

**PI SIGMA ALPHA, XI CHAPTER CONSTITUTION
NATIONAL POLITICAL SCIENCE HONOR SOCIETY
UNIVERSITY OF PITTSBURGH**

Article I – Purpose

1. To promote scholarly achievement in the area of Political Science by recruiting members in high academic standing (at least a 3.0 GPA, junior status and at least 10 credits in Political Science). Official membership requirements may be dismissed if the individual displays strong activism in the organization but will be awarded special membership in the local chapter.
2. To represent the needs and interests of students enrolled in political science, the undergraduate student body of the University of Pittsburgh, administration, faculty, and other members of the community as well as other outside organizations interested in political science.
3. To initiate, develop, and maintain programs and services that meet the academic, social, economic, and personal needs and interests of the student body at the University and the surrounding community.
4. To stimulate and facilitate communication and interaction with the members of the student body, the University community, and the surrounding community in Pittsburgh.
5. To allocate all monies (i.e. grants or membership fees) in a fair and equitable manner and utilize these monies so that the above functions may be fulfilled.

Article II -- Committees

1. Ad hoc committees will be constructed by the five officers (President, Vice President, Secretary, Business Manager, and Social Chair) or by any member of the organization who submits a proposal to be voted upon before the organization.

Article III – Membership

- National membership requires a 3.0 GPA, junior status and at least 10 credits in Political Science
- Membership will be \$45 (\$30 for National membership, and \$15 extra fee for miscellaneous projects –“fun events,” induction ceremony, etc.). The \$30 is to be paid only once.
- All officers must have held membership in Pi Sigma Alpha for at least one semester.
- A probationary period will be instituted for new members to evaluate the individual’s activities within the organization.
- National induction ceremonies for national membership will be in the Spring Semester.

- Members that are inducted following the National Ceremony will simply receive their certificates and other organizational memorabilia at Poli Sci Night or a meeting. No extra ceremony will be constructed if it is a extra financial burden.
1. In National membership (XI chapter membership) will be contingent on whether the individual is active in the organization
- GPA and credit requirement can be waived if members prove to be active and supportive of the organization
2. Only Two (2) Honorary National Members will be issued by the chapter each year as proscribed by the national office of Pi Sigma Alpha.
 - a. The first will be given to an individual who has contributed significantly to the greater Pittsburgh Community or to the University Community.
 - b. The second will be given to an individual who has made a significant contribution to the field of political science.
 - I. The chapter has created the Francis Newton Thorpe Award to honor its most distinguished teaching faculty to whom it awards a national membership.
 - II. Other distinctions may be amended to this document

Article IV – Removal of Members or the Limitation of Rights

1. Officers will investigate the matter first behind “closed doors – the entire organization will not be included at this point.
 - The panel of officers will be deemed as a Fact-Finding Committee to determine if removal is probable and valid.
2. The member in question will be interviewed by the Fact-Finding Committee
3. If removal is found to be necessary, the issue is brought up before the organization. A 2/3 vote by the organization is needed to limit or remove a member’s powers within the organization.
 - A presentation is needed before the organization in written or oral form.
4. Removal can be of the following reasons:
 - Misallocation of funds.
 - Not upholding the responsibilities designated to the individual by the organization.
5. Upon removal, the individual receives at least his/her “activities” fee back.

Article V – Term of Office

- Starts at the beginning of the summer term and ends at the final day of the following spring term (officers).
- For a Chairperson’s term see Article VI, Section 6.

Article VI – Officer Position and Duties

- The five positions will be President, Vice President, Secretary, Business Manager, and Social Chair
- Duties expressly written in the constitution are to be adhered to in every degree. Other duties can be added but the officers are not confined to them unless so ordered by an agreement by all of the other officers.

1. President

- The position will have the duties of being the sole organizer of the chapter, symbolic head, good representative, he/she will oversee the smooth running of the organization, must exemplify the purpose of the organization, he/she will set the agenda for the general meetings, must motivate members for activism, will be the main contact point for other members, and must be impartial towards the carrying out of programs.

2. Vice President

- He/She will assist the president when the president cannot perform his/her duties (i.e. removal, absentee, etc.), be with the president when meeting higher officials in the University or community, reserve rooms for meetings, share the task of being a communication point with the president, be involved in relations with other organizations (i.e. cosponsors on PSA behalf), will check the organization mailbox, and inform all members of any new information.

3. Secretary

- He/She will be in charge with taking minutes and handing copies to the other officers and Web Page committee, write down primary motions, assign the floor, take votes, keep a log of sign-in sheets of meetings and programs, and maintain a reserved office space for the organization.

4. Business Manager

- He/She will maintain contact with the secretary in the Political Science Department in charge of budgetary matters, hand out a monthly report to the organization at the end of the month for that month (reports must always be given whether or not money was spent, and receipts should always be included in that report).
- He/She will assume the responsibility of fundraising should such a committee not exist.

5. Social Chair

- This will be an archival position. The social chair may appoint a person to fulfill his/her duties when unable. He/She will video tape all programs, work with the media center for any other needs, choose a permanent assistant if needed or wanted to assist in media coverage (picture taking), run down the minutes at every meeting and go over what issue which are still open, he/she will store the pictures and videos in an organized manner.
- All pictures must have the date and the name of the event on the back.

- Place for the storage of all materials will be determined by the administration.
 - The social chair will be responsible for the planning, organization and execution of all trips and social programs.
6. Chairpersons
- Selection of chairs will result from an election by committee in the Fall Semester. A chair's term will begin right after election and carry over to the following summer until the next Fall Semester committee election.
 - Chairs will uphold the purpose of their committees.
7. All officers and Chairpersons will keep in contact over summer break via e-mail or the phone.

Article VII – Meetings

1. The agenda is to be given at the outset of the meetings with attention given to issues still open from pervious meeting(s).
2. A general meeting should be held at least every 2 weeks.
3. A quorum will be reached when there are at least 10 members or potential members.
4. Committee Chairperson and Officers (or in certain cases, a representative) should be present at every meeting.
5. Officers are allowed 3 TOTAL absences per semester, only two of which can be consecutive. More than two consecutive absences will be grounds for removal of office.
6. Valid excuses may be at the discretion of the organization. No warnings on this issue are needed since the constitution is representative of that.
7. The meetings must be run in a democratic manner.
8. Extra meetings such as Officer Meetings or Committee meetings are not mandatory but are highly recommended. These meetings will be at the discretion of the officers and chairs.

Article VII – Advisor

- Duties and responsibilities of the Advisor will be clarified when needed during every administration.

Article IX – Elections/Voting Procedures

1. Elections will begin in the first week of April – nominations are one week prior to the election ceremony. The actual date will be determined at a general meeting.
2. The nomination ballots will allow voters to select 3 individuals from the organization for each position. Individuals can be nominated for more than one position. There shall

be an additional meeting between the Nomination Day and Election Day to announce the positions for which the nominees will run.

3. An optional speech may be given by the nominees for their respective positions.
4. A quorum for the Nomination Day and Election Day will be 3/5 of the organization.
5. People who do not show up for either day (absentee ballots) must e-mail Nominations or Electoral votes to all the officers the day before and the e-mail should be brought by the officers to the actual day of nominating/voting.
6. The advisor will be the tie breaker.
7. 2/3 vote is only needed for ratifying the constitution, amending the constitution, and limiting or removing a member's rights within the organization.
8. In case of special elections, a mandatory date must be decided upon as soon as possible. Normal election procedures will be in effect following that point.
9. In case of an open presidential seat, the vice president will assume the presidential seat and an election will be needed to fill the open vice presidential seat.

Article X – Voters

1. Voters will include active members (chapter and national members). Honorary members are excluded from all voting processes due to the conditions of their membership.
2. “Active members” will be determined by ALL of the officers and chairpersons.

Article XI – Constitution

1. Any member of the organization provided he/she formulates a proposal outlining the amended provisions can modify the constitution. The proposal is sent to the floor where it is voted upon by the organization. A 2/3 vote is needed to pass the proposal.

**XI CHAPTER OFFICERS
2007-2008**

President: Mary Topper

Vice President: Josh Thomas

Secretary: Sarah Posner

Business Manager: Joe Bakey

Social Chair: Arianne Gallagher