

1 **Sigma Xi**
2 **Case Western Reserve University Chapter (018)**
3 **Bylaws**

4 **Article I: Name**

5 The name of this organization is the Case Western Reserve University Chapter of Sigma
6 Xi, The Scientific Research Society.

7 **Article II: Purposes**

8 The purposes of this chapter are to:

- 9 1. Support the policies and goals of the Society as set forth in Article 1 of the Sigma
10 Xi constitution, and in all matters act in harmony with the principles and
11 procedures of the national Society and its constitution;
- 12 2. Encourage original investigation in science, pure and applied. The fields of
13 activity of the Society and chapter are the pure and applied natural sciences. In
14 general, these include the physical sciences, the life and agricultural sciences,
15 the earth sciences, the medical sciences, mathematics and engineering. The
16 activities of the Society and chapter shall be those appropriate to the object of
17 the Society and particularly those set forth in the Society Bylaws;
- 18 3. Protect and advance the professional status and interests of all chapter members;
- 19 4. Facilitate the dissemination of information on scientific research principles and
20 practices;
- 21 5. Inform the scientific community about Sigma Xi standards and policy statements;
22 and
- 23 6. Develop necessary and proper chapter programs for the accomplishment of the
24 aforementioned purposes.

25 In furtherance of the purposes described above, but not in limitation thereof, the chapter
26 shall have power to conduct studies; to disseminate statistics and other information; to
27 engage in appropriate fundraising activities; to conduct promotional activities, including

28 advertising and publicity, in or by any suitable manner of media; to hold such property as
29 is necessary to accomplish its purposes; and to employ individuals to further its purposes
30 under Article II. This chapter is organized and operated for the above stated purposes,
31 and for other nonprofit purposes. No part of its assets, income, or profits shall be
32 distributable to, or inure to the benefit of, any individual, except in consideration of
33 services rendered.

34 **Article III: Members**

35 Eligibility for membership in this chapter shall extend to all active and inactive members
36 who are national members of Sigma Xi, The Scientific Research Society (or the Society),
37 and will not exclude associate or student members. All chapter members may vote in
38 chapter matters.

39 **Article IV: Officers and Organization**

40 The officers of the Society shall be a President, a Vice President, a Secretary and a
41 Treasurer. Terms of office shall commence on 1 July of the year next following
42 election, and shall continue for a period of one year for the President, Vice President,
43 Secretary and the Treasurer. **Vacancies:** Vacancies in any of the offices shall be filled
44 in a manner prescribed in the Bylaws.

45 **President**

46 The President of the chapter will preside over chapter activities, take responsibility for
47 appointing delegates to the Annual Meeting, submit the Annual Report and respond on
48 behalf of the chapter to non-routine requests, inquiries, or opportunities from Sigma Xi
49 Administrative Offices or the Board of Directors.

50 **Vice President**

51 The vice President will preside over chapter activities normally attended to by the
52 President in his absence, as defined above under "President". The Vice President will

53 automatically assume the role of President should the President resign or otherwise
54 become unable to perform the duties of that office.

55 **Secretary**

56 The Secretary of the chapter will be responsible for maintaining the regular flow of
57 information to and from other officers, the membership and Sigma Xi Administrative
58 Offices.

59 **Treasurer**

60 The Treasurer of the chapter will be responsible for maintaining the
61 expenses/accounting of the chapter and informing the officers, the membership and
62 Sigma Xi Administrative Offices of the financial status of the chapter. The treasurer is
63 responsible for all matters involving the transfer of funds between the chapter and
64 headquarters. The Treasurer will submit an annual treasury report to the President
65 suitable for inclusion in the financial portion of Annual Report. The Treasurer will
66 annually attend to the submission of Tax information to the IRS (normally form 990N)
67 between July 1 and November 15. The Treasurer will be responsible for all
68 correspondence requesting National subsidy for bringing a Distinguished Lecturer to
69 the Chapter and for completing the required report on the lecture immediately after the
70 lecture.

71 **Science Café Cleveland Organizing Committee**

72 Operations of Science Café Cleveland will be overseen by the Science Café Cleveland
73 Organizing Committee. This committee may include both Sigma Xi members and non-
74 members. The organizing committee shall meet on a regular basis and inform officers
75 of decisions regarding speakers and expenses for Science Cafe.

76 **Annual Reports**

77 The chapter President will submit the Annual Report, due before July 1. The report,
78 covering the Society's year from July 1 to June 30, should be received at Sigma Xi's
79 Administrative Offices by July 1. If Sigma Xi's Administrative Offices do not receive
80 an Annual Report by early September, the chapter's September Local Support payment

81 will be withheld and mailed in January with the January local support money. If an
82 Annual Report is received after March 1, a written explanation will be requested from
83 the chapter to justify the retroactive payment of Local Support.

84 **Delegates to the Annual Meeting**

85 The chapter President will inform Sigma Xi's Administrative Offices of the chapter's
86 designated (voting) delegate to the Annual Meeting. Representation at an Annual
87 Meeting at least once in the last three years is one of the requirements of each chapter
88 in order to receive Local Support payments. Local Support will be withheld, if a
89 chapter is not so represented.

90 **Initiations and Promotions**

91 The chapter Secretary will be responsible for sending to headquarters the membership
92 certificate order forms, fees, and nomination forms for all individuals that will be
93 initiated or promoted. These items should be accompanied by a check for the total
94 amount of fees required.

95 The election of at least one new member during the past two years is required of
96 academic groups to receive Local Support payments. Local Support will be withheld
97 from groups failing to do so.

98 **Local Dues**

99 The treasurer must notify Sigma Xi Administrative Offices if the chapter wishes to
100 have local dues collected on its behalf.

101 **Local Support Payments**

102 The treasurer receives Local Support payments from Sigma Xi Administrative Offices.
103 These payments are mailed to the designated treasurer. If a treasurer is not designated,
104 then the checks are mailed to the president of the chapter. Alternately the chapter may
105 use the direct deposit option. The chapter bank name, address, routing number and
106 account number can be forwarded to finance@sigmaxi.org to take advantage of the
107 direct deposit option.

108

Article V: Dues

109 The chapter may establish chapter dues. The treasurer must notify Sigma Xi
110 Administrative Offices if the chapter wishes to have local dues collected on its behalf.
111 An e-mail letter is sent to chapter officers in November asking them to let Sigma Xi
112 Headquarters know by December regarding local dues for the next fiscal year. Any
113 chapter dues will be established by a secret ballot vote conducted among voting chapter
114 members. The vote may be conducted either by mail ballot, electronic ballot or, after
115 reasonable notice, at a regular or special membership meeting. Chapter members must
116 pay current Sigma Xi dues, any mandatory conference dues, and chapter dues.

117

Article VI: Committees

A. Executive Committee

119 The executive committee shall consist of the elected officers of the chapter. The majority
120 of the executive committee shall constitute a quorum for conduct of business of the
121 committee. The executive committee shall assume responsibility for the chapter's
122 continuing effective presence at the institution, keeping all positions on the executive
123 committee filled as vacancies occur. The executive committee shall:

- 124 1. Meet regularly;
- 125 2. Respond to chapter members seeking assistance;
- 126 3. Conduct the business of the chapter between meetings;
- 127 4. Regularly recruit members and encourage maintenance of membership;
- 128 5. Make necessary appointments to complete an unexpired term of any officer;
- 129 6. Set the agenda with appropriate notice for chapter meetings and;
- 130 7. Consult regularly with the Society on matters of mutual interest;

131 **B. Other Committees**

132 The chapter may create additional standing and ad hoc committees as necessary to
133 promote the welfare of the chapter. The chair and members of these committees shall be
134 appointed by the officers.

135 **Article VII: Meetings**

136 The chapter shall hold regular meetings at least three times per year.

137 Special meetings of the chapter may be called by the president or other officers of the
138 chapter. The quorum required for the transaction of business at all meetings of the
139 chapter shall consist of 50 percent of the members.

140 **Article VIII: Dissolution**

141 A chapter cannot cease to exist by voluntarily surrendering its charter; action by the
142 Board of Directors and others is required. Upon revocation of the chapter, its assets shall
143 be distributed to the Society, a charitable [501(c)(3)] organization.

144 **Article IX: Amendments**

145 These bylaws may be amended by majority vote of the members, provided that a notice
146 setting forth the proposed amendment or amendments an explanation thereof and known
147 objections thereto shall have been sent to each member at least seven days prior to the
148 vote. Any member of the chapter may initiate an amendment.

149 **Article X: Organization of the Society: Chapters**

150 The units of the Society are chapters. The chapters participate in the governance of the
151 Society in the manner and to the extent set forth in Sigma Xi's [constitution](#) and [bylaws](#),
152 which in turn govern the acts, duties, responsibilities and privileges of the chapters.
153 Chapters may adopt the above such bylaws as are appropriate for their governance,
154 provided such bylaws do not conflict with the [constitution](#) and [bylaws](#) of the Society.

155 The procedures governing the establishment and conduct of chapters and for the
156 affiliation of active members are set forth in the bylaws.

157 **Enacted this 30th day of October in the year 2013.**