

ΑΞΣ (Alpha Xi Sigma).
Constitution

(Revised 1937, 1955, 1966, 1978, 1982,
1991, 1994, 1997, 1999, 2003, 2006,
2010, 2011, 2013, 2014, F2015)

Article I. Name and Purpose

Section 1. The name of this organization shall be Alpha Xi Sigma.

Section 2. The purpose of this organization shall be to promote environmental and forestry professions; to foster and develop high standards of scholarship, character, and leadership, and a spirit of fellowship among members through service to the college community and to the city of Syracuse community; to honor and bond together, in a body of outstanding individuals, within the College of Environmental Science and Forestry.

Section 3. Alpha Xi Sigma shall not discriminate, or promote any form of discrimination, on basis of race, gender, religion, national origin, age, handicap, sexual orientation, marital or veteran's status in any program, activity, or service.

Article II. Membership

Section 1. Membership shall be confined to full-time students of the College of Environmental Science and Forestry who are candidates of the undergraduate degrees conferred by the College.

Section 2. Candidates for eligibility:

- All undergraduate students having completed at least one semester at the College of Environmental Science and Forestry and having acquired a grade point average (GPA) of 3.175 or greater, shall be eligible for membership, as per a list obtained from the ESF Registrar's Office at the beginning of each semester.
- Members graduating in good standing shall be granted irrevocable, honorary, lifetime membership, without suffrage or assessment.
- You will not be eligible to join AXS after declining two (consecutive or non-consecutive) invitations. However, you may have an opportunity to plead your case under extenuating circumstances and at the discretion of the Executive Committee.

- Students who fulfill part A and B but will be studying abroad will not be eligible for membership. However, it will not count as a decline semester as mentioned in part C if sufficient proof of studying abroad status is presented to the Executive Committee.
- A member is able to pass on an invitation to AXS in one of the two semesters prior to graduation and still graduate as a member of the society as long as the following criteria are met: their decline(s) do not exceed the number of acceptable declines (see Article 2 Section 2 Part C). The member has been a part of AXS for a minimum of two (2) semesters. The member maintains a GPA of 3.175 or greater.

Section 2. Requirements of Induction:

- All eligible members must attend all meetings held throughout the semester unless prior notification is received by an officer. Members experiencing conflicts with class, labs, or work may supplement for their attendance by reading the meeting minutes when they are sent out and responding in a manner requested by the officers, stating that they have read the minutes in their entirety. Verification for class or lab conflict must be provided if requested by an executive officer.
- All eligible members must be in good standing for the two semesters immediately prior to graduation with the exception of students obtaining the minimum GPA requirements only before the semester of which they graduated.
- Each semester, all members must participate in at least 20 hours of community service consisting of 16 of off-campus community service and 4 hours of on-campus community service (defined as service to the ESF campus community).
- Each member shall attempt to donate at least five different tests to the open test file in 12 Bray every semester.
- Members have the option to join a committee, which will be headed by one of the officers and shall be further defined in Article VII in the bylaws.

Section 3. Induction:

- Eligible graduating seniors shall be formally inducted into Alpha Xi Sigma and presented with certificates at the Honors Convocation, contingent upon the stipulations set forth in Article 2.

Article III. Officers

Section 1. The governing body shall be known as the Executive Committee.

Section 2. The Executive Committee of this organization shall be a President, an Executive Vice President, a Social Vice President, a Secretary, a Treasurer, and a liaison to the Undergraduate Student Association (USA).

Article IV. Meetings

Section 1. General meetings shall be held a minimum of five times each semester at the discretion of the President.

Section 2. Committee meetings may be called by the chairperson as needed to

fulfill each project.

Section 3. The Executive Committee shall meet biweekly or at the discretion of the President.

Section 4. All meetings of Alpha Xi Sigma shall be conducted in an orderly and efficient manner. All business not otherwise governed by this Constitution and Bylaws shall be conducted by the rules established.

Section 5. Issues which affect the general membership will be decided by a majority vote of the members.

Section 6. Members are required to be present at all general meetings, including any special or emergency meetings as called by the President. Members shall register their presence at the beginning of all meetings. If members experience a class, lab or work conflict, they will register their presence as outlined in Article 2, section 3, part A above.

Section 7. Absences:

- Absentees should submit a written excuse prior to the missed meeting via email to the organization account at axssecretary@gmail.com, and respond to the emailed meeting minutes prior to the next meeting.
- Excused absences shall be granted for conflicting classes, work, illness, or family emergency. Verification must be presented upon request of an executive officer.
- One unexcused absence shall be tolerated per semester.

Article V. Faculty Advisor

Section 1. The faculty advisor shall be selected following the transition of the new officers, to serve a one-year (renewable) term.

Section 2. The faculty advisor's role is to guide and advise the Executive Committee, as well as the club's members, in any issues affecting the club. All constitution changes as well as major club decisions should be run by the faculty advisor prior to presentation to the general members.

Section 3. The faculty advisor is required to attend, at a minimum of, two meetings so to establish a personal connection and network amongst members. If there is a conflict between meeting times and availability, other forms of communication will be established at the discretion of the Executive Board and the faculty advisor.

Article VI. Amendments

Section 1. All constitutional amendments must be passed by a two-thirds vote of the active members of Alpha Xi Sigma through an electronic method. Doing so

in this fashion, as opposed to a physical meeting vote, is to gain a more complete representation of the club's opinions.

Section 2. A proposed amendment shall be presented to the active members at least one meeting before being acted upon. The Executive Committee shall review the proposal before the vote shall be taken.

Section 3. All amendments must be approved by the USA and the Office of Student Activities before implementation.

Article VII. Test Files

Section 1. Alpha Xi Sigma recognizes Test Files as an officially organized small business that allows members of the SUNY-ESF student body to view and make copies of old examinations and tests (from here on, "files") of selected courses as study material. Test Files is operated solely by Alpha Xi Sigma members, determined by the Executive Committee, who are responsible for the overall maintenance of Test Files.

Section 2. Responsibilities of Members:

- Society members may sign up for one or more weekly shifts on the Test Files shift schedule, organized by the Executive Committee at the beginning of each semester.
- Members participating in Test Files are specifically responsible for running the operation, including but not limited to: collection of fees associated with making copies of files, assistance in finding certain files, maintenance and organization of files within the filing cabinet, and assistance with printer/copier complications that may arise.
- Members who cannot attend their scheduled shift must inform an Officer of their absence before the start of their allotted shift. One unexcused absence will be permitted per semester.
- Failure to adhere to these responsibilities will be addressed by the Executive Committee on a case-by-case basis, and may result in removal from the Test Files shift schedule for the semester.

Section 3. Theft of files, cash, or supplies will not be tolerated. It is the responsibility of the member who is ending the Test Files shift to lock and properly close up the test files cabinet. Anyone who breaches this agreement will be subject to disciplinary action as determined by the Office of the Dean.

Section 4. Sitting for Test Files can count as on or off-campus community service, but will not constitute as both on and off-campus hours simultaneously.

Section 5. Test files is a privilege authorized by all faculty whose files are available. All professors will be contacted yearly to reestablish approval for their file's continued use. Any professor has the ability, for their own course, to deny their files from being distributed within test files.

Article VIII. Community Service Criteria

Section 1. Activities that count as community service hours are those in which members receive no compensation in the form of: money or credit hours at SUNY-ESF (or any other institutions). Beginning in the Fall 2012 semester, all community service hours must be documented and confirmed by signature of the participating organization with which the AXS member is volunteering for.

Section 2. **On campus** community service includes activities conducted that benefit the campus explicitly, and include, but are not limited to, the following activities:

Baking food for Coffee Haus, setting up for events that occur on campus (even if you are part of that club), giving a tour of the campus, driving to a school event for a club or class, moving people in as part of the Stumpie Squad, tutoring, tabling for events (even if you are part of the club that you are tabling for) and preparing or setting up for labs for a professor on campus.

Additional activities can be considered as on-campus community service, subject to the approval of the Executive Committee.

Section 3. **Off campus** community service includes activities conducted that benefit the community beyond the ESF campus, and include, but are not limited to, the following activities:

Serving as a volunteer referee at competitive activities, volunteering at the museum of science and technology with the boy/girl scouts and conducting mass mailings for organizations such as the Rescue Mission.

Additional activities can be considered “off-campus” community service, subject to the approval of the Executive Committee.

ΑΞΣ (Alpha Xi Sigma).
Bylaws

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Article I. Duties

Section 1. The Executive Committee Shall:

- Consist of the President, Executive Vice President, Social Vice President, Secretary, Treasurer and USA Liaison.
- Have the power to formulate proposals and require a yes/no vote from the members at the next meeting.
- Be responsible for policies set forth by their authorization.
- Assist the Office of Student Affairs in the coordination of the Annual Family and Friends Fall Barbeque.
- Prepare a written report at the end of their term, which outlines specific responsibilities in order to assist future holders of said position.

Section 2. The President shall preside at all meetings, set agendas for said meetings, appoint committees not otherwise provided for, call special meetings, coordinate the Honors Convocation, and act as an ex-officio member of all committees.

Section 3. The Executive Vice President shall perform the duties of the President in the absence of the President, find and organize volunteer opportunities, and cooperate with the Social Vice President on all projects allocated to either officer. During the planning of an event, the Executive Vice President shall work with the Social Vice President on tasks such as the organizing of performers, volunteers, and equipment as well as working with the ESF Music Society.

Section 4. The Social Vice President shall be directly responsible for the keeping of all supplies and equipment belonging to the organization, managing the club's social media accounts and generally overseeing all social and inter-organization activities in which Alpha Xi Sigma is involved. The Social Vice President shall work in cooperation with the President and Executive Vice President on all projects allocated to either officer. During the planning of an event, the Social Vice President shall work with the Executive Vice President on tasks such as promoting the event and organizing food and decorations.

Section 5. The Secretary shall recognize eligible students via email at the beginning of each term, notify all members of all meetings, regular or special, keep a true record of the same, write and publish minutes in general meetings, send out meeting minutes to all members, collect and record community service experiences from each member and coordinate communications between officers.

Section 6. The Treasurer shall have charge of all funds of the society and dispense the same in such a way as may be approved by the Executive Committee. The Treasurer shall keep a record of all transactions, make a detailed and satisfactory report at the meeting before election of officers, and submit an annual budget to the USA for approval. The Treasurer shall attend both annual budget hearings and make a formal (oral) report to the Executive Committee concerning the outcome of the aforementioned. The Treasurer shall be responsible for the purchase and distribution of pins and sashes at the Honors Convocation and Commencement.

Section 7. The USA Liaison shall be responsible for attending all Alpha Xi Sigma meetings, no less than seven general USA meetings, and all Alpha Xi Sigma budget hearings. The Liaison shall represent the opinion of the organization (both general membership and Executive Committee) at any and all USA functions. The Liaison shall direct operations of Test Files, which includes, but is not limited to: collecting, sorting, and recording tests; updating the 'Prohibited Exams List' at the beginning of the academic year; organizing the Test Files shift schedule; recording Test Files shift service hours; restocking supplies (paper, toner, staples, etc.) and reporting subsequent expenses to the Treasurer; monitoring inventory and revenue collected in Test Files; and relaying status of Test Files to the Executive Committee.

Article II. Elections

Section 1. Election of Officers and Voting Members:

- The election of the President, Vice Presidents, Secretary, Treasurer, and USA Liaison.
- All officers shall be selected by a majority vote of the members present at the meeting of the election of officers.
- No member may hold more than one office at one time.
- All members may vote for the executive offices.

Section 2. Terms of Office:

- Incoming officers shall assume office in time to help run the final meeting of the spring (or fall) semester.
- Officers will serve a term of one year in length and must run for re-election in order to continue as officer past one year, or if elected mid-year due to unforeseen circumstances term will not be one full year but will be until elections occur in the spring semester.
- Outgoing officers will provide mentoring services to incoming officers throughout the end of the spring (or fall) semester and during their first meeting. Outgoing officers will be available via email to help officers the following year.

Section 3. Dates of Elections:

- Spring semester elections shall take place during the general meeting prior to the Spring Awards Banquet.
- Fall semester elections (for extenuating circumstances) shall take place during the general meeting prior to Thanksgiving Recess.

Section 4. Nominations:

- Nominations shall be submitted in the form of a letter of intention prior to the date of the meeting when the elections are to be held. Letters of intention are to be written by the individual running for office and should describe why that individual is fit to run for office.
- In the event that letters of intention are not submitted for all officer positions, nominations may be solicited from members and officers present at the meeting when elections are to be held.
- Nominees must meet the general member eligibility requirements for AXS (outlined above in article 2 of the constitution).

Section 5. Election Procedures:

- Candidates for office shall not be present within the polling place during the vote for the position for which they are running.
- Candidates for office shall not vote for the position for which they are running.
- Campaigning through posters, advertisements, or any other means shall not be permitted.

Section 6. Voting Procedures:

- Voting will be done by electronic means as opposed to a physical meeting vote so to gain a more complete representation of the club's decision.
- Voting shall be run by the outgoing president.
- Write-in ballots will not be accepted.
- Members shall only be allowed to vote once.
- Position is won by a majority vote.
- In the event of a tie, incoming officers will use their knowledge of candidates to choose the individual best fit for office, while disregarding any personal biases.

Article III. Impeachment of Officers

Section 1. Charges for impeachment will be brought at any time when other officers agree that an individual is not fulfilling his or her assigned duties and at a time after whence the president has spoken with the individual in question and once that individual has been given sufficient opportunity to change and correctly fulfill duties to the organization.

Section 2. Statements of defense are to be discussed in a roundtable type discussion where all officers are required to be present. Officers will work together to decide appropriate means for impeachment and other special circumstances.

Section 3. A vote to impeach the officer shall be held two weeks following submission of charges. A two-thirds vote, with at least one-half of the total membership voting, shall be required for impeachment of an officer.

Section 4. If the required one-half of the membership does not vote, a committee of the officers, excluding the charged officer, shall convene and decide which of the following actions to take:

- Revote of referendum.
- A vote by the officers to impeach the officer. A two-thirds vote will be necessary for this action.
- Dismissal of charges.

Article IV. Enforced Resignation

Section 1. An officer who fails to maintain a 3.175 GPA cumulative grade point average must resign his/her office immediately.

Section 2. Any student placed on disciplinary probation must resign his/her office.

Section 3. Any officer or member who fails to meet attendance, community service, or test-donating requirements may be dismissed by a majority vote of the officers.

Article V. Voluntary Resignation

Section 1. An officer may voluntarily resign from their position. A notice of four weeks, or a time span providing two general member meetings is required in order to hold elections for, and train, a replacement officer.

Article VI. Vacancy of Office

Section 1. In the event that an office becomes vacant, it shall be filled by a candidate who receives a majority vote of those members present at the regular meeting directly following the occurrence of said vacancy.

Article VII. Established Activities

Section 1. The established activities to be carried out by members shall be:

- Organizing the ESF Fall and Spring Coffee Haus; at least two per year. Officers reserve the right to decide to host a third Coffee Haus, which would typically occur in the fall semester.
- Fall Coffee Haus traditionally occurs the week before Thanksgiving on a Thursday, but may take place at a different time as decided by the officers.
- Spring Coffee Haus typically takes place on the Thursday of ESF's Earth Week in April, but may occur at a different time if the officers choose necessary.
- The third optional Coffee Haus often occurs on the Friday of before the Alumni, Family, and Friends Fall BBQ.

- Donating exams to the Open Test File in 12 Bray.
- Organizing Annual Honors convocation ceremonies prior to Commencement.
- Assist in the coordination of the Annual Family and Friends Fall Barbeque held each fall.
- To host an ESF Insomniac Event, one per year, at the expense of Student Activities, unless all available event time slots are reserved.

Article VIII. Committees

Section 1. Each year Alpha Xi Sigma shall establish committees as necessary.

- Examples may include, but are not limited to: fundraising committee of the treasurer, test files committee of the secretary, community service committee of the president, and planning committees for sponsored events by the vice presidents.

Article IX. Requirements to be an Official Organization

Section 1. Alpha Xi Sigma is considered a funded organization on the SUNY ESF campus.

Section 2. Requirements of SUNY ESF funded organizations:

- Alpha Xi Sigma must be approved annually; Organizations which were previously non-funded, may be granted continued recognition for the current academic year, subject to the following requirements:
- Amendments or changes to the constitution must receive the approval of the elected members of the USA and shall be properly filed and recorded.
- The financial records shall be accurately maintained and current and are subject to review by the USA.
- Failure to comply with USA requirements of funded organizations may result in the withdrawal of organization funds.
- All funded organizations shall be encouraged to have a designated representative at every USA meeting. All funded organizations are required to have a representative attend two USA meetings each semester.
- It is the responsibility of Alpha Xi Sigma to manage funds so that they do not exceed budget allotment. If Alpha Xi Sigma exceeds their allotment, the organization will not receive reimbursement for the item that causes them to exceed their allotment. The organization will have to fundraise or seek co-sponsorship funds in order to be reimbursed.

Section 3. Administrative Responsibilities of Approved Organizations:

- All approved organizations shall conduct elections prior to the Spring Awards Banquet.
- All approved organizations shall submit, (date as specified), to the Association and the Office of Student Activities:

- A roster of officers including accurate addresses and phone numbers. This information shall be updated as necessary.
- An itemized inventory and condition report of all equipment owned or purchased by the organization using USA funds. (Items must exceed \$10 to be included in the report.)
- A proposed itemized budget for the upcoming year.
- Name, title, and phone number of faculty/staff advisor.
- All approved organizations must have representation at the Pass the Torch Leadership Training sponsored by the Office of Student Activities.

Section 4. Regulations governing USA (student fee) sponsored activities:

- All activities shall be open to the entire undergraduate population.
- All such activities must be advertised five days in advance.
- Inappropriate activities or conduct will not be condoned.

Section 5. Advisors:

- Each Non-funded and Funded Organization shall annually submit to the Council and the Office of Student Activities the name of a faculty or staff advisor.

Article X. Hazing

Section 1. This organization is prohibited from participating in any action or situation, which recklessly or intentionally endangers mental or physical health or involves forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with this organization.

Article XI. Bylaw Amendments

Section 1. These by-laws may be amended in accordance with the Constitution by a two-thirds vote of the active members in good standing at a general meeting.

Section 2. A copy of all resolutions passed by the membership shall be maintained by the Secretary and submitted to the USA and the Office of Student Activities.