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Constitution of Delta Delta Epsilon

WVU ByLaws

Article I: Name

Then name of this organization shall be the **Alpha Theta** chapter of Delta Delta Epsilon, herein referred to as the Chapter of Forensic Sciences National Honor Society Delta Delta Epsilon.

Article II: Mission

Delta Delta Epsilon is a national honor society dedicated to recognizing and encouraging excellence in scholarship in the forensic sciences. The mission is to function as an honor and professional organization for students of the forensic sciences.

The **Alpha Theta** chapter, shall promote activities designed to stimulate academic achievement, promote community understanding and awareness, provide service and advance the field of forensic science.

Article III: Insignia

Section 1: Emblem

The official emblem of the chapter shall display the three capitalized initials of the organization: 

Section 2: Colors

The chapter colors shall be gold and blue.

Article IV: WVU Special Requirements

This organization will adhere to the West Virginia University Conduct Code.

Article V: Membership

Active members who have fulfilled their financial obligations to the chapter will be recognized with all privileges of membership; to include the right to vote, hold office, and serve on committees.

Section 1: Active Members

Undergraduate students shall be enrolled at West Virginia University, have declared a major in Forensic Science, upper level forensics (third year standing), and have a minimum GPA of **3.0** on a 4.0 scale; for duration of membership.

Graduate students shall be enrolled at West Virginia University, have declared a major in Forensic Science, have completed 12 semester hours within the program, and have a minimum GPA of a **3.3** on a 4.0 scale; for duration of membership.

\* If a student’s major should change at any time after initiation; they would forfeit their membership within the organization, with no refund of paid dues.

Professional members: Alumni of collegiate chapters shall be professional members. Others meeting the following criteria may be elected to professional membership: (a) earned one or more collegiate degrees with a 3.3 GPA as an undergraduates or 3.5 GPA as a graduate students and have not been previously initiated into another chapter of Delta Delta Epsilon, or (b) have earned one or more degrees qualifying them to work in a profession with a 3.3 GPA as an undergraduate or 3.5 GPA as a graduate student and have made a distinctive contribution to a profession affiliated with forensic science.

Section 2: Equality Statement

Membership in the **Alpha Theta** chapter of Delta Delta Epsilon is open to qualified candidates and membership will not be denied on the basis of age, disability status, ethnicity, gender identity, national origin, religion, sex, sexual orientation, or veteran status.

Section 3: Initiation

Formal initiation will occur one time each academic year in October.

Section 4: Maintaining Active Members

In order to remain in good standing as an active member, members must pay their dues for the year by **October 1,** participate in at least two of the required chapter activities per semester and attend at minimum of 3 chapter meetings per semester. Attendance will be reviewed by the secretary during the last two weeks of each semester.

\*If a payment plan for dues needs to be established, a signed contract shall be filed with the treasurer- prior to October 1.

If one or more of the above requirements is not met: the first semester, a fine of $25 would be imposed; the second semester the requirements were not met a fine of $50 fine would be imposed; the third semester that the requirements were not met membership within the chapter will be terminated.

In order to maintain active status within the chapter, following an imposed fine, the owed monies are due within the first 30 days of the next semester.

Article VI: Officers and associated duties

Section 1: Executive Committee

The officers of this chapter shall be the President, Vice President, Secretary, Treasurer and Historian.

These elected officers shall comprise the **Alpha Theta** chapter executive committee.

Such positions will serve one academic term. Elections for new officers will be held each April.

Section 2: Executive Committee Position Descriptions

The President shall have general supervision and direction of the officers of the chapter, shall preside at all meetings of the chapter and the executive committee, and shall serve as a nonbiased chair during debate.

The Vice President shall have the powers to perform the duties of the President during any absence, shall be chair of the initiation committee, shall oversee committee placements and chair appointments, along with other duties as determined by the executive committee.

The Secretary shall be responsible for all meetings, maintain all membership records, respond promptly to all chapter correspondence, to include the chapter email account, and have such other duties as may be determined by the executive committee.

The Treasurer shall be responsible for all monies of the chapter and shall serve as chair of the finance committee. Accurate records of all transactions will be kept. The executive committee shall complete an annual audit of the chapter accounts.

The Historian shall be responsible for assembling and submitting articles for publication as requested by the National Society, develop/maintain social media accounts, develop/maintain chapter webpage and shall serve as chair of the publicity committee.

Article VII: Meetings

Section1: Regular Meetings

The **Alpha Theta** chapter shall hold, at minimum, 5 meetings per semester. Dates of the meetings will be distributed to all active members electronically at the beginning of each semester.

Meetings will be held in Ming Hsieh, room G20 or G21, based on availability.

Section 2: Special Meetings

Special chapter meetings may be called by the President or executive committee as needed. However, the business of such meetings shall be limited to the intended purpose only. A special meeting shall be announced to active members at least 2 days in advance.

Section 3: Quorum

Those present shall constitute a quorum.

ARTICLE VIII: FINANCIAL REQUIRMENTS

Section 1: Due Amounts

Upon membership acceptance, a member shall pay a onetime initiation fee and the first year of local dues, totaling $100.

The annual fee will then be due by October 1st each ensuing year of membership, $50.00.

Section 2: Account Manager

The Treasurer shall be designated the account manager. This person has primary authority to approve all chapter expenditures.

Section 3: Expenditure Approval

All expenditures over $100.00 will require *two* signatures: the account manager and the President. All expenditures over $250.00 will require *three* signatures: the account manager, the President, and another executive committee member.

Section 4: Financial Document Review

The chapter’s advisor may request and review all financial documents at their discretion.

Article IX: Committees

Chapter committees shall consist of the chair and at least two additional active members. Standing committees shall be established by the **Alpha Theta** chapter. Special committees may be established by the President, executive committee or the **Alpha Theta** chapter, as needed. The standing committees of the **Alpha Theta** chapter shall be:

Section 1: Executive Committee

The executive committee shall consist of the five officers of the chapter and shall have general supervision of the chapter between its business meetings, make recommendations to the chapter, and shall perform any other needed duties specified by the Constitution and rulings of the National Society.

Section 2: Publicity Committee

The publicity committee shall promote the **Alpha Theta** chapter of Delta Delta Epsilon within the West Virginia University and Morgantown, WV community; to include all service and community outreach activities. The Historian shall serve as the chair.

Section 3: Initiation Committee

The initiation committee along with the chapter advisor shall arrange the yearly initiation ceremony. The Vice President shall serve as the chair.

Section 4: Finance Committee

The finance committee shall prepare the budget and make an annual analysis of chapter fiscal management. The Treasurer shall serve as the chair.

Section 5: Community Outreach Committee

The community outreach committee shall be tasked with identifying and developing events/concepts/programs the chapter could host to provide forensic science understanding to the community. This committee may also work along-side the finance committee to develop fundraising events for the chapter. The chair for this committee shall be appointed by the Vice President. Two community outreach projects should be completed within an academic year.

Section 6: Service Committee

The service committee shall be tasked with identifying organizations and/or charities the chapter could provide fundraising or hands on assistance to in a non-profit manner. The chair for this committee shall be appointed by the Vice President. Two service projects shall be completed within an academic year.

Section 7: Practical Application Committee

The practical application committee shall be tasked with identifying and organizing workshops each semester in which the members and undergraduate forensic student body are exposed to a forensic practice or advancement within the field of forensic science. These events will be scheduled as desired by the members of the **Alpha Theta** chapter.

Section 8: The Sherlock Society

The Sherlock Society, overseen by the chapter advisor, shall be composed of active members who volunteer to be paired with freshman and sophomore students with declared majors in forensic science. The Delta Delta Epsilon member will serve as a peer point of contact for the freshman/sophomore student as they learn to navigate general core classes, adjust to the expectations of college and the academic demands in this field of study.

Students shall be paired, by the executive committee, based on specified forensic discipline: examiner, chemistry or biology.

This is a no-cost service provided to freshman/sophomores with declared majors in forensic science to assist with the overall retention in the forensic science major at West Virginia University.

\*Service on this society will qualify for one service attendance requirement throughout the academic year.

Article X: Recognition

Active students within the chapter at the time of graduation will be gifted with cords to be worn during graduation ceremonies, per WVU regulations.

Students who serve on the Sherlock Society at the time of graduation will be gifted with a lapel pin in recognition of their service.

Article XI: Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the chapter in all applicable cases.

Article XII: Amendment of by-laws

The bylaws may be amended at any meeting of the chapter by 2/3 vote, provided the amendment has been submitted in writing at a previous regular meeting or has been submitted in writing to all active members of the chapter at least two weeks prior to the meeting in which it is to be considered.

These bylaws shall not be in conflict with the constitution of the National Society. Any amendment of the National Society Constitution affecting these bylaws shall cause this document to be amended automatically to concur with such amendment.