

Alpha Lambda Delta Honor Society Constitution
Written October 17, 2001

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Alpha Lambda Delta Honor Society for First Year Students. The purpose of the Society shall be to encourage superior academic achievement among students in their first year in institutions of higher education, to promote intelligent living and a continued high standard of learning and to assist women and men in recognizing and developing meaningful goals for their roles in society.

Articles

I. Name

The name of this Honor Society shall be Alpha Lambda Delta.

II. Object of the organization

The purpose of the Society shall be to encourage superior academic achievement among students in their first year in institutions of higher education, to promote intelligent living and a continued high standard of learning and to assist women and men in recognizing and developing meaningful goals for their roles in society.

III. Affiliation with any other group

This group is affiliated with the National Society. The National Society consists of the National Council, honorary members, chapter advisors, alumni, and active members.

IV. Qualification / Criteria for selecting membership

Membership is open to full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group and who meet the following requirements:

SECTION 1. Membership in the Society shall be based upon superior academic achievement by students during their first year in college. (Only credit hours that count toward a bachelor's degree can be used to determine Alpha Lambda Delta eligibility. Advanced placement credits earned prior to college, however, cannot be counted toward Alpha Lambda Delta eligibility.)

SECTION 2. The student must be registered in a course of study leading to a bachelor's degree for an amount of work equal to an average full load (usually 12 to 15 hours). Questions regarding eligibility arising from exceptional circumstances affecting an individual student must be referred to the National Headquarters for a decision.

SECTION 3. The minimum academic average required for membership is a grade exactly half-way between grades A and B, or the equivalent thereof, and is not subject to reduction by an individual chapter. (For example, 2.5 when A = 3, or 3.5 when A = 4, or 4.5 when A = 5, B = 4. The decimal should be a .5 or above, and not a .49. Other variations in grading systems shall be approved by the National Council.) In addition, the student must rank in the top 20% of his/her class. A chapter may petition to the National Council to raise the minimum academic average required for membership in their chapter. The students shall have no Incompletes or Failures even if the institution allows "F" grades to be expunged from the record.

SECTION 4. Academic eligibility shall be obtained on the grades of one full curricular period, i.e., semester, trimester, quarter, or term. Thereafter, the cumulative average of the total hours earned must be considered. Eligibility is limited to the first year of enrollment. Initiation must occur no later than the school year following the student's initial eligibility.

- a. summer school session equivalent to a full curricular period may be used to meet the academic requirement.
- b. Any courses taken during a summer session prior to the completion of the first year shall be part of the cumulative grade point average.

SECTION 5. Transfer students may be eligible for membership provided that they meet the requirements as stated below.

- a. Transfer students who attained eligibility for membership in an institution in which there is a chapter of this Society may be initiated during their first year of residence upon certification by their previous institutions.
- b. Freshman transfer students from institutions that do not have an Alpha Lambda Delta chapter, to be eligible for membership must have the required Alpha Lambda Delta grade point average on the courses taken during the first full curricular period in the institutions to which they transfer. In addition, the cumulative average of the grades student's transfer credits combined with the grades in the institution in which the student is currently enrolled must equal the Alpha Lambda Delta academic grade requirement.

SECTION 6. Questions of interpretation or adjustments pertaining to eligibility should be referred to the National Headquarters.

SECTION 7. A member shall remain active for no less than one academic year. Offices will be held by sophomore members, with the exception of the Junior and/or Senior Advisor(s).

V. Non-Discrimination Clause

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and

procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

VI. Duties and privileges of membership

Members of the Society will be notified of all activities of the Society and invited to assist or attend. Active members will also be eligible to apply for scholarships, with the endorsement of the Chapter, that are awarded at the national level.

VII. Non-voting or Representing Membership

SECTION 1. Faculty members or administrative staff may be elected to honorary membership by a local chapter with the approval of the Chapter's Advisors. Any exception must be approved by the Executive Director in consultation with the National President.

SECTION 2. The National Council may elect to honorary membership individuals who have made outstanding contributions to the field of education.

VIII. Absence Policies

The Society has no absence policies. Attendance at any meetings or activities is voluntary. There are no sanctions for non-activity with the organization.

IX. Policies and Procedures for Disciplining / Removing Members

The Society has no policies for disciplining or removing members.

X. Officers

The Chapter officers shall be the President, Treasurer, and such other officers (e.g., Vice President, Secretary, Editor, Historian, Senior and/or Junior Advisor) as may be desired.

SECTION 1: This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. This information is to be used to help this RSO function, and it should be disseminated accordingly. The President will help to appoint all standing and special committees. The President's enthusiasm, support of high standards of scholarship, and ability to interest and involve the membership in achieving the goals of Alpha Lambda

Delta will contribute to the success of the Chapter. The President should strive for open communication with the other officers and advisors and be aware of all facets of Alpha Lambda Delta.

SECTION 2: The Vice President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice President should also be responsible for checking the organization's mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The Vice President will receive information from other Registered Student Organizations and the Activities and Programs Office through the Student-Leaders@udel.edu email database. The Vice President will have the responsibility to confer with the President and to work closely with the President in planning and executing all chapter business. The Vice President should be knowledgeable in the working of the organization and assist in an administrative capacity. He / she should also act as a liaison between the Chapter and the University.

SECTION 3: The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The Secretary shall take attendance of those present at group meetings as necessary. The Secretary may also serve as the group's historian with the goal of being able to pass on accurate records of what the group has done over the past year and who was involved. The Secretary should also maintain the membership list and email database. The Secretary will be responsible for efficiently handling all correspondence and records, both at the national and local levels of the Chapter. The necessity of keeping clear, accurate records is of paramount importance. Organization is a virtue to be cultivated while a person is serving as Secretary.

SECTION 4: The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall sign any checks written by the organization for the purpose of the organization and maintain all group ledgers. The Treasurer should also be responsible for requesting funds from the allocation board. The Treasurer will have checks co-signed by the appropriate administrator. The Treasurer will be entrusted with the financial affairs of the Chapter. Keeping accurate records and paying bills promptly is the responsibility of the Treasurer. The Treasurer will work closely with the President in preparing the annual financial report. Integrity will be the most respected quality of the Treasurer.

SECTION 5: The Public Relations Chair shall be responsible for promotion of the group and their events. This would include making poster, flyers, and brochures, updating the web page information, entering information on to the University Events web page, and submitting press releases to the appropriate media.

SECTION 6: The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

SECTION 7: Qualifications for officers – All Officers (or Executive Board Members) must be full time matriculated undergraduate students at the University of Delaware.

Offices will be held by sophomore members, with the exception of the Junior and/or Senior Advisor(s).

SECTION 8: Election of officers – The officers will be selected at the first meeting of the incoming members in the sophomore class. This meeting should take place in the early fall. The potential officers can nominate themselves or be nominated by another member in the room. The nominees for each position will be asked to leave the room, and the vote will be conducted by a show of hands by all the new members in the room. These new officers-elect will be included in the planning of the induction ceremony, with the help of the outgoing officers, and they will assume their new roles officially after the induction ceremony. Officers will hold their position for one year.

SECTION 9: Procedure for Disciplining / Removal of Officers – The Chapter does not currently have a procedure to discipline or remove officers.

SECTION 10: Resignations

SECTION 11: Officer Transition – From the time they are elected until the induction ceremony, the officers-elect will be trained by the outgoing officers. After the new officers assume their duties, the former officers may choose to remain involved in assisting the new officers as Junior Advisors.

XI. Meetings

Executive board meetings will be held at least once a month, and general meetings will be held twice a year. Frequent e-mail communication is necessary to keep all members informed of activities and events. E-mail will act as an informal meeting room for the exchange of information and ideas.

XII. Dues

Dues will be collected at the time of joining the organization. The dues will be set at what the national organization chooses each year, and these dues must be paid in order for an individual to join the group.

XIII. By-Laws

The organization shall establish by-laws to carry out the policies set forth in this constitution. A simple majority is generally required to approve by-laws or changes in existing by-laws.

XIV. Procedures for decision-making

XV. Establishment of Committees

XVI. Selection of Advisor

XVII. Disbursal of organizational assets should the group become defunct

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XVIII. Define a quorum

XIX. Rules for Ratifying the Constitution

Requires a simple majority vote of the organization and approval by the Activities and Programs office.

XX. Rules for Amending the Constitution

Requires a 2/3 vote of the entire membership and advance notice to all members of the proposed change.

XXI. Signatures

Organizational President _____

Advisor _____

Program Coordinator for Leadership Development _____