

Model Chapter Bylaws
Sigma Nu Tau Entrepreneurship Honor Society

Article 1 – Name

*Section 1. The name of this Chapter of Sigma Nu Tau Entrepreneurship Honor Society, Inc. shall be (*name of the college or university*) Chapter at (*name of city*).

Article II – Meetings

*Section 1. Regular meetings for the transaction of business shall be held at least once each month of the collegiate year at such time and place as may be designated by the Chapter. Additional meetings may be called at any time by order of the President.

Section 2. There shall be two meetings each year for the election of members. They shall be held in the fall and spring, at a time and place to be designated by the President (or by Chapter action). The Faculty Secretary shall give a written notification of this meeting to all voting members at least two weeks in advance.

Section 3. The meetings for the initiation of new members shall be held three weeks after the respective elections, or as soon thereafter as practicable, the time and place to be provided for at the election meeting. The Faculty Secretary shall notify all resident members of this meeting as soon as the time and place shall have been designated.

Section 4. The election of officers shall be held annually at the regular meeting in (*March or April*), and their installation shall take place at the regular meeting in (*April or May*).

Section 5. A quorum for the transaction of regular business shall consist of a majority of all the voting members of the Chapter, but for the election of members, two-thirds (2/3) of the voting members shall be required to constitute a quorum.

Article III – Officers and Committees

*Section 1. The officers of the Chapter shall be those provided for in the National Constitution of the Society.

Section 2. All officers of the Chapter shall be elected by secret ballot, except where there is only one nominee, and a majority of the total votes cast shall be necessary to elect.

*Required by regulations of the National Board of Directors

Section 3. Officers' duties shall be those that usually devolve upon such officers.

Section 4. The President shall be authorized to appoint all committees whose membership has not been otherwise provided for by the Chapter.

*Section 5. All incoming officers shall have familiarized themselves with the rules and regulations of the Sigma Nu Tau Entrepreneurship Honor Society, Inc. as embodied in the National Constitution and Bylaws, Board of Directors' Orders, and the Chapter Bylaws.

*Section 6. At the time of their installation, officers shall be required to state as a part of their pledge under oath that they have complied with the requirements of Section 5.

Section 7. All outgoing officers shall be urged to prepare written reports on the programs and procedures of their Chapter to serve as guides for new officers.

Article IV – Nominations and Elections of New Members

Section 1. The President shall appoint a committee of a minimum of three voting members at least two months before each election meeting, whose duty it shall be to prepare a list of all eligible candidates for membership and to present this list to the Chapter at election meetings.

Section 2. At election meetings, the membership committee shall present its list of candidates to the assembled members and discuss the qualifications of each candidate.

*Section 3. Immediately prior to the balloting, the presiding officer shall cast the attention of the members to the requirements that no person of unquestioned eligibility should be barred for personal reasons, and that any questions as to personal qualifications must be fully discussed at the Chapter election meeting.

Section 4. The vote shall be by secret written ballot. These ballots shall be counted by tellers appointed by the President. If any candidate receives the required number of votes for election as provided in Article VI, E, of the National Constitution, that candidate shall be declared elected.

*Section 5. The number of votes necessary for election shall be in accordance with the provisions of Article VI, E of the National Constitution.

Section 6. Candidates shall be notified of their election personally by the Secretary or by some other member appointed for the purpose, and by letter.

*Required by regulations of the National Board of Directors

Section 7. Each member shall be under the oath of secrecy not to divulge in any way or suggest to anyone except a member the names of those who have been elected for membership until public announcement has been made.

Article V – Initiation

Section 1. The membership-initiation fee shall be \$_____, payable in advance of initiation, of which the current national membership/induction fee shall be forwarded to the Executive Director of the Society as provided in Article IX, Sections 1 and 2, of the National Bylaws.

*Section 2. The procedure for initiation of new members shall be that provided in the Official Initiation Ceremony of the Society.

Article VI – Finance

Section 1. The membership-initiation fee shall be \$_____, payable in advance of initiation, of which the current national membership/induction fee shall be forwarded to the Executive Director of the Society as provided in Article IX, Sections 1 and 2, of the National Bylaws.

Section 2. All voting members shall pay monthly dues during the academic year of \$_____ to the Treasurer.

*Section 3. An Auditing Committee shall be appointed by the President, composed of two student members and one voting faculty member who are not officers, to audit the books of the Chapter within two weeks after the beginning of the academic calendar year and again two weeks prior to spring commencement, and shall submit a signed report to the Circle.

Article VII – Suspension of Voting Power of Active Members

Section 1. Any voting member of this Chapter who shall be absent for two consecutive meetings without an excuse accepted by the officers of the Chapter shall be deprived of the privilege of voting in any subsequent meetings of the Chapter, until the member shall have attended two consecutive meetings thereafter. .

*Required by regulations of the National Board of Directors

Article VIII – Order of Business

Section 1. The order of business for all regular meetings shall be as follows:

- a. Roll call
- b. Approval of minutes of previous meeting
- c. Unfinished business
- d. Reports of committees
- e. New business
- f. Election of officers (if appropriate)
- g. Installation of officers (if appropriate)
- h. Election of new members (if appropriate)
- i. Initiation of new members (if appropriate)
- j. Adjournment

Section 2. The regular order of business may be changed by the Chapter when desired.

Article IX – Amendments and Suspension of Bylaws

*Section 1. These bylaws may be amended by three-fourths (3/4) of the voting members present at a meeting called for the purpose, or where this purpose has been mentioned in the call. Amended bylaws shall be filed with the Executive Director at the National Headquarters of the Society.

Section 2. In case of an emergency, any part of these bylaws may be suspended by three-fourths (3/4) vote of the voting members present, but only for a single meeting and only if they do not contradict the National Constitution and National Bylaws.

*Required by regulations of the National Board of Directors

Approved by National Board of Directors 12/1/2010