



# SIGMA TAU DELTA

INTERNATIONAL ENGLISH HONOR SOCIETY

*Delta Sigma*, Monmouth University Chapter of Sigma Tau Delta, International English Honor Society  
By-Laws (Updated June 2020)

## **Sigma Tau Delta's Mission:**

The purposes of the Society shall be literary and educational. The Society shall strive to:

- A. confer distinction for high achievement in English language and literature in undergraduate, graduate, and professional studies;
- B. through its local chapters, provide cultural stimulation on college campuses and promote interest in literature and the English language in the surrounding communities;
- C. foster all aspects of the discipline of English Studies, including literature, language, writing, and rhetoric;
- D. promote exemplary character and good fellowship among its members;
- E. exhibit high standards of academic excellence; and
- F. serve society by fostering literacy.

## **Article I: Inducted Membership**

- A. Undergraduate Induction Membership Requirements
  - a. 12 credits in the major beyond the General Education English requirements (earned at MU)
  - b. 70+ credits total toward graduation
  - c. 3.25 GPA in the major
  - d. 3.0 overall GPA
- B. Graduate Induction Membership Requirements
  - a. 12 credits in the MA/MFA major at MU
  - b. 3.7 overall GPA

## **Article II: Membership Status Requirements**

- A. Level I: Club Membership
  - a. Maintain active status on email list;
  - b. Attend at least one (1) meeting per academic year;
  - c. Attend at least one (1) event per academic year. Event may be from any category under "events" (academic, literary, social, fundraising, philanthropy);
- B. Level II: Provisional Membership
  - a. Maintain active status on email list;
  - b. Attend at least one (1) meeting per semester during fall and spring semesters;
  - c. Attend at least two (2) events per academic year. Events must be from two (2) distinct categories under "events" (academic, literary, social, fundraising, philanthropy);
  - d. **Log 4+ philanthropy hours per semester.** Hours must contribute toward a philanthropy event or project that corresponds with Sigma Tau Delta's mission. You must receive

approval from student executive board officers and/or faculty advisor ahead of time to make sure your philanthropy hours will “count.” Documentation required.

- e. Benefits
  - i. Voting Rights (Provisional members are allowed to/encouraged to vote)
  - ii. Eligibility for publication opportunities through Sigma Tau Delta

### C. Level III: Full Membership

- a. Maintain active status on email list;
- b. Attend at least two (2) meetings per semester;
- c. Attend at least three (3) events per academic year. Events must be from three (3) distinct categories under “events” (academic, literary, social, fundraising, philanthropy);
- d. **Log 8+ philanthropy hours per semester.** Hours must contribute toward a philanthropy event or project that corresponds with Sigma Tau Delta’s mission. You must receive approval from student executive board officers and/or faculty advisor ahead of time to make sure your philanthropy hours will “count.” Documentation required.
- e. Benefits
  - i. Voting Rights (full members are required to vote; only full members may nominate officers)
  - ii. Eligibility for awards, internships, and publication opportunities through Sigma Tau Delta
  - iii. Honor Cords\*
    - \*In order to earn honor cords for graduation, students must (at minimum) achieve the requirements for full membership status during the semester immediately preceding their anticipated graduation date (i.e. spring semester for May Commencement, etc.)

## Article III: Honor Society Probation

### A. Status-Revoking Issues

- a. Although Sigma Tau Delta is a lifetime membership, membership can enter academic probation;
- b. Members shall not let their GPA fall below 3.25 in the major or 3.0 overall;
- c. Members shall attend required meetings/events as per the above guidelines, when such meetings/events are offered. In the event that not enough activities are hosted, the members shall not be held accountable.

### B. Status-Revoked Penalties

- a. Members who have one or both of the above status-revoking issues will be penalized;
- b. Voting rights will be withheld from members on Honor Society Probation;
- c. Honor chords will be withheld from members on Honor Society Probation.

### C. Status-Reinstating

- a. Members who have been on Honor Society Probation may work on having their status reinstated;
- b. Status will be reinstated when members have brought their GPAs up;
- c. Status will be reinstated when members have attended/participated in the request

meetings/events;

- d. When status is reinstated, members will again have the right to vote in membership elections and earn honor cords.

#### **Article IV: Student Executive Board Officers**

##### **A. President (roles and responsibilities)**

- a. Maintain and archive digital documents through a shared Google Drive that contains ideas for academic workshops, literary and social events, fundraisers, and philanthropy projects, noting the ones that have been particularly successful on our campus;
- b. Assess the interests and needs of the chapter;
- c. Facilitate bi-monthly chapter meetings\*\* during the “open” Wednesday 3:00 p.m. – 4:00 p.m. period; while the chapter president is expected to facilitate the majority of the chapter meetings, they may designate another student executive member to facilitate individual meetings, if necessary;
- d. Work with the members of the student executive board to plan and execute the calendar of events for the current academic year, achieving a balance among: academic workshops, literary and social events, fundraisers, and philanthropy projects;
- e. Officiate at the Student Awards and Sigma Tau Delta Induction Ceremony during the spring semester;
- f. Delegate duties to officers and chapter members, trying to involve as many members as possible;
- g. Expand Sigma Tau Delta beyond our campus community, focusing in particular on academic opportunities for our chapter members. Learn about national, regional, and state conferences (NJCEA’s annual spring conference, in particular) and identify opportunities for members to submit papers and attend.

##### **B. Vice President (roles and responsibilities)**

- a. Serve as the liaison between Sigma Tau Delta and other organizations on campus, including the Student Government Association and faculty; communicate enthusiasm about Sigma Tau Delta to other members, to other students, and to the faculty;
- b. Work with Department of English faculty—including the Graduate Program Director, MFA Program Director, and Department Chair—to determine how Sigma Tau Delta can be of service to the Department of English;
- c. Investigate the possibility of co-hosting programs or activities with other organizations on campus or within the larger community;
- d. Assist in event-planning, with a specific focus on coordinating academic events for the chapter—including at least two “Life After Monmouth” workshops during the fall semester and at least two “Life After Monmouth” workshops during the spring semester;
- e. Facilitate individual bi-monthly chapter meetings\*\* during the “open” Wednesday 3:00 p.m. – 4:00 p.m. period, if requested by the chapter president;
- f. Participate in Student Awards and Sigma Tau Delta Induction Ceremony in the spring semester.

### C. Treasurer (roles and responsibilities)

- a. Work with English Department Office Administrator (EDOA) for financial health of the chapter;
- b. Assist in event-planning, with a specific focus on fundraising events for the chapter—including at least two bake/brunch/pretzel sales during the fall semester and at least two bake/brunch/pretzel sales during the spring semester;
- c. Coordinate all fundraising events, including: making campus space reservations; coordinating member participation; staffing tables; creating and maintaining a Venmo account for use during fundraising events;
- d. Collect receipts for expenditures and write reimbursement checks to members (as needed);
- e. Collect and deposit promptly any chapter dues or special fees (as needed);
- f. Coordinate and collect initiation fees from new members (as needed);
- g. Keep track of the Income Tax ID Number if the chapter has one (as needed);
- h. Facilitate individual bi-monthly chapter meetings\*\* during the “open” Wednesday 3:00 p.m. – 4:00 p.m. period, if requested by the chapter president;
- i. Participate in Student Awards and Sigma Tau Delta Induction Ceremony in the spring semester.

### D. Secretary

- a. Maintain and archive digital documents through a shared Google Drive that can be shared with the other student executive board officers and incoming officers when the secretary steps down and/or graduates;
- b. Maintain and update digital records of alumni and active members of Sigma Tau Delta;
- c. Prepare an agenda—in digital and hard copy—for each bi-monthly meeting;
- d. Record—in digital copy—the minutes of each bi-monthly meeting;
- e. Send email reminders (including meetings, upcoming events, and deadlines) to members;
- f. Maintain and update digital records of members’ participation in all meetings and events;
- g. Assist in event-planning, with a specific focus on literary events for the chapter (including our annual “Blind Date with a Book” event, marathon readings, and April Poetry Month events);
- h. Facilitate individual bi-monthly chapter meetings\*\* during the “open” Wednesday 3:00 p.m. – 4:00 p.m. period, if requested by the chapter president;
- i. Participate in Student Awards and Sigma Tau Delta Induction Ceremony in the spring semester.

### E. Director of Public Relations (roles and responsibilities)

- a. Create original posts and stories for our Sigma Tau Delta Instagram account, focusing on generating membership engagement and cultivating followers through a variety of innovative activities, such as our #FridayReads and #WhiskerWednesday #sigtau pets posts;

- b. Post a minimum of two photos and three stories on Instagram per week during the fall and spring semesters;
- c. Follow, share, tag, and include the stories of other Monmouth University Instagram accounts—including but not limited to: Monmouth University, Department of English, Monmouth University Library, the Honors School, etc., as well as our philanthropy partner, Catsbury Park.
- d. Design at least one creative bulletin board display per semester during the fall and spring semesters;
- e. Post flyers advertising all Sigma Tau Delta events, including but not limited to: fall and spring meeting schedules, academic workshops, literary events, social events, fundraisers, philanthropy-related events and/or projects;
- f. Facilitate individual bi-monthly chapter meetings during the “open” Wednesday 3:00 p.m. – 4:00 p.m. period, if requested by the chapter president;
- g. Work with English Department Office Administrator (EDOA) to share Sigma Tau Delta events on the Department of English social media platforms.
- h. Facilitate individual bi-monthly chapter meetings\*\* during the “open” Wednesday 3:00 p.m. – 4:00 p.m. period, if requested by the chapter president;
- i. Participate in Student Awards and Sigma Tau Delta Induction Ceremony in the spring semester.

F. Director of Philanthropy (roles and responsibilities)

- a. Cultivate and maintain an ongoing, positive relationship with our philanthropy partner, Catsbury Park through various communications, including emails, phone calls, and in-person visits;
- b. Assist in event-planning, with a specific focus on philanthropy-related projects for the chapter (including our Holiday Donation Drive and our cat adoption sponsorship drive);
- c. Coordinate remote or in-person volunteer opportunities through which members can earn philanthropy hours through involvement with Catsbury Park;
- d. Maintain and update digital records of members’ participation in all philanthropy-related fundraisers and events;
- e. Facilitate individual bi-monthly chapter meetings\*\* during the “open” Wednesday 3:00 p.m. – 4:00 p.m. period, if requested by the chapter president;
- f. Participate in Student Awards and Sigma Tau Delta Induction Ceremony in the spring semester.

\*\*Student Executive Board officers should additionally coordinate a minimum of two additional on-campus “office hours” per week to be available to chapter members who are unable to attend the regularly scheduled chapter meetings due to scheduling conflicts; these “office hours” may be held at times convenient to individual student executive board members and must be publicized to the chapter by the end of the second week of each semester.

**Article V: Voting**

- A. All inducted members (either provisional or full) are eligible to vote in elections;
- B. Elections shall occur digitally no later than 2 weeks after the last day of finals in the Spring term;
- C. Newly elected officers shall meet with their outgoing counterparts to learn about their responsibilities and maintain the trajectory of the organization;

**Article VI: Meetings and Events**

- A. Meetings shall be held bi-monthly during the fall and spring semesters of each academic year;
  - a. The Faculty Advisor will coordinate and reserve a regular meeting time and space.
- B. Events
  - a. Academic
    - i. Each semester, there will be two “Life After Monmouth” workshops focused on professional development, preparing students for graduate and/or professional study, and/or advancing student scholarship.
  - b. Literary
    - i. Each academic year, there will be at least one literary-themed event.
  - c. Fundraising
    - i. Each semester, there shall be at least two fundraising activities;
    - ii. The activity may include a food sale, a collection, a donation drive, or a fundraiser of another kind;
    - iii. Any funds proceeding from the activity will be donated to a cause that corresponds with the mission of Sigma Tau Delta
  - d. Philanthropy
    - i. Each semester, there will be at least one philanthropy project;
    - ii. This project may include a donation drive, on or off campus volunteer opportunity, or project of another kind;
    - iii. Any funds or items proceeding from the project will be donated to Delta Sigma’s philanthropy partner, Catsbury Park.
  - d. Social Events
    - i. From time-to-time, Delta Sigma will schedule activities that correspond with the mission and allow members to bond over English-related subject material;
    - ii. Activities may be on or off campus;
    - iii. Some will be paid for by the organization, some will be paid for via members’ fundraising efforts, and some will be paid out of pocket;
    - iv. All members at all levels are welcome to suggest activities!

**Article VII: Changing the By-Laws**

- A. When by-laws are in question, the Faculty Advisor and Student Executive Board will review the by-laws and potential conflicts;
- B. The Faculty Advisor and Student Executive Board will discuss and review recommendations, making changes as needed for the health and well-being of the chapter;

- C. The Student Executive Board will vote on the proposed changes; only the Student Executive Board members are allowed to vote on by-law changes;
- D. The proposed changes will need a simple majority vote to pass.