Sigma Xi
Case Western Reserve University Chapter (018)
Bylaws

Article I: Name

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

Article II: Purposes

The purposes of this chapter are to:

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

In furtherance of the purposes described above, but not in limitation thereof, the chapter shall have power to conduct studies; to disseminate statistics and other information; to engage in appropriate fundraising activities; to conduct promotional activities, including
advertising and publicity, in or by any suitable manner of media; to hold such property as is necessary to accomplish its purposes; and to employ individuals to further its purposes under Article II. This chapter is organized and operated for the above stated purposes, and for other nonprofit purposes. No part of its assets, income, or profits shall be distributable to, or inure to the benefit of, any individual, except in consideration of services rendered.

Article III: Members

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

Article IV: Officers and Organization

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

President

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

Vice President

The vice President will preside over chapter activities normally attended to by the President in his absence, as defined above under “President”. The Vice President will
automatically assume the role of President should the President resign or otherwise become unable to perform the duties of that office.

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

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

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

Annual Reports
The chapter President will submit the Annual Report, due before July 1. The report, covering the Society's year from July 1 to June 30, should be received at Sigma Xi's Administrative Offices by July 1. If Sigma Xi's Administrative Offices do not receive an Annual Report by early September, the chapter's September Local Support payment
will be withheld and mailed in January with the January local support money. If an
Annual Report is received after March 1, a written explanation will be requested from
the chapter to justify the retroactive payment of Local Support.

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

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

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

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

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

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

Article VI: Committees

A. Executive Committee

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

1. Meet regularly;

2. Respond to chapter members seeking assistance;

3. Conduct the business of the chapter between meetings;

4. Regularly recruit members and encourage maintenance of membership;

5. Make necessary appointments to complete an unexpired term of any officer;

6. Set the agenda with appropriate notice for chapter meetings and;

7. Consult regularly with the Society on matters of mutual interest;
B. Other Committees

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

Article VII: Meetings

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

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

Article VIII: Dissolution

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

Article IX: Amendments

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

Article X: Organization of the Society: Chapters

The units of the Society are chapters. The chapters participate in the governance of the Society in the manner and to the extent set forth in Sigma Xi’s constitution and bylaws, which in turn govern the acts, duties, responsibilities and privileges of the chapters. Chapters may adopt the above such bylaws as are appropriate for their governance, provided such bylaws do not conflict with the constitution and bylaws of the Society.
The procedures governing the establishment and conduct of chapters and for the affiliation of active members are set forth in the bylaws.

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