



SIGMA PI EPSILON DELTA

Special Education Honorary

Clarion University's Constitutional Chapter Guidelines

"Reach out and Touch Somebody's Hand"

Article I

- The name of this organization shall be the Iota chapter of Sigma Pi Epsilon Delta, a special education honorary.
- The symbol of this organization shall be helping hands and the motto shall be "Reach out and Touch Somebody's Hand."
- The colors of this organization shall be burgundy and pink.

Article II

The purpose of this organization shall be to:

- Recognize the outstanding majors of the Department of Special Education.
- Motivate the Special Education majors to continue their exceptional efforts.
- To sponsor programs which will provide a richer and deeper educational environment for the college community.
- Develop leadership qualities among the members of this honorary.

Article III - Membership

Section I

- Any student of Clarion University Special Education who wishes to become a member must meet the following requirements.
- If any member fails to meet these same requirements they will be dismissed from the organization.

Section II - Candidate requirements:

- Must have achieved a 3.25 major grade point average with a minimum of nine semester hours in special education courses.
- Must be a member in full standing in Student Council for Exceptional Children. The membership will be validated by the advisor of the organization.
- Must participate in one pledge project in accordance with Student Council for Exceptional Children.

- Must meet all member requirements as stated in Section III.

Section III - Member Requirements:

- Must help plan a program, serve on a committee, secure a speaker, act as a committee chairperson, or officer for this honorary.
- Must participate fully in one honorary affiliated service project per semester with excuses to be judged by the Executive Board.
- Student teachers must submit to the newsletter one article regarding their student teaching assignment prior to the completion of student teaching (this is your contribution to the organization if you are unable to actively participate during your field placement).
- Must attend all regular and special meetings. One unexcused absence will be permitted per semester. Excused absences will be determined by the executive board. Emergency absences will be noted.
- Must pay the chapter dues of \$15 per year by the second meeting.
- Must maintain a 3.25 grade point average in special education. However, if this requirement is not met, then one semester probation will be allotted to elevate the grade point average to minimum standards. A person on probation can maintain all membership rights.
- Must maintain membership as outlined in Article III Section II, Number 2 regarding professional organizations.
- Each member shall participate on a committee.

Article IV -Meetings of the General Membership

- There will be at least one general meeting held each month during the academic year; to be held at such times and places as determined by the Executive Board.

Article V -Fundraising

- All members will need to participate in at least one organized fundraiser per semester.
- If there is only one fundraiser scheduled, then each member must take part in the activity or event.

Article VI –Dues

Section 1

- The dues of the Clarion University Chapter of Special Education Honorary shall be \$15.00 per year.
- Membership semesters will coincide with the school calendar semesters.

Section 2

- National dues shall be paid yearly to the national headquarters.

Article VII - Officers

Section I

- The officers of this organization shall be: Co-Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Membership Dictator, Programs and Committees Director.

- These officers shall be elected to serve for one year (two semesters).

Section II

- Should the office of Recording and Corresponding Secretary, Treasurer, Membership Dictator, or Program Director become vacant due to death, resignation, or incompetence, determined by the majority vote of the Executive Board, they shall appoint a person to fill the unexpired term.
- The appointed shall be subject to the vote of the majority of the membership at the next regular or special meeting.
- If a vacancy occurs in the office of Co-President, it shall be filled by an elected member.

Section III

- The new officers shall be elected by the members of the organization.
- The election shall be held at a time designated by the incumbent Executive Board after pinning each semester as positions become vacant.
- The newly-elected board will then sit in on the incumbent board's final month of office to serve as a training period.

Article VIII -Executive Board

- The Executive Board shall consist of the Co-Presidents, Recording and Corresponding Secretary, Treasurer, Membership Dictator, and Program Director.
- A two-thirds majority of the Executive Board shall constitute a quorum.

Article IX -Meetings of the Executive Board

- There shall be at least one organizational meeting each month during the academic year; to be held at such times and places as determined by the Executive Board.

Article X -Faculty Advisors

- At least one Faculty member from the Special Education Department shall be elected to be designated as the Faculty Advisor.
- His/her duty will be to act as an ex-official member of the Executive Board in an advisory capacity and if any needs arise, the advisor(s) shall be available for consultation.
- An advisor should be present at each general meeting.

Article XI -Duties of Officers

Section I – The Co-Presidents shall share the following:

- Preside at all meetings of the organization.
- Serve as a consultant to all committees.
- Be responsible for seeing that the duties of the officers, chairpersons, committees, and members are carried out.
- Shall serve as the *director of committees*.
- Shall oversee the *membership committee*.

Section II - The Recording and Corresponding Secretary shall:

- Keep a thorough record of the proceedings of each general and special meeting.
- Type and post the minutes of all general and special meetings on the bulletin board in the Special Education Building.
- Must compile a detailed list (two (2) weeks prior to the conclusion of each semester) of the speakers, workshops, or special programs held during the semester. Copies should be distributed to each member.
- Oversee the *social committee*.

The Corresponding Secretary shall:

- Type any materials which may be needed for the organization at the direction of the President and/or Executive Board.
- Carry on the correspondence of the organization.

Section III - The Treasurer shall:

- Receive all funds belonging to the organization and deposit them in the account established in the Clarion Students Association office.
- Pay all bills which have been approved by the Executive Board and signed by the President and an advisor.
- Have all checks or requisitions issued on behalf of the chapter co-signed by one of the Co-Presidents and the Treasurer.
- Keep an accurate, itemized account of all receipts and expenditures.
- Present a financial report at all general and special meetings.
- Oversee the *fundraising committee* and assist them in all of their undertakings.
- At the beginning of each new office term, the treasurer and the advisor will set up a budget.
- Collect dues.

Section IV - The Membership Dictator shall:

- Publicize at the beginning of each semester the requirements for persons interested in joining the organization.
- Compile a report of all eligible persons and submit it to the Executive Board for their approval.
- Two weeks prior to the end of each semester the Dictator will head a committee which will review requirements for the present members to continue their membership.
- Compile a list of previous members who are eligible for membership in the upcoming semester and submit it to the Executive Board.
- Keep and update all records of membership.
- Collect annual dues from all members.
Write letters of dismissal to all those persons who have failed to meet eligibility requirements and submit them to the Executive Board.

Section V - The Program Director shall:

- Coordinate and schedule all programs, workshops, and speakers.
- Keep an accurate and detailed file of all programs and submit it to the secretary two weeks prior to the end of each semester.

- Coordinate a mini-convention in the area of special education each year. This would involve assistance of all officers and members.

Article XII - Committees

Director of Committees

- Shall recruit members for the following standing committees:

Publicity Committee

- Whose duty shall be to plan and distribute publicity in regard to each meeting and other functions of the organization one week in advance.
- Shall publicize all events in campus newspaper.

Membership Committee

- Whose duty shall be to assist the Co-Presidents in the following duties:
- Publicize at the beginning of each semester the requirements for persons interested in joining the organization.
- Compile a report of all eligible persons and submit it to the Executive Board for their approval.
- Two weeks prior to the end of each semester the director will head a committee which will review requirements for the present members to continue their membership.
- Compile a list of previous members who are eligible for the membership in the upcoming semester and submit it to the Executive Board for their approval.
- Keep and update all records of membership.
- Write letters of dismissal to all those persons who have failed to meet eligibility requirements and submit them to the Executive Board.
- Reports to the Co-Presidents.

Social Committee

- Whose duty shall be to plan and provide refreshments for social and other activities as delegated by the Executive Board.
- Shall report to the Secretary.

Fundraising Committee

- Whose duty shall be to plan and execute activities to raise operating funds for the organization.
- Shall maintain a record of all fund-raising activities.
- Shall report to the Treasurer.

Pledge Project Committee

- Whose duty shall be to assist the Pledge Coordinator in his/her duties.
- Shall report to the Pledge Coordinator.

Newsletter Committee

- Whose duty shall be to edit and oversee the publication of the organization's newsletter.
- They shall be responsible for publication of at least one newsletter per month.

- Shall report to the Historian.

Article XIII - Voting

- All members of the organization shall be entitled to vote.
- In the event of a tie the Co-Presidents must come to an agreement to break the tie.
- The quorum shall consist of two-thirds of the membership with the exception of legal absences, and the majority is needed to pass all motions.
- All voting shall follow parliamentary procedures as found in Robert's Rules of Order, Revised (May 20, 1974)

Article XIV - Amendments

- Amendments to this constitution may be first be made at any regular or special meeting of the organization by a majority of the members present.
- Amendments must then be approved by both the faculty advisor and the National Honorary.

Article XV - Parliamentary Procedure

- The rules of parliamentary procedures as found in Robert's Rules of Order, Revised shall govern the proceedings of this organization subject to the special rules which have been or may be adopted. The President shall be present at all meetings to see that parliamentary procedures are followed.