

Sigma Epsilon Rho Honor Society *By-Laws* 2006

ARTICLE I – NAME

Section 1 – Name

The name of this organization shall be Sigma Epsilon Rho Honor Society

ARTICLE II – PURPOSE

Section 1 – Purposes

The purposes of this society are as follows:

First: to stimulate the student body toward higher scholastic accomplishments;

Second: to support moral, professional, and scholastic ideals;

Third: to develop methods of mutual improvement and advancement among the members in this society;

Fourth: to promote a common bond among those who have attained high scholastic standing in this institution;

Fifth: to foster loyalty, respect and service for Alma Mater, Northeastern University.

In addition, this Honor Society shall be operated exclusively for educational and charitable purposes. In furtherance of such purposes the Society shall recognize scholastic achievement and sponsor educational programs, provided that no such activity may be undertaken which is not charitable or educational within the meaning of section 501(c) (3) of the Internal Revenue Code of 1945, as amended.

ARTICLE III – MEMBERSHIP

Section 1—Classes

Membership in this Society shall be of four classes: full, honorary, associate, and Inactive.

Section 2 – Full Membership Eligibility

Eligibility for full membership shall be limited to graduates of high academic achievement with a baccalaureate or graduate degree from the School of Professional and Continuing Studies or the Lowell Institute School with a minimum quality point average consistent with published Northeastern University/School of Professional and Continuing Studies Standards.

The standing of all graduates for membership under this article shall be certified by School of Professional and Continuing Studies or the Lowell Institute School.

All honor graduates prior to 1990 from the former School of Business, the former School of Commerce and Finance, the Lowell Institute School formerly named Lincoln College and School of Professional and Continuing Studies formerly named University College who have been initiated into the Society shall retain their full membership eligibility status under the previous existing criteria of Northeastern University and Sigma Epsilon Rho Honor Society of graduating with honors.

Section 3 – Full Membership Admission

Admission to full membership in this society shall be by induction, after certification, and invitation by the President of Sigma Epsilon Rho. Once certified and invited, the invitee shall always be eligible for induction, unless the certification and invitation is rescinded for the reasons as stated in Article III, Section 6. There shall be no consideration of race, color, creed, gender, or sexual orientation.

Section 4 – Full Membership Term

Full membership shall be for life, except as hereinafter provided, and shall be limited to such graduates as set forth in section 2 of this article, as shall have performed the ritual, or have been exempt herefrom by special vote of the Executive Committee out of consideration of unusual factors.

Section 5 – Honorary Membership

Those who have distinguished themselves in their field or endeavor shall be eligible to honorary life membership by a majority vote at any regular or special meeting. Honorary members shall not be eligible to vote or hold office.

Section 6 – Associate Membership

Those Students at Northeastern University's School of Professional and Continuing Studies and the Lowell Institute School at Northeastern, who have completed seventy five (75) percent of their required credits toward a Baccalaureate or Graduate Degree and maintain a minimum quality point average consistent with published Northeastern University/School of Professional and Continuing Studies Standards. Associate members shall not be entitled to vote or hold office. Associate membership will be by invitation. Induction into Sigma Epsilon Rho will not be required for Associate membership and membership will continue as long as the member is enrolled at Northeastern University's School of Professional and Continuing Studies and/or Lowell Institute School. If, upon

graduation, the Associate Member is certified to qualify for Full Membership Admission, the President of Sigma Epsilon Rho shall extend such invitation.

Section 7 – Expulsion from the Society

Any member may be expelled by a four-fifths (4/5) vote of the full members present and voting, upon due notice, for conduct inconsistent with the purpose of the Society and as set fourth in Article II, but only after a thorough investigation has been made and opportunity for defense have been given.

Section 8 – Induction Attendance

Attendance at the initiation ritual for full membership shall be open to members, the academic liaison officer, and invited guests.

Article IV

Section 1 – Complement

The officers of this Society shall be: President, Vice President, Secretary, Treasurer, Judge Advocate and the other elected members of the Executive Committee.

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Judge Advocate, past Presidents, and four other members elected in accordance with these By-laws.

Section 2 – Nominations

Nominations for election of officers shall be made by a nominating committee appointed by the President. The committee shall present its report, nominating one candidate for each position to be filled, to the Secretary by April 15, to permit its inclusion in the notice to the membership, by the election meeting. Further nominations may be made from the floor at the time of the election by any full member.

Section 3 – Election

Election of all officers shall be by voice vote or written proxies of full and active members only.

Section 4 – Requirements

Elective offices in this Society shall be open to active full members.

Section 5 – Term of Offices

The term of office, for all officers except those elected to the Executive Committee, shall be one year or until their successors are elected and installed. All officers shall be eligible for re-election, except that the President shall not serve more than two consecutive terms.

The four members of the Executive Committee elected from the full membership shall serve a two-year term. Two members shall be elected each year.

An elected officer who is charged by a member to be delinquent in duties or, who has been absent without just cause from three consecutive meetings of the Executive Committee during the fiscal year, and after a majority vote of the Executive Committee, shall be given the opportunity for a hearing. If the charge is substantiated, after a majority vote of the Executive Committee, said officer shall resign or be replaced by the Executive Committee in accordance with Article IV, Section 6.

Section 6 – Vacancies

Vacancies in any office but that of the President, to which the Vice President shall succeed, shall be filled by vote of the Executive Committee.

ARTICLE V – DUTIES OF OFFICERS

No officer shall hold two or more executive offices concurrently. However, an officer need not resign his current office before election to a new office.

Section 1 – President

It shall be the duty of the President to preside at all regular, special, and executive meetings; to appoint membership, auditing, activities, and ritual committees, and such other committees as she or he deems necessary to exercise general supervision over the Society; to administer the policies of the Society as established by the Executive Committee; to extend invitations to prospective members after the submission of their names by the membership committee. The President shall be, ex officio, a member of all committees except the nominating committee.

After the annual meeting and before the end of the fiscal year, the President shall prepare a written annual report reviewing Society activities and her or his stewardship during the fiscal year with recommendations for the coming year. The report shall be mailed to all active and honorary members.

Section 2 – Vice President

The Vice President shall serve in the absence or disability of the President and shall perform such other duties as may be assigned. The Vice President shall, also, oversee the work of any approved committee.

Section 3 – President Pro Tempore

In the absence of the President and Vice President, the Secretary, Treasurer, and Judge Advocate, in that order, shall be President pro tempore. In the absence of all of the above, a President pro tempore shall be chosen by the members present at an Executive Committee meeting.

Section 4 – Secretary

The Secretary shall keep an exact record of all proceedings of the regular, special, and Executive Committee meetings of the Society. At the annual meeting the Secretary shall present a report on all policies established or changed by the Executive Committee during the current year.

The Secretary shall, also, attend to all correspondence incident to the work of the Society, serve notices, and perform such other duties as pertain to the work of this office. She or he shall compile directories and roster of the members as deemed necessary.

Section 5 – Treasurer

The Treasurer shall issue annual dues notices to members before October 1; shall collect all money due the Society, shall deposit all money received in a bank designated by the Executive Committee and invest same as designated by the Executive Committee, in the Society's name; keep an account of all money received and paid out in books provided for that purpose which books shall at all times be subject to inspection by the Auditing Committee. At each regular and annual meeting she or he shall make a report of receipts and payments and the amount of funds of the Society.

After the annual meeting, the Treasurer shall forward to the President a written annual report, as audited by the Auditing Committee. This report shall be mailed to all active and honorary members with the President's report. The Treasurer shall make such other financial reports as the President or Executive Committee may request.

In situations, such as absence or sickness of the Treasurer, the President may, upon prior authorization by the majority of the Executive Committee, withdraw funds for payment of Society expenditures.

Upon retiring from office, the Treasurer shall turn over to the successor in office all funds, books, and accounts in her or his possession.

Section 6 – Judge Advocate

The Judge Advocate shall be responsible for enforcing the provisions of the By Laws of Sigma Epsilon Rho Honor Society; in conjunction with Robert's Rules of Order.

Section 7 – Executive Committee

The Executive Committee shall establish the policies of the Society. At the annual meeting the Secretary shall present a report on the policies established by the Executive Committee during the current year, and the President shall include a copy of said report with her or his annual written report mailed to the membership.

ARTICLE VI – ACADEMIC LIAISON OFFICER

The President, early in September, shall request the Provost of Northeastern University to appoint an Academic Liaison Officer for the Society year. The Academic Liaison Officer shall receive notices of and shall attend all Society and Executive Committee meetings and shall serve as liaison between the Society and Northeastern University. He or she shall not be entitled to vote.

ARTICLE VII – MEETINGS

Section 1 – Annual Meeting

Annual meetings shall be held on or prior to June 30, for the election of officers and for the transaction of any other business as may properly come before the meeting. The date, place, and time shall be determined at least one month in advance by the Executive Committee. The Secretary shall notify the membership at least 10 days in advance of the meeting.

Section 2 – Regular Meetings

The date, place and time shall be determined by the President with the advice and counsel of the Executive Committee. The President shall notify the Secretary not later than three (3) weeks before the date selected for each meeting.

Section 3 – Executive Committee Meetings

Executive Committee shall meet at such times and places as the President shall designate. Four (4) members shall constitute a quorum. The President shall call a meeting of the committee upon written request of at least four (4) members thereof, such request to state the purpose of the meeting.

Section 4 – Special Meetings

Special meetings may be called by the President at any time or shall be called upon petition of ten (10) full members.

Section 5 – Quorum

A quorum necessary to transact business at all annual, general, and special meetings shall consist of at least ten (10) full members.

ARTICLE VIII – DUES AND ASSESSMENTS

Section 1 – Initiation Fee

The initiation fee and dues shall be determined by the Executive Committee. The initiation fee shall be payable before taking the ritual.

Section 2 – Dues

Dues shall be paid annually for full members and shall be due on October 1. Honorary members shall not be liable for dues, fees, or assessments. Members shall not be liable for dues during the period they are serving in the Armed Forces of the United States.

Section 3 – Assessments

Assessments may be levied upon the full membership only upon vote of two-thirds of the full members present and voting, and only for the purpose set forth on the vote.

Section 4 – Exemptions

Members who have reached the age of 65 shall be exempt from further payment of dues, after a majority vote by the Executive Committee and after submission of a written request for exemption. The written request shall be accompanied by proof of age. Dues

must have been paid for ten (10) years prior to the request for the exemption or for all the years of membership if the number of years of membership is less than ten (10).

Section 5 – Full Members Arrears

Any full member failing to pay dues or assessments for one year from the due date shall be placed on the inactive list after approval by the Executive Committee. However, they may be automatically reinstated upon payment of current dues and one year of dues in arrears.

Section 6 – Fiscal Year

The Society year, fiscal and otherwise, shall begin on July 1 and end on June 30 of the following.

ARTICLE IX – PROCEDURE

Section 1 – Rules of Order

The procedure of this Society in all cases not specifically provided for in these By-Laws shall conform to the principles of Robert's Rules of Order.

ARTICLE X – EMBLEM

Section 1 – Design

The emblem of the Society shall consist of a key bearing the Greek letters *Sigma Epsilon Rho* (ΣEP), on an open book resting on a triangle superimposed upon a block letter *N*.

Section 2 – Full Membership Award

An emblem shall be awarded to new full members in recognition of their scholastic accomplishment.

Section 3 – Honorary Membership Award

The emblem shall be bestowed upon honorary members elected to membership at the time of the formal award and acceptance of the honorary membership.

ARTICLE XI – ASSETS

Section 1 – Ownership

No part of net earning of this Society shall inure to the benefit of any member, director, officer, or other private individual.

No substantial part of the activities of this Society shall consist in carrying on propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in, or intervene in (including the publishing, or distribution of statements), any political campaigning on behalf of any candidate for public office. Nothing contained in these By-laws shall be read as authorizing or permitting the Society to operate other than exclusively for charitable, and/or educational purposes, within the meaning of Section

501 (c) (3) of the Code, and no amendment of these By-laws shall authorize or permit the Society to be organized or operated other than exclusively for the aforesaid purposes.

In the event of the dissolution of this Society the funds of said Society shall be transferred to Northeastern University, Boston, Massachusetts provided that it is exempt from federal income tax under Section 501 (c) (3) of the Code and organized and operated exclusively for charitable, and/or educational purposes, and if it is not, or if the beneficiary is no longer in existence, then to such an organization or organizations that are exempt from federal income tax under Section 501 (c) (3) as the officers of the Society may by vote determine.

ARTICLE XII – AMENDMENTS

Section 1 – Modification or Repeal

These By-laws may be amended or repealed by a two-thirds vote of the full members present and voting and/or full members voting by written proxy, at any annual, general, or special meeting after due notice. Copies of the proposed amendments, together with the sections they are proposed to amend, shall be furnished to the voting members by mail at least ten (10) days in advance of such meeting.

Section 2 – Suspension and Abrogation

Although these By-laws may be amended or repealed as herein set forth, they shall not be suspended or abrogated, and any business transacted under a purported suspension or abrogation shall be null, void, and of no effect whatever.

ARTICLE XIII – DISTRIBUTION OF BY-LAWS TO NEW MEMBERS

Section 1 – Distribution

A copy of these By-laws shall be given to each new member upon induction into the Society.