

# Chi Sigma Iota Bylaws Preface

Chi Sigma Iota was established to recognize and promote excellence in the profession of counseling as defined by our national accreditation standards (Council for Accreditation of Counseling and Related Educational Programs). Its resources and talents are dedicated to those who have chosen professional counseling as a career. All specialties of counseling are a part of the Society's mission to promote excellence. As a consequence, rehabilitation counseling programs accredited by the Council for Rehabilitation Education (CORE) are considered in our recognition.

We affirm entry into the profession at the Masters level but encourage and recognize doctoral preparation as indicative of a further commitment to excellence in the profession. Our membership comes through campus-based, active chapters of the Society. It is through the good work and efforts of the chapters that members find meaning in the CSI experience. Half or more of our membership are practitioners and it is through their continued commitment to personal and professional excellence that our mission is realized.

No category of membership in the Society shall be considered or construed to effect the status of a shareholder in any corporate entity, inclusive of the Society's and shall not entail any corporate grant of power, authority, or legal status other than as may be enumerated in this Constitution or provided by subsequent action of the Executive Council.

## Bylaws

### Article 1 Name and Purposes

1.1 This organization shall be called CHI SIGMA IOTA, COUNSELING ACADEMIC AND PROFESSIONAL HONOR SOCIETY INTERNATIONAL, INC.

1.2 The colors of the Society shall be Blue and White.

1.3 The purposes of the Society shall be to promote scholarship, research, professionalism, advocacy, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. This is to be an ACADEMIC AND PROFESSIONAL HONOR SOCIETY with chapters at participating institutions of higher education throughout the world.

1.4 The term of existence of the Society shall be perpetual.

### Article 2 Chapters

2.1 Chapters may be established at regionally accredited institutions of higher education that have officially designated Council for Accreditation of Counseling and Related Educational Programs (CACREP) or Council for Rehabilitation Education (CORE) accredited counselor education programs and the program shall meet uniform criteria determined by the Executive Council.

2.2 Reactivating chapters must be located in CACREP or CORE accredited programs or have an institutional support letter indicating an intention of seeking national accreditation within five years. Chapters which do not achieve CACREP or CORE accreditation within five years of reactivation shall be designated inactive.

2.3 Counselor education programs outside the United States will be given specific consideration by the Executive Council.

2.4 New and reactivating chapters must have at least two full-time graduate faculty with doctoral degrees in Counselor Education (preferably CACREP).

2.5 Each chapter shall be designated by its university affiliation.

2.6 Charter chapters will be those approved within two years after adoption of the By-laws of the Society (January 1, 1985 - December 31, 1986).

2.7 The petition to establish a chapter shall be sent to the Executive Director, who shall submit it to the Executive Council for consideration. A petition must be passed by at least a two-thirds vote of the Executive Council.

2.8 The Executive Director shall assign a name to the chapter after approval has been made by the Executive Council.

2.9 Chapters must identify a faculty member at the respective institution, who must be an active (dues paying or life) member in good standing of the Society, to serve as Chapter Faculty Advisor of Chi Sigma Iota and will function as a contact with Headquarters, as specified in Article 9.

## Article 3

### Membership Categories

3.1 Membership status is of two types: Active and Inactive. Active status denotes members whose annual dues are paid or they are life members. Active members are eligible for nomination to office, awards, fellowships, internships, grants, serve and chair committees and to vote for Society officers.

3.2 The charter members of the Society shall consist of all who are elected to membership within two years of its origin, i.e., prior to December 31, 1986.

3.3 Members of the Society who change residence shall be entitled to affiliation with another local chapter within the respective membership category on presentation and acceptance of satisfactory credentials from the Headquarters' office.

## Article 4

### Eligibility for Membership

4.1 The following shall be deemed eligible for membership in the Society through endorsement of their chapter:

4.1.1 Students: Those students who are enrolled in a counselor education program leading to graduate degrees (Master's, specialist, or doctorate).

4.1.1.1 They shall have completed the equivalent of at least one full academic term (semester or quarter) of counseling courses carrying approved graduate credit as defined by the institution and are deemed promising for endorsement as a professional counselor whose ethical judgment and behavior will be exemplary.

4.1.1.2 They must have maintained an overall scholastic grade point average of 3.5 or better (on a 4.0 system), or the equivalent, while enrolled in the program.

4.1.2. Faculty: Eligible faculty membership shall consist of individuals who hold a terminal degree (Ph.D./Ed.D.) in Counselor Education. They should have given evidence of distinguished scholarship and professional service to the profession of counseling or by a pattern of activities of scholarship and service which is deemed indicative of such for continued future contributions.

4.1.2.1 They must have maintained an overall scholastic average of 3.5 or better (4.0 system) or the equivalent while enrolled in their counselor education program (e.g., CACREP program).

4.1.2.2 Faculty members must be National Certified Counselors (NCC), board eligible with the National Board of Certified Counselors (NBCC) or equivalent state counselor credentialing body, Certified Rehabilitation Counselors (CRC), or graduates of Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the Commission on Rehabilitation Education (CORE) counselor education accredited programs, or be credentialed by comparable standards as determined by the Executive Council. To qualify as an accredited program, the accreditation must have been granted prior to the graduation of the candidate.

4.1.3 Alumni members shall be individuals who meet or exceed the criteria for individuals in the student category of membership of these Bylaws (4.1.1) and have continued in a pattern of excellence in clinical practice.

4.1.3.1 They must have maintained an overall scholastic average of 3.5 or better (4.0 system) or the equivalent while enrolled in their counseling program.

4.1.3.2 Alumni members must be National Certified Counselors (NCC), board eligible with the National Board of Certified Counselors (NBCC) or equivalent state counselor credentialing body, Certified Rehabilitation Counselors (CRC), or graduates of CACREP or CORE accredited programs, or be credentialed by comparable standards as determined by the Executive Council. To qualify as an accredited program, the accreditation must have been granted prior to the graduation of the candidate.

## Article 5

### Selection of Members

5.1 A committee of members including the Chapter Faculty Advisor shall ensure that at least annually nominations for membership are submitted to Headquarters of duly qualified and chapter approved candidates. Such candidates shall be individuals who exhibit high standards of personal and professional excellence and shall support the purposes of the Society.

5.2 Membership within the Society is open and encouraged to qualified candidates without regard to age, ethnicity, gender, disability, national origin, race, religion, and/or sexual orientation.

## Article 6 Initiation

6.1 Notice of selection for membership shall be made in writing by the chapter President to each candidate.

6.2 Candidates for membership shall be initiated by their respective chapters at least annually, using procedures established by the Executive Council.

6.3 A membership certificate and pin shall be presented to each member to be displayed in recognition of meeting or exceeding the high standards of the Society.

6.4 All certificates and pins shall be ordered from the Headquarters office and shall be purchased by the respective chapters.

## Article 7 Society Officers

7.1 The Society officers shall consist of a President, President-Elect, Past-President, Secretary, Treasurer and an Executive Director, ex-officio.

7.1.1 The President and President-Elect shall be elected to one-year terms. The President-Elect will assume the Presidency at the end of his/her predecessor's term of office or upon the inability of the president to continue carrying out the duties of the office. The President will then become Past-President for a one-year term of office.

7.1.2 The Secretary shall be elected to a two-year term. The election of the Secretary will occur on alternating years with the election of the Treasurer.

7.1.3 The Treasurer shall be elected to a two-year term. The election of the Treasurer will occur on alternating years with the election of the Secretary.

7.2 The Executive Council shall consist of the Society's officers and the Executive Director, ex-officio. The Executive Council shall have general supervision of the Society between meetings of the Chapter Assembly; shall develop governing policies that concern ends, executive limitations, Council process, and Council/Executive Director relations; and is vested with full power to conduct business of the Society between meetings of the Chapter Assembly. The Executive Council shall be subject to the orders of the Society and none of its actions shall conflict with the actions taken by the Society. The duties of the Council shall include: appoint an Executive Director who shall be the chief administrator of the Society; cause to be bonded all officers and employees entrusted with property, real, or personal, belonging to the Society; cause the financial reports of the Society to be examined annually and at the time shall determine what level of examination is needed; report budget policy and financial status to the Chapter Assembly; review the reports of officers and committees of the Society and any recommendations or resolutions to come before the Chapter Assembly and to make recommendations thereto; propose policies to the Chapter Assembly for their consideration; adopt rules and regulations for the conduct of the affairs of the Society; and perform such other duties as are prescribed or permitted by the laws of the State of North Carolina for an Executive Council and the Bylaws of the Society and the policies adopted by the Chapter Assembly.

7.3 The President shall perform the following duties:

- a) serve as Chair of the Executive Council;
- b) preside at all meetings of the Society; and
- c) appoint chairpersons and members of all committees unless otherwise specifically provided for in the By-laws (see Article 8, Section 8.1).

7.4 The President-Elect shall perform the functions of the President in his/her absence or incapacity to serve.

7.5 The Past-President shall be Chair of the Nominating Committee, Chair of the CSI Leadership Handbook Committee, and perform all other duties assigned to him/her by the President.

7.6 The Secretary shall keep and distribute the minutes of meetings, correspond with chapters, and execute related duties pertaining to the office as assigned by the Executive Council.

7.7 The Treasurer shall perform the following duties:

- a) monitor the financial activities of and for the Society;
- b) develop annual budgets in consultation with the President-Elect and the Executive Director;
- c) present a financial report at each meeting of the Society.

7.8 The Executive Director shall maintain the Society office, to be called "Headquarters," and shall conduct all necessary procedures to ensure excellence and quality in services to members of the Society.

7.9 Each member of the Executive Council, Executive Director, Administrative Assistant, and other employees, their heirs, executors, and administrators, shall be indemnified by the Society against expenses reasonably incurred by such person in connection with any action, suit, or proceeding to which the member may be party by reason of serving or having served as a member of the Executive Council or as an officer of the Society, except in relation to matters which the member shall be finally adjudged in such action, suit, or proceeding, to be liable of negligence or misconduct in the performance of duties. Such expense shall include their cost of employment of counsel, and reasonable expense incurred in the preparation and trial of the litigation. The foregoing right of indemnification shall not be exclusive of others rights to which such person may be entitled as a matter of law.

7.10 The president with consultation and approval of the Executive Council shall appoint a replacement for the Treasurer or Secretary in the event of either being unable to complete his/her term of office.

7.11 Removal from office of any officer may be instituted by a unanimous vote of the remaining officers after following due diligence and due process procedures established by the Executive Council with a right to appeal to a committee of three past-presidents of the Society, selected by the Executive Council and who have no association to the officer in question.

## **Article 8**

### **Nominations and Elections**

8.1 The Executive Council shall appoint a Nominations Committee at least three months prior to the Annual Assembly meeting. The Committee shall be composed of two members plus the Past-President as Chair. Nominations will be solicited from chapters and members by methods and schedule established by the Executive Council to ensure democratic involvement by all interested entities and individuals. There shall be at least two nominees for each office to be filled. The Nominations Committee should contact each nominee to ensure fulfillment of the responsibilities if elected.

8.2 The Executive Director shall prepare and make available to each active chapter a ballot for election. The nominees with the highest number of votes for each office shall be determined elected to those offices.

8.3 Society officers thus elected shall be notified immediately. They shall take office at the beginning of the Society's new business year, as defined in Article 14 of these Bylaws. They shall serve for the terms listed herein or until their successors are duly elected and installed.

## **Article 9**

### **Chapter Responsibilities**

9.1 Each chapter shall develop and revise Bylaws in consonance with those of the Society.

9.2 Each Chapter shall have a designated full time counselor education faculty member serve as Chapter Faculty Advisor of Chi Sigma Iota who shall be responsible for all correspondence between the Headquarters office and chapter members.

9.2.1 The Chapter Faculty Advisor and the second full time Counselor Educator (counselor education doctorate, preferably CACREP) who is agreeable to serving as Chapter Faculty Advisor in the event of such a need shall be active (dues paying or life) members of the Society.

9.2.2 The Chapter Faculty Advisor will receive and transmit all correspondence with the Headquarters' office including verification of the eligibility and endorsement of all nominees for membership.

9.2.2.1 The Chapter Faculty Advisor may delegate the authority for correspondence to the Chapter Secretary or President; however, all correspondence must have the Chapter Faculty Advisor's address.

9.2.2.2 The Chapter Faculty Advisor may not delegate responsibility for compliance with the Society and Chapter By-laws and procedures including verification of eligibility and endorsement for membership, receiving confirmation that both the Annual Report (current year) and Annual Plan were received by headquarters as specified in Article 9.6, representation at the annual CSI business Assembly meeting at least every third year, a formal installation of new members each year, and compliance with other CSI policies such as authorized use of the registered logo of CSI.

9.2.2.3 The Chapter Faculty Advisor or his/her delegate will both order and receive certificates and pins, and is responsible for distributing these to members in a timely manner, preferably at the time of initiation, and in all cases within the academic term in which they are received.

9.3 Each Chapter shall designate in its By-laws at least two elected officers who shall include the President and Secretary-Treasurer.

9.4 The Chapter Executive Committee shall consist of a President, the Secretary-Treasurer and at least one representative from one or more of the generic areas of specialization, i.e., school, community and agency, rehabilitation counseling, college counseling, and counselor education and supervision. The Chapter Faculty Advisor shall serve as an ex-officio member of the chapter committee.

9.5 The officers shall be responsible for planning an activity calendar for the year which is distributed to all of its membership. There will be an installation of new members at least once a year including when appropriate chapter awards and recognitions in keeping with the awards, grants, and fellowships programs. Each academic term, chapters are expected to hold at least one meeting at which scholarly presentations are made as well as additional opportunities for social discourse and personal development and service to others including students, alumni, and practitioners. Advocacy and service projects within the community and university for counselors and those whom they serve and other such expected activities. All such activities should be planned and executed in order to maximize each member's participation

9.6 The Chapter Secretary, through the office of the Chapter Faculty Advisor, shall report the names and addresses of the chapter officers after each election and whenever there is a change for any reason. The Secretary also shall send separately an Annual Report (current year) due no later than April 30 and Annual Plan due no later than September 30th for the new year to the Headquarters' office due including the chapter calendar of events, roster of officers, and include any other information requested or considered relevant to representing the success of the chapter in serving its membership and the purposes of the Society.

9.7 Chapters may be declared inactive when any of the following occur:

- a) Failure to submit an Annual Report and an Annual Plan as specified in Article 9.6 for two consecutive years.
- b) Failure to initiate new members for two consecutive years.
- c) Failure to have a representative in attendance at any of three consecutive annual Assembly meetings.
- d) For violating policies as determined by the Executive Council (e.g., unauthorized use of registered logo).
- e) Failure to have an approved Chapter Faculty Advisor as defined in Article 9.2 and 9.2.1

9.8 Chapters declared inactive may not exercise the rights of an active chapter until reinstated. An inactive chapter should petition the Executive Council for reinstatement. The Council may reinstate a chapter with a four fifths affirmative vote. Chapters inactive for five years will be removed from the chapter lists of CSI.

## **Article 10**

### **Annual Chapter Assembly**

10.1 A meeting of the Society shall be held annually at such time and place as may be determined by the Executive Council. When feasible, however, this meeting will be held concurrent with the annual conference of the American Counseling Association. The Chapter Assembly, composed of representatives of active chapters, shall be the policymaking body of the Society. The voting members of the Assembly shall be CSI officers and one active (dues paying or life) member representative for each active chapter. Inactive chapter status is specified in Article 9.7. The Chapter Assembly will take action as needed to provide guidance and direction to the Executive Council on priorities, focus, and activities of the Society in keeping with its purpose and mission as stated in Article 1.3. Likewise, the Executive Council shall report to the Chapter Assembly on activities related to the mission of the Society including committee reports, fiscal status, and other matters related to the good of the Society.

10.2 Each active chapter shall be entitled to one vote by a duly appointed representative. The Chapter President will normally represent the chapter. The chapter may designate an alternate in the event that the President cannot attend the meeting. The representative and alternate's name and address and verification of eligibility as an active member shall be sent to the Headquarters office no less than thirty days prior to the meeting. If a designated representative is not present at the meeting, the chapter will have no vote.

10.3 Headquarters shall request information of chapters on their Assembly representatives at least sixty days before the meeting.

10.4 Headquarters shall validate the proper representation of chapters to the CSI Secretary prior to the meeting. The chapter representatives attending the annual meeting constitute a quorum.

## **Article 11**

### **Membership in the Society**

11.1 Membership in the Society may be revoked or suspended after due process as defined by the Executive Council. Behaviors that result in academic or criminal legal action by duly designated institutional and governmental judicial agencies authorized to investigate, try, and render decisions relative to all such matters are a prerequisite to consideration of investigation by the Society. Final determination by such agencies including opportunity for appeal shall be necessary before any initiative shall be brought before the Executive Council by a chapter.

## **Article 12**

### **Parliamentary Authority**

12.1 The rules contained in the most recent edition of Robert's Rules of Order shall govern CHI SIGMA IOTA COUNSELING ACADEMIC AND PROFESSIONAL HONOR SOCIETY INTERNATIONAL, INC., in the conduct of its business.

## **Article 13**

### **Amendments**

13.1 All amendments shall be presented in writing at least thirty days in advance of the annual meeting or through the mail with supporting rationale and opportunity for questions.

13.2 An amendment to the By-laws will require a two-thirds vote by the Executive Council and an affirmative vote of two-thirds of the votes cast by the chapters.

## **Article 14**

### **Headquarters**

14.1 The Headquarters office will be managed by an Executive Director who will have the responsibility and authority designated by the By-laws and the Executive Council.

## **Article 15**

### **Society Year**

15.1 The Society's business year shall be designated by the Executive Council. Officers will normally serve their terms from May 1 to April 30 each year.

## **Article 16**

### **Fees**

16.1 The Executive Committee will establish such fees and dues as are necessary in the conduct of business for the Society.

## **Article 17**

### **Dissolution**

17.1 In the event of the dissolution of the Society, the fund balance shall be distributed among the active chapters, after all expenses and debts of the organization have been met.

## **Article 18**

### **Trademarks**

18.1 Trademarks. csi-net.org and all related logos, products and services described are either trademarks or registered trademarks of Chi Sigma Iota, and may not be copied, imitated or used, in whole or in part, without the prior written permission of Chi Sigma Iota. In addition, all webpage headers, custom graphics, button icons, and scripts are service marks, trademarks, and/or trade dress of Chi Sigma Iota and may not be copied, imitated, or used, in whole or in part, without the prior written permission of Chi Sigma Iota.

18.2 Logos may not be altered, modified, or changed in any way, or used in a manner that is disparaging to Chi Sigma Iota, its chapters or members. Logos may not be displayed in any manner that implies sponsorship or endorsement by Chi Sigma Iota except those specifically approved by its Executive Council.

18.3 Chi Sigma Iota or CSI are the only approved designations, acronym or abbreviations for the Society. Chapters shall clearly designate and distinguish the chapter Greek name in association with chapter activities in addition to references in print or the internet.

Approved by Chi Sigma Iota International August 24, 2007; Amended September 17, 2010.

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