Constitution of the Ohio Sigma Chapter of Pi Mu Epsilon National Mathematics Honor Society

I. Name

The name of the organization is the Ohio Sigma Chapter of Pi Mu Epsilon National Mathematics Honor Society (hereafter "the chapter"). The chapter will abide by the constitution and bylaws of the Pi Mu Epsilon, Inc. (hereafter "the national organization") and by this document.

II. Purpose

The purpose of the chapter is to promote and recognize scholarly activity in mathematics at Case Western Reserve University (hereafter "CWRU") and in the surrounding community.

III. Membership

A. Criteria

1. Student members must meet all of the following criteria:

   a) Be candidates for any undergraduate or graduate degree at CWRU;

   b) Have completed at least 17 credit hours of undergraduate-level mathematics courses or their graduate-level equivalents, including:

      (1) Mathematics courses completed at CWRU,

      (2) Mathematics courses completed at a graduate student's undergraduate institution, and

      (3) Mathematics courses for which transfer, proficiency, AP, or IB credit was granted at CWRU;
c) Have maintained and after induction continue to maintain a cumulative GPA of at least 3.0 on a 4 point scale in all mathematics courses;

d) Have maintained and after induction continue to maintain a cumulative GPA of at least 3.0 on a 4 point scale in all courses that lead to the fulfillment of the requirements for the degree(s) they seek;

e) After induction, attend at least three-quarters of the chapter meetings held each semester; and

f) After induction, complete at least five hours of mathematics-related service per academic year, beginning the academic year after a member is inducted; each year by the last day of Spring semester finals, members must also provide the Vice President of Service with the pertinent service documentation he/she requests.

2. Faculty members must meet one of the following criteria:

a) Be faculty members in the CWRU Mathematics Department; or

b) Be faculty members of some mathematics-related CWRU department.

3. Other members must meet both of the following criteria:

a) Have achieved distinction in some mathematics-related field; and

b) Have been approved as an honorary member by the president of the national organization.

B. Induction

1. Inductees must meet all of the following criteria:

a) Inform an officer of the chapter of their intent to become a member;

b) Meet the criteria for membership outlined in Section III.A.; and

c) Be elected to membership by a vote of the chapter at a meeting occurring before the induction ceremony.

2. The induction ceremony will occur annually during spring semester.

C. Sanctions
1. Any member who actively disrupts the goals of the chapter or fails to meet the criteria for membership outlined in Section III.A. will be subject to review by the Scholarship Committee, as defined in Section IV.C.

2. The Scholarship Committee may decide and administer any sanction up to and including removal from the chapter.

IV. Officers

A. Officers must meet the following criteria:

1. Be a member of the chapter;

2. Be elected to office, as described in Section IV.D.

3. After election, attend all chapter meetings and events unless there is a serious conflict.

4. Before the end of the academic year in which they are elected, review the constitution both individually and as a group, proposing amendments as needed.

B. The executive officers of the chapter are as follows in order of rank:

1. Student Officers
   a) President: Oversees all meetings and daily activity of the chapter. Is responsible for correspondence with faculty representatives and the national organization.
   b) Vice President of Finance: Is responsible for managing finances of the club and requesting money from supporting organizations.
   c) Vice President of Communications: Is responsible for all communication within the club and department. Should keep a record of minutes of meetings and current events and inform members of such. Also is responsible for corresponding with alumni of the chapter.
   d) Vice President of Service: Coordinates and notifies members of service opportunities and records service hours of members.
   e) Webmaster: Is responsible for developing, maintaining, and regularly updating the chapter website.
2. Faculty Officers

   a) Chapter Advisor: provides guidance to the chapter in general and must meet the requirements of the national organization.

   b) Permanent Faculty Correspondent: shall receive communications from the national office of the Society, shall present these to the proper persons, and shall inform the Society’s national office of the actions of the Chapter. The Correspondent shall be responsible for submitting the annual report of the Chapter, which should include a review of Chapter activities, awards, reports of meetings, and results of elections, to the national office of the Society. It is understood that any Member of the Society may communicate with the Officers of the Society about any matter. However, final authority for voting on matters submitted by Council to the Chapter, and for submitting Questions from the Chapter to Council, shall reside with the Permanent Faculty Correspondent.

C. Scholarship Committee

1. The Scholarship Committee will consist of all Student Officers and both Faculty Officers.

2. The Scholarship Committee is responsible for determining eligibility for membership and for deciding and administering sanctions.

D. Elections

1. Any member wishing to run for a position should submit a statement of intent to the current president at least one week prior to the election;

2. Elections will occur annually for Student Officers during spring semester after induction and as needed for Faculty Officers;

3. Elections will occur by secret ballot. One current officer and one other member, neither of whom is running for an officer position, will count the ballots. If all current officers are running for a position, the Chapter Advisor or Permanent Faculty Correspondent and one other member that is not running for a position shall count the ballots.

4. A candidate must receive a plurality of votes to be elected. If more than one candidate receives a plurality of the votes, then
the candidate(s) who did not receive a plurality are eliminated and voting begins anew. Voting will continue in this manner until one candidate receives a plurality of the votes.

E. Vacancies and Removal

1. If for any reason, a position becomes vacant, an election shall occur as soon as possible to fill the vacancy.

2. Impeachment

   a) If a member feels that an officer is neglecting his/her chapter duties, that member may bring this to the attention of the Chapter Advisor.

   b) The Chapter Advisor may call an additional chapter meeting, at which the chapter will vote to remove the officer in question. The officer in question will not be present at this meeting.

   c) Removal of an officer will be by three-fourths vote of the eligible voting members present.

   d) If the chapter does vote to remove the officer, the Chapter Advisor will notify that officer as soon as possible.

V. Meetings and Organization

A. Chapter meetings will be held biweekly, with additional meetings of the chapter or any subdivision thereof held as needed.

B. Chapter meetings should follow Robert's Rules of Order.

C. Any voting matter requires the presence of at least half plus one of chapter members eligible to vote.

D. Any vote, unless otherwise specified, requires a simple majority of eligible voting members present.

E. Committees will be formed as necessary, particularly to head large events.

F. Journal discussions will be headed on a voluntary basis by members and should be held at least once a month.
VI. Finance

A. There are no chapter dues. Members will, however, pay a one-time fee of $20 to the national organization before being inducted.

B. The chapter is funded through the CWRU Mathematics Department.

VII. Amendments and Ratification

A. Any member may submit a proposed constitutional amendment to any chapter officer.

B. A proposed constitutional amendment must receive a three-fourths vote of the eligible voting members present at the following meeting in order to be added to the constitution.

C. The Chapter Advisor must separately approve the amendment before it is added to the constitution.