations of the Chapter.
- (c) Standing Committees. Each Standing Committee shall be appointed annually by the President subject to the approval of the Executive Committee. Each Committee may be internally organized as needed into Subcommittees which may act with the power and responsibility of the respective Committees for limited portions of Committee responsibility.
  - (i) Membership. The Membership Committee shall consist of at least three Members and the Vice President who serves as chair. The Committee shall receive nominations for new Associate Members and Members and proposals for promotion of Associate Members to Members by the Chapter. At least once annually, the Committee shall solicit such nominations proposals from the Membership. At least once annually, nominations and proposals received by the committee shall be reviewed by the Committee, and the Committee shall recommend initiations and promotions deemed meritorious for approval by the Executive Committee. No new Associate Member or Member shall be initiated by the Chapter, nor shall any Associate Member be promoted by the Chapter to Member absent having been accordingly recommended by the Membership Committee.
  - (ii) Program. At least three members who may be Associate Members or Members and the chair. Plans and manages the execution of events of the Chapter.
  - (iii) Awards and Recognitions. At least three members, all of whom must be Members, and the chair. At least once annually solicits nominations for awards and recognitions provided by the Chapter and selects recipients subject to the approval of the Executive Committee.
  - (iv) Nominations. At least two members, all of whom must be Members, and the chair. Annually prepares a slate of candidates for Officers subject to the approval of the Executive Committee.
  - (v) Audit. At least one member, who must be a Member, and the chair. Examines the records of the Treasurer and the Secretary for the preceding year and prepares a report to the Executive Committee no later than

- (d) *Ad hoc* Committees. *Ad hoc* Committees may from time to time be established by the Executive Committee for specific purposes and for defined finite terms of existence. Membership and leadership of such committee shall be determined by the President subject to the approval of the Executive Committee.

**Section 3.** Affiliation with North Carolina State University, hereinafter the “University”

- (a) The Chapter shall be operated under the auspices of the university-level office having oversight of the research programs of the faculty of the University. As such, the chapter shall abide by University regulations regarding the operation of professional organizations and chapters.
- (b) The financial affairs of the Chapter shall be independent of the University except as agreed by the University and the Executive Committee.
- (c) The Affiliation of the Chapter with the University shall in no way limit affiliation with the Chapter of Associate Members and Members of the Society, regardless of their relationship or lack thereof with the University.

**Section 4.** Taxable Status. The Chapter shall be operated as an entity that is not subject to civic governmental taxation and shall comply with all laws and regulations of jurisdictional civic government.

## **ARTICLE IV. Meetings and Programs**

**Section 1.** Meetings

- (a) There shall be at least one General Meeting of the Membership during each year. The meeting shall be conducted at a time, place, or mode approved by the Executive Committee and shall be advertised to the Membership at least 30 days in advance. Meeting modes are provided in Article IX Section 3. The tentative agenda for the meeting shall be developed by the President subject to the approval of the Executive Committee, communicated to the Membership at least 10 days in advance of the meeting. The final agenda shall be as approved by the Membership participating in the meeting. Quorum shall consist of no less than 10% of the Membership or 25 individuals from the Membership, whichever is less. Business shall be transacted in accordance with Robert’s Rules of Order. The meeting may be held in combination with any other event of the Chapter.
- (b) The President shall convene a Special Meeting of the Membership upon a request directed to the President by no fewer than ten individuals from among the Membership. The Special Meeting shall occur no less than 60 days after the request and shall be advertised to the Membership at least 30 days in advance. The request shall state one or more items of business for the meeting. A tentative agenda shall be developed by the President subject to the approval of the Executive Committee, and shall

include the one or more items identified in the request. The final agenda shall be as approved by the Membership participating in the meeting. Quorum shall consist of no less than 10% of the Membership or 25 individuals from the Membership, whichever is less. Business shall be transacted in accordance with Robert's Rules of Order. The meeting may be held in combination with any other event of the Chapter.

- (c) Meetings of the Executive Committee. The Executive Committee shall meet no less frequently than twice per year at a time, place, or mode established by the Executive Committee. Meeting modes are provided in Article IX Section 3. A tentative agenda shall be prepared by the President and the final agenda for each meeting shall be as approved by the convened members of the Executive Committee. Quorum shall consist of no less than 50% of the members of the Executive Committee.

## **Section 2. Programs**

- (a) An Annual Awards Event shall be held at a time and place determined by the Executive Committee at which the various awards of the Chapter may be presented and celebrated. Notice of the event shall be made to the Membership and to others as approved by the Executive Committee at least 30 days in advance of the event. The Annual Awards Event may be held at a time that coincides with any other meeting or event of the Chapter.
- (b) Initiation and Promotion Ceremonies shall be held a times and places determined by the Executive Committee to initiate newly elected Associate Members and Members and recognize Associate Members being promoted. Notice of the ceremonies shall be made to the Membership and to others as approved by the Executive Committee at least 30 days in advance of the ceremony.
- (c) Other programs and activities. The Executive Committee may establish other programs and activities of the Chapter as appropriate to the Aims of the Chapter.

## **ARTICLE V. Fees and Dues**

**Section 1.** Initiation Fees. Newly elected Associate Members and Members shall pay the Society Initiation Fee, a portion of the cost of the Initiation Ceremony as determined by the Executive Committee, and the first year of the Society dues as established by the Society.

**Section 2.** Newly promoted Members shall pay the Society Promotion Fee and a portion of the cost of the Promotion Ceremony.

**Section 3.** Continuing Dues. Continuing Dues may be accomplished by payment of annual dues or life dues as established and collected by the Society.

**Section 4.** Additional local dues or assessments may be levied upon all members by a three-fourths vote of the Membership, provided that a statement of the

proposed local dues or assessments has been provided to all Membership 30 days in advance of the vote and provided that no less than 20% of the Membership participates in the vote.

## **ARTICLE VI. Operations, Records, Meeting Modes, and Votes**

- Section 1.** In order to facilitate the regular passing of duties and responsibilities from year to year, the Executive Committee shall establish and cause to be maintained an Operations Manual wherein procedures for implementation of the Bylaws and conduct of all operations of the Chapter are documented and kept up to date.
- Section 2.** The Records of the Chapter, including minutes of meetings, financial reports, other reports of Officers and Committees, event programs, shall be maintained in a form that facilitates integrity of information and ease of transfer between succeeding officers.
- Section 3.** Meeting Modes may include face-to-face assemblies, synchronous technology-assisted sessions, asynchronous technology-assisted interactions, or any other mode that provides reasonable opportunity, as determined by the Executive Committee, for meeting participants to engage together in the meeting. Such meeting modes shall be considered appropriate for the conduct of business in any meeting of the Membership or of any Committee of the Chapter.
- Section 4.** Votes on any matter properly before the Membership or any Committee of the Chapter, including elections of Officers, decisions on new Associate Members and Members, promotions of Associate Members to Members, determination of recipients of awards within may be taken a meeting by means appropriate to the meeting mode. Votes may also be scheduled to occur outside a meeting by tangible ballots or technology-assisted balloting methods as approved by the Executive Committee. When asynchronous means of voting are employed, no fewer than seven consecutive days shall be allocated for the completion of the vote.

## **ARTICLE VII. Conflict of Interest**

- Section 1.** No contract or other transaction obligating the Chapter in any way shall be made between the Chapter and one or more of its Executive Committee Members unless the one or more Executive Committee Members have disclosed the material facts as to the one or more Executive Committee Members' interest, financial and otherwise, in the contract or obligation.
- Section 2.** No contract or other transaction obligating the Chapter in any way shall be made between the Chapter and any association, organization, or other entity in which and one or more of the Chapter's Executive Committee Members has any affiliation or involvement unless the one or more Executive Committee Members have disclosed the material facts as to the one or more

Executive Committee Members' interest, financial and otherwise, in the association, organization, or other entity and the contract or obligation.

**Section 3.** No contract or other transaction obligating the Chapter in any way shall be made between the Chapter unless the Executive Committee authorizes such contract or transaction by unanimous written consent and unless no fewer than three Chapter Executive Committee Members have any interest, financial or otherwise in any association, organization, or other entity or in the contract or obligation itself.

### **ARTICLE VIII. Dissolution**

**Section 1.** The Chapter may be dissolved by any of the following means:

- (a)** Action to End Society Affiliation Taken by the Society or by the Chapter. In the event that the Society withdraws any connection to the Chapter or in the event that these Bylaws are amended according to Article VIII to sever affiliation with the Society, the Membership retains the right to continue to operate as a local professional organization under a name other than Sigma Xi and in support of original scientific investigation and of those engaged in original scientific investigation. Absent such amendment, the chapter shall be dissolved and the assets of the Chapter shall be handled as provided in Section 2 of this Article.
- (b)** Dissolution by Bylaws Amendment. In the event of Bylaws amendment in accordance to Article VIII to dissolve the Chapter, the assets of the Chapter shall be handled as provided in Section 2 of this Article.
- (c)** Chronic Inactivity. A finding of chronic inactivity shall exist if the Chapter remains affiliated with the Society but continuously in Inactive Status as defined by the Society for more than five consecutive years. In the event of a finding of chronic inactivity, the Chapter shall be dissolved and the assets of the Chapter shall be handled as provided in Section 2 of this Article.

**Section 2.** In the event of dissolution of the Chapter, any assets of the Chapter remaining after satisfaction of extant obligations shall be conveyed to the University with a request that said assets be used at the discretion of the University in support of the research mission of the University.

### **ARTICLE IX. Amendments**

**Section 1.** Amendments to these Bylaws may be proposed by the Membership or by the Executive Committee. For an amendment to be proposed by the Membership, no fewer than ten individuals from within the Membership must endorse the amendment.

**Section 2.** These Bylaws may be amended by a vote of the Membership on a proposed amendment provided that

- (a) the amendment is submitted to and reviewed by the Executive Committee,
- (b) the amendment is reported along with any recommendations of the Executive Committee to the Membership no less than ninety days after submission.
- (c) the amendment is put to a vote of the Membership with thirty days advance notice to the Membership,
- (d) two thirds of those participating in the vote approve the amendment, and
- (e) no less than 20% of the Membership participates in the vote.