

*Iota Sigma Pi*



National Honor Society  
for  
Women in Chemistry

# **RULES and REGULATIONS**

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## **PART A - NEW CHAPTER FORMATION**

### **Article I - Requirements**

SECTION 1 - A minimum of six women scientists, who may be students, faculty, business professionals, or any mix thereof, must sign the petition.

SECTION 2 - The petitioning group should write to the National Vice President for details.

SECTION 3 - Petitioners must provide **one original and one electronic copy (as a .pdf)** of the final petition (with all the proper signatures) to the Vice President.

### **Article II - Council Action**

SECTION 1 - The National Vice President shall review the petition and, if complete, shall send copies to each member of National Council. The approved original petition should be sent to the National Historian for the archives.

SECTION 2 - The petition may be approved by

- a) two thirds vote (of votes cast) during a National Convention or
- b) two thirds vote of National Council when the National Convention is recessed.

SECTION 3 - If the vote is to be taken at a National Convention, the National Vice President shall provide several copies for review by the delegates prior to the vote.

SECTION 4 - The National Vice President shall inform the petitioners of the result of the vote. If the petition is turned down, the National Vice President shall explain the reasons in writing and request additional information from the petitioners.

### **Article III - Expenses, Fees and Dues**

SECTION 1 - The installing officer may be any National Officer or a Past President. The expenses of the installing officer shall be paid by the National Treasury.

SECTION 2 - Expenses other than those for the installing officer are the responsibility of the petitioners.

SECTION 3 - The National Vice President shall inform the petitioners of the initiation fee, other fees/dues, and time of payment.

### **Article IV - Chapter Name**

The petitioning group shall select a name from names of chemical elements or binary compounds not in active or inactive use. The name shall be part of the petitioning document.

## Article V - **Satellite Groups**

Members who live some distance from a chapter may form an informal group for the purposes of holding activities such as professional development and outreach within their community. Such a group has no standing in the Society. The group may petition to form a chapter when the requirements for chapter formation are met.

## **PART B - MEMBERS**

### Article I - **Eligibility for Membership**

SECTION 1 - Any woman who meets the requirements set forth in any of the following sections and is pursuing or has received a degree in chemistry or in a science closely related to chemistry at any accredited institution offering at least a baccalaureate in that field is eligible for membership. A science may be considered closely related to chemistry when the equivalent of 6 semesters of chemistry are required for the curriculum and the principles of chemistry are used to investigate and interpret areas of research in the discipline. Each candidate for membership is expected to maintain a high standard of scientific conduct and possess character and reputation that are distinct assets to the Society.

SECTION 2 - Undergraduate Students: To be eligible, the student must

- a) have completed at least four semesters (or equivalent) of chemistry with an average of 3.5 or above on a 4.0 system or have completed at least six semesters of chemistry (or equivalent) with an average of 3.0 or above on a 4.0 system. Four semesters of chemistry typically includes two courses of general chemistry with laboratory and two courses of organic chemistry with laboratory. Six Semesters of chemistry includes additional courses such as biochemistry, analytical, or physical chemistry. Courses taken as AP, IB, or CLEP can apply to the six semesters but not to the four semesters.
- b) have an overall academic average grade point of 3.0 or above on a 4.0 system.

SECTION 3 - Graduate Students: To be eligible, the student must

- a) have met the requirements in Article I, Section 2 or have completed successfully at least nine semester hours (or equivalent) of graduate study in chemistry or a field closely related to chemistry and have a grade point average of 3.0 (out of 4.0)
- b) not be on probation of any kind.

SECTION 4 - Professional Applicants: To be eligible, the applicant must

- a) have met the requirements in Article I, Section 2 or Article I, Section 3 or
- b) hold a Ph.D. in chemistry or field closely related to chemistry or
- c) hold a baccalaureate or masters degree in chemistry or field closely related to chemistry and have a three year employment history in chemistry or a field where the principles of chemistry are important or

- d) have a five year employment history in chemistry or a field where the principles of chemistry are important.

## Article II - **Application Procedures**

### SECTION 1 - Students

- a) The chapter membership activities coordinator, secretary and liaisons shall obtain names of qualified individuals from the academic institution(s) and submit the names to the chapter's membership committee.
- b) If there is no chapter within a reasonable distance of the institution, a faculty member may submit the name of the student to either National Director for action by the National Council.
- c) The candidate shall be informed of her acceptance within a reasonable time of the date set for initiation into a chapter.
- d) The candidate shall be informed of dues, fees, and required documentation. Dues and fees shall be collected prior to initiation. All necessary documents must be complete prior to initiation.

### SECTION 2 - Professional Candidates

- a) Eligible candidates may petition a chapter or either National Director for membership. A member may sponsor a candidate for membership. A candidate may be approached to become a member.
- b) The candidate shall be informed of her acceptance within a reasonable time of the date set for initiation into a chapter.
- c) The chapter secretary, chapter liaison, or either National Director will inform the applicant of the documents required, dues, fees, and any other pertinent information needed. Dues and fees shall be collected prior to initiation. All necessary documents must be complete prior to initiation.

## Article III - **Member Affiliation.** (Constitution, Article IV, Section I Bylaws, Article I)

SECTION 1 - A chapter member usually resides within reasonable distance of the chapter's main base, or within the area assigned to a chapter.

SECTION 2 - A member-at-large (MAL) usually does not reside within a chapter's area. She may, however, request affiliation with a chapter at any time.

SECTION 3 - If a member moves into an area with an active chapter, she will be assigned to that chapter, unless she requests otherwise.

SECTION 4 - If a member moves into an area with no active chapter, she will become a member-at-large (MAL), unless she requests otherwise.

## **Article IV - Member Categories and Dues (Constitution, Article V, Bylaws, Article I)**

SECTION 1 - Members who have paid current year's dues are considered active members. Members in arrears may become active by payment of the current year's dues.

SECTION 2 - Members who are not active

- a) cannot vote in local or national elections,
- b) cannot hold an elected office,
- c) cannot be delegates to National Convention,
- d) will be dropped from mailing lists.

SECTION 3 - The categories of dues below apply to chapter members and MAL.

- a) Regular Member - full dues
- b) Student Member (full time only) - Rate less than full Regular Member dues
- c) Emeritus Member - no dues. Emeritus status must be requested in writing to Records Chair. Requirements are
  - i. minimum age of 62
  - ii. a history of regular payment of dues and
  - iii. activity and interest in the Society.
- d) Life Member - Member who pays the one time life fee. Member should write to the National Treasurer for details.
- e) Special Member - Dues may be waived due to unusual circumstances. Member must write to the National Treasurer to request this category, explaining the reasons for the request. The period of waiver granted shall be determined by the President.
- f) National Honorary Members and Professional Excellence Awardees - no dues. They are active members, entitled to all privileges.

SECTION 4 - Dues are set by the National Convention, usually for a period of three years.

## **Article V - Collection of National Dues and Fees**

SECTION 1 - All members shall be billed directly by the National Treasurer. Dues are remitted to the National Treasurer.

SECTION 2 - Chapter Treasurers shall collect initiation fees and dues in accordance with instructions in Rules and Regulations, Part C, Article I, and send them to the National Treasurer.

SECTION 3 - The dues mailing label shall include the latest year for which dues have been paid.

## **PART C - CHAPTERS AND CHAPTER OFFICERS**

### **Article I - Chapters**

SECTION 1 - All chapters and their officers are governed by the Constitution and Bylaws of Iota Sigma Pi and by the Rules and Regulations.

SECTION 2 - Chapters are considered active if they satisfy the following requirements

- a) Maintain a minimum of six active members (dues paid for the current year).
- b) Maintain a listing of names of current officers, members, and new initiates on file with the proper National Officers. The name(s) of any Liaison(s) should also be on file.
- c) Hold at least one business meeting annually.
- d) Satisfy the requirements of National Council in a timely fashion.

SECTION 3 - New chapters shall be formed as outlined in Rules and Regulations, Part A.

SECTION 4 - A chapter may be deactivated by a two thirds vote of National Council or National Convention if the chapter does not meet the criteria in Rules and Regulations, Part C, Article 1, Section 2 and/or does not conform with the Constitution and Bylaws.

SECTION 5 - If there is a conflict in chapter boundaries, the National President shall decide.

SECTION 6 - Chapters shall elect eligible candidates to membership according to the Rules and Regulations, Part B.

SECTION 7 - Chapters may have liaison person(s) to maintain contact with academic institutions to obtain the names and credentials of eligible candidates. This may be, but is not limited to, an academic staff member.

SECTION 8 - Chapters shall maintain records and documents in their Archives.

SECTION 9 - Chapters may hold joint meetings with other scientific and professional organizations. They must, however, avoid any groups with political connotations. (See Constitution, Article III, Section 3.)

SECTION 10 - In the event that a chapter is deactivated, the Charter, archives, records, and any moneys left after debts are paid should be returned to the proper National Officer.

SECTION 11 - A chapter's fiscal year shall be the same as that of the National Treasury.

### **Article II - Chapter President**

SECTION 1 - Calls and presides at all meetings.

SECTION 2 - Appoints committees and their chairs and serves as an ex-officio member.

SECTION 3 - Ensures compliance with the Constitution and Bylaws and other official documents of the Society.

SECTION 4 - Calls for election of new officers.



SECTION 5 - Arranges for the selection of convention delegate(s) to the National Convention.

SECTION 6 - Casts the deciding vote to make or break a tie (if the vote makes a tie, the issue loses). The President does not have to vote.

SECTION 7 - Maintains contact with the Liaison(s).

SECTION 8 - Responds to correspondence from National Council and ensures that other officers also respond.

### **Article III - Chapter Vice President**

SECTION 1 - Presides for the President as necessary.

SECTION 2 - Acts as chairman of the program committee. Is responsible for all arrangements for programs and meetings.

SECTION 3 - Is responsible for the properties pertaining to the initiation ceremony.

SECTION 4 - Prepares an annual report of chapter activities and submits this report to the National Vice President by the deadline she sets (usually June 1).

SECTION 5 - Prepares, with the help of the chapter historian and other officers, a triennial report of chapter activities prior to National Convention and submits this report to the National Vice President by the deadline she sets (usually May 15).

### **Article IV - Chapter Secretary**

SECTION 1 - Sends out notices of chapter and other meetings.

SECTION 2 - Keeps the minutes of chapter and executive committee meetings.

SECTION 3 - Maintains an up-to-date file of the chapter's members.

SECTION 4 - Sends to the National Vice President the list of newly elected officers and their contact information as soon as possible after election, but no later than June 1.

SECTION 5 - Sends name and address changes of members to the National Records Chair; changes for officers and liaisons go to the National Vice President.

SECTION 6 - Handles official chapter correspondence that does not fall under the jurisdiction of a specific officer.

SECTION 7 - Sends invitations to candidates for membership.

SECTION 8 - Keeps the chapter officers informed of any address changes.

SECTION 9 - Keeps the membership informed of significant announcements from National Council. (Consults with the Chapter President who may wish to handle some of the items.)

## Article V - Chapter Treasurer

SECTION 1 - Obtains completed membership applications, initiation fees, transcripts or resumes, and dues from new members. (Chapter retains one copy of each membership application).

- a.) Checks transcript/resume to see if the applicant meets membership requirements. If the treasurer is a student member, a chapter professional member shall review the transcript. Typically, this will be the faculty sponsor or Membership Activities Coordinator. If no professional member is available, then the National Coordinator of Initiates and Supplies shall conduct the approval.
- b) Deposits moneys in chapter account.
- c) Writes one check for all new member initiation fees and dues. Sends this check, along with one copy of each new membership application and three Summaries of Initiates to the Coordinator of Initiates and Supplies prior to initiation. The Coordinator of Initiates and Supplies will specify how long before initiation she needs to receive these materials.

SECTION 2 - Collects local chapter dues and fees, if applicable, from members.

SECTION 3 - Handles the chapter financial transactions, maintains and keeps accurate records.

SECTION 4 - Places orders for official merchandise (e.g., jewelry and graduation braids) with the Coordinator of Initiates and Supplies. (Members may also order directly.) A check must accompany the order.

SECTION 5 - Reports the financial status of the chapter as requested by the Chapter President or National Treasurer.

SECTION 6 - Files an annual financial report with the National Treasurer no later than three months after the close of the fiscal year. (Refer to Rules and Regulations, Part C Article V, Section 7a.)

SECTION 7 - Files IRS Form 990 (Tax Exempt Societies). This form must be filed by each chapter in order for the Society to maintain its tax exempt Status. Iota Sigma Pi is exempt under Section 501 (c) of the Internal Revenue Code. This confers exemption on its subsidiary groups (chapters). The date of the exemption letter is August 8, 1957. Since the national organization does not file a group return for its chapters, each chapter must file.

- a) The deadline for filing Form 990 is November 15 (the fiscal year is July 1 to June 30). The National Treasurer will inform local chapters if there is any change in this date.
- b) The group is exempt from filing Form 990, provided gross receipts in each year do not exceed \$25,000 (twenty five thousand dollars).
- c) However, if the chapter receives a Form 990 with a pre-addressed removable label, it must be returned to the IRS Service Center for the area of the chapter. Remove the label, affix to the name and address area of the form, check the box

that says “Check here if gross receipts are normally not more than \$25,000” (first box in the note above Part 1), sign the form and mail it. This helps keep IRS current and avoids IRS contacting the group later to find out why a return was not filed.

d) The IRS has ruled that Iota Sigma Pi is not a “private foundation.”

## **Article VI - Chapter Historian**

SECTION 1 – Is the curator of the chapter's documents (e.g., past chapter minutes, annual and triennial reports, chapter Charter, chapter Constitution and Bylaws, and past initiation records).

SECTION 2 - Is curator of the chapter's copy of the Society documents (e.g. National History and Constitution and Bylaws).

SECTION 3 - Assists Chapter Vice President in the preparation of the annual and triennial chapter reports.

## **Article VII - Membership Activities Coordinator**

SECTION 1 - Acts as the liaison to departments of chemistry and sciences closely related to chemistry, or coordinates the activities of multiple liaisons with Iota Sigma Pi.

SECTION 2 - Acts as the liaison to local industry or government agencies to help identify potential members.

SECTION 3 - Facilitates recruiting efforts for chapter and conducts at least one membership drive per year for the chapter. Obtains names and contact information of potential initiates and gives the information to the Chapter Secretary.

SECTION 4 – Encourages all members to recruit new members for the chapter.

SECTION 5 - Places chapter members who are moving away with new chapters or MAL Coordinator.

SECTION 6 - Facilitates efforts to reach out to inactive members.

SECTION 7. For Chapters whose Chapter Officers are exclusively undergraduate students, the Chapter shall have a designated Membership Activities Coordinator who shall be a professional member or a faculty liaison and who shall be the official contact with National Council.

## **Article VIII - Convention Delegate**

SECTION 1 - Attends the National Convention as a representative of her chapter or MAL and participates actively in committee work and business sessions. The work reviews the past triennium and sets direction for the coming triennium.

SECTION 2 - Makes an oral report to the National Convention of her chapter's or MAL activities during the past triennium.

SECTION 3 - Casts votes in National Council elections and on any motions that are brought before the National Convention.

SECTION 4 - Reports to the chapter on the convention activities.

## Article IX - **Committees**

SECTION 1 - The President appoints the committees and their chairs.

SECTION 2 - Recommended standing committees and chairs are:

<b>Committee</b>	<b>Chair</b>
Program	Vice President
Nominations and Elections	Immediate Past President
Membership	Secretary [Membership Liaison]
Audit and Finance	Treasurer
Extension/Outreach	Liaison (only if member)

## Article X - **Honorary Chapter Members, Chapter Affiliates, and Chapter Associates**

SECTION 1 - Persons who are interested in the Society and who do not qualify for membership may become affiliates or associates of the Chapter. They are not entitled to vote in local elections or hold local office.

SECTION 2 - Individuals who have demonstrated an unusual interest in the chapter or have a history of service to the chapter may be designated as Honorary Chapter Members. This designation does not entitle them to vote in local elections or hold local office.

SECTION 3 - Chapters may collect local dues from affiliates or associates. Honorary members do not, as a rule, pay local dues.

## Article XI - **Fees, Dues, and Finances**

SECTION 1 - Chapters may collect local dues and fees.

SECTION 2 - The chapter treasurer shall collect the local assessments.

SECTION 3 - Moneys collected locally and intended for chapter use shall remain in the chapter treasuries.

SECTION 4 - Chapters and MAL Treasuries will receive a portion of the National Dues. The amount to be received will be based on the formula determined by the latest National Convention.

SECTION 5 - Chapters and MAL Treasuries will receive an annual sum from the dues of their Life Members based on the formula set for rebate of Life Member dues to chapters.

**Article XII - Bequests, Donations, Grants, Gifts to Chapters** (Constitution Article XII Bylaws Article 8 Section 4)

SECTION 1 - Chapters may receive bequests, donations, grants, and gifts. These shall be administered and disbursed as requested by donors, if specified, and according to the Constitution and Bylaws. (Constitution, Article XII, Bylaws, Article XIII, Section 4)

SECTION 2 - Chapters may give donations, grants, or gifts according to the Constitution and Bylaws.

**PART D - NATIONAL OFFICERS**

**Article I - Foreword**

Each national officer is required to perform the following duties and as well as those listed under the specific office:

SECTION 1 -Submit the following

- a) an annual budget to the National President and the National Treasurer,
- b) an annual report to all members of National Council,
- c) a report to the National Convention summarizing the events of the triennium,
- d) relevant articles for The Iotan requested by the National Editor.

SECTION 2 - Obtains National Council approval, when such is specified in any part of the Constitution, Bylaws, or Rules and Regulations.

SECTION 3 - Attends and performs duties at National Convention and attends any special Council Meetings called by the National President. The National treasury subsidizes these meetings as determined by the National Treasurer and the National President.

**Article II - National President**

SECTION 1 - Calls for and presides at all meetings and conventions of the Society.

SECTION 2 - Appoints the chairs and members of all committees.

SECTION 3 - Authorizes special appointments of committees or individuals as necessary.

SECTION 4 - Appoints a Parliamentarian to be present at all meetings of National Council and National Convention. Assures that a copy of Robert's Rules of Order is to be present at these meetings.

SECTION 5 Arranges for a Memorial Service at National Convention to remember those members who passed away since the previous National Convention.

SECTION 6 - Makes presidential reports to the chapters.

SECTION 7 - Acts as the chair of the Special Membership Committee.

SECTION 8 - Prepares an annual article for The Iotan.

SECTION 9 - Arbitrates questions concerning the Society's documents.

SECTION 10 - Signs all official documents as well as national bank signature cards.

SECTION 11 - On other than paper ballots, votes to make or break a tie. If a tie is made, the issue fails. If a motion to reconsider is to be made, it must be made by one who voted for the issue. On a paper ballot, votes with the delegates.

SECTION 12 - After her term as President, serves as a voting member on the National Council as Immediate Past-President until her successor becomes Immediate Past-President.

SECTION 13 - Requests annual and triennial reports from National Council members to be received by the date she specifies.

### **Article III - National Vice President**

SECTION 1 - Presides for the National President as necessary.

SECTION 2 - Serves as chair of the Extension and Outreach Committee. Handles all procedures connected with formation of new chapters, reactivation of inactive chapters, and deactivation of chapters.

SECTION 3 - Installs a new chapter or arranges for another National Officer or a Past President to do so.

SECTION 4 - Is chair of the National Convention Committee.

SECTION 5 – Requests an annual list of chapter officers from chapter secretaries to be received by the date specified, usually June 1. Sends the list to National Council after verification by Records Chair.

SECTIONS 6- Requests annual reports from chapter vice presidents to be received by date specified, usually June 1.

SECTION 7 In convention years, requests triennial reports from chapter vice presidents to be received in time to be placed in Delegate Notebooks, usually May 15.

### **Article IV - National Editor**

SECTION 1 - Chairs the Editorial Board.

SECTION 2 - Serves as Editor-in-Chief of *The Iotan*, which must be published at least once during a fiscal year (July 1 to June 30) and is ideally published 4 times during a fiscal year.

SECTION 3 - Is responsible for publication and distribution of any documents assigned by the National President.

SECTION 4 - Submits budgets to the National President and Treasurer for *The Iotan* and any other publications as requested.

SECTION 5 - Edits all materials submitted for publication in any Society documents except those specifically assign to another officer.

SECTION 6 - Has complete authority and the final decision (guided by budget considerations) as to the content and format of *The Iotan*.

SECTION 7 - Is responsible for national publicity, except for publicity connected with Awardees.

SECTION 8 - Is responsible for national publicity and reporters for the National Convention.

## **Article V - National Treasurer**

SECTION 1 - Receives all moneys of the Society except for locally assessed dues or fees or donations made directly to a chapter or the MAL and intended for use by same.

SECTION 2 - Disburses moneys and pays expenditures as authorized by National Council, Convention, or President.

SECTION 3 - Maintains liquid assets in insured accounts.

SECTION 4 - Keeps accurate records of all transactions and receipts as required by law.

SECTION 5 - Prepares and files financial reports as required by Federal and State laws.

SECTION 6 - Requests financial reports from chapter treasurers and National Council.

SECTION 7 - Assists chapter treasurers to prepare financial reports, including federal and state forms.

SECTION 8 - Serves as chair of the National Convention Budget Committee.

SECTION 9 - Serves as the chair of the Finance and Budget Committee.

SECTION 10 - Arranges for an audit at the end of each triennium, as authorized by National Council, Convention, or President.

SECTION 11 - Is bonded, as authorized by National Council, Convention, or President.

SECTION 12 - Mails dues notices to members and forwards changes in contact information to the National Records Chair.

## **Article VI - National Secretary**

SECTION 1 - Maintains the official Society files.

SECTION 2 - Signs new chapter charters, membership certificates, award certificates and other documents as required.

SECTION 3 - Takes minutes at all National Council meetings and at the Triennial Convention. Distributes these minutes to National Council for approval.

SECTION 4 - Acts as general chair of the Constitution and Bylaws Committee during the triennium and at National Convention.

SECTION 5 - Twice a year, (usually September and January) informs chapter officers of deadlines and operating procedures regarding initiation of new members. Sends forms as needed for initiation to chapter officers.

## **Article VII - Coordinator of Members-at-Large (MAL)**

SECTION 1 - Maintains contact with and coordinates activities of the MAL group.

SECTION 2 - Maintains a file of MAL activities with all pertinent information.

SECTION 3 - Keeps the National Convention informed of the activities of MAL.

SECTION 4 - Arranges for the selection of MAL delegates to the National Convention.  
(The National President shall inform the Coordinator of the number to be selected.)

SECTION 5 - Produces the MAL newsletter or arranges to have it produced at least once during each fiscal year (July 1 to June 30) and typically 4 times during a fiscal year.

## **Article VIII - National Historian**

SECTION 1 - Oversees the preservation of all physical property of the Society not currently in use. Examples include records and documents, material of historical interest, and publications.

SECTION 2 - Transfers historical property not currently in use to the Center for Women in Science and Engineering Archives in Ames, Iowa.

SECTION 3 - Keeps the history of the Society and of the chapters up-to-date.

SECTION 4 - Prepares an updated History for publication when authorized to do so. Consults with the National Editor as to publication.

SECTION 5 - Maintains contact with chapter historians and requests updates as needed.

## **Article IX - Records Chair**

SECTION 1 - Maintains database of members.

SECTION 2 - Prepares a directory of active members for publication during each triennium.

SECTION 3 - Provides mailing labels to chapter officers, national officers, and Iota Sigma Pi members as needed.

SECTION 4 - Provides dues status of chapter officers to National Vice President.

SECTION 5 - Provides status (membership type) count to National Treasurer.

SECTION 6 - Prepares and issues Life Membership certificates.

SECTION 7 - Prepares and issues 50-year Membership certificates. Includes a congratulatory letter from the National President with each certificate.

SECTION 8 - Serves on the Special Membership Committee under the National President.

## **Article X - Immediate Past President**

SECTION 1 - Serves on the National Council as a voting member.

SECTION 2 - Acts as chair of the Nominating Committee.



SECTION 3 - Collects biographical information from the candidates and prepares it for publication in *The Iotan*.

SECTION 4 - Prepares ballots and serves as Head Teller for the election of National Council members.

## Article XI - **National Directors**

SECTION 1 - Serve as members of the Awards Committees and the Gladys Anderson Emerson Scholarship Committee unless there is an apparent conflict of interest.

SECTION 2 - Chair committees for the appropriate awards and scholarship.

- a) The Director for Professional Awards chairs the National Honorary Member, the Violet Diller Award for Professional Excellence, the Agnes Fay Morgan Research Award, and the Centennial Award for Excellence in Undergraduate Teaching Committees.
- b) The Director for Student Awards chairs the Anna Louise Hoffman Award for Outstanding Achievement in Graduate Research, the Undergraduate Award for Excellence in Chemistry, the Undergraduate Award for Excellence in Chemistry by a First Generation College Student, and the Gladys Anderson Emerson Scholarship Committees.

SECTION 3 - Solicit nominations for the awards for which they are responsible.

SECTION 4 - Are responsible for arranging for the presentation and the publicity for the awards and scholarship for which they are responsible.

SECTION 5 - Accept and process applications for membership by National Council action.

## Article XII - **Coordinator of Initiates and Supplies**

SECTION 1 - Stores Iota Sigma Pi stationery, brochures, and other printed documents and supplies them to members on request.

SECTION 2 - Prepares initiation certificates and packets for chapters or National Council action initiates.

SECTION 3 - Completes paperwork referring to chapter initiations or national council action.

- a) Forwards the check and copy of Summary of Initiates to National Treasurer.
- b) Forwards copy of the Summary of Initiates and individual membership applications to the Records Chair.
- c) Keeps one copy of the Summary of Initiates for her records.

SECTION 4 - Stores Iota Sigma Pi jewelry, braids and other similar merchandise and supplies them on receipt of payment.

SECTION 5 - Applies the official seal to national and chapter award certificates when requested and granted permission by National President.

### **Article XIII - Webmaster**

SECTION 1 – Maintains the Iota Sigma Pi organization’s website and the registration of domain name.

SECTION 2 – Updates the website in a timely manner, as deemed necessary, or from the direction of National Council members including National Council officer updates within 30 days from an election or appointment.

SECTION 3 – Makes Iota Sigma Pi documents available to members on the website.

SECTION 4 – Controls the links to chapter websites after initial approval (See Part F, Section 11).

## **PART E - NATIONAL CONVENTION**

### **Article I - Representation**

SECTION 1 - Each active chapter is expected to send at least one delegate to the National Convention. The number of delegates sent to National Convention by a chapter will be based on the number of paid members in that chapter and calculated using a proportionate formula developed by the President, the Treasurer, and the Vice President.

SECTION 2 - The MAL are expected to send at least one delegate to the National Convention. The number of delegates sent to National Convention by the MAL will be based on the number of paid MAL members and calculated using a proportionate formula developed by the President, the Treasurer, and the Vice President.

SECTION 3 - The delegates' transportation and Convention lodging and meals are subsidized by the National Treasury.

SECTION 4 - Chapters and MAL may send alternate delegates; their expenses are the responsibility of the member and/or the chapter/MAL.

SECTION 5 - Expenses of Awardees and/or guests invited by the National President, in consultation with the National Treasurer on funding, shall be paid from the Award Fund or the National Treasury. If the Award documents do not specify amounts, the National Council, by majority vote, shall set the honoraria and/or expense subsidies.

SECTION 6 - The voting members at the National Convention are as follows

- a) Each delegate or her designated alternate
- b) Each National Officer, including the National President. The President votes only to break a tie or make a tie (if she desires). If the President makes a tie, the issue fails. On a paper ballot, the President votes with the delegates.

SECTION 7 - The convention shall be conducted according to established parliamentary procedure and Robert's Rules of Order (latest revision).

## **Article II - Procedure for Voting at National Convention**

SECTION 1 - Before proceeding to the election, the Immediate Past President shall call for other nominations. These may be made from the floor according to the Constitution and Bylaws. When the nominations are completed, the delegates proceed to the election.

SECTION 2 - Unopposed candidates may be elected by acclamation instead of paper ballots. Paper ballots shall be used for all offices with contested candidates.

SECTION 3 - The Convention minutes shall record the official number of ballots cast for each candidate, but the number shall not be announced to the assembly.

## **Article III - Procedure to Bid for a National Convention**

SECTION 1 - Bids to host a National Convention must be submitted in writing to the National Vice President by the deadline she sets and following the format she provides.

SECTION 2 - A chapter or group of five MAL may submit a bid to host the national Convention.

SECTION 3 - Bids shall be closed on the date set and publicized by the national Vice President. This shall be no later than 24 months prior to a regular Convention. In the event of a special National Convention, this time may be shortened.

SECTION 4 - After the bids have been closed, the National Council shall vote on the site; majority of the Council is needed for approval. The National Vice President shall inform all bidders of Council's decision.

## **PART F - PUBLICATIONS**

SECTION 1 - All documents and publications of the Society shall be subject to and conform to the Society's Constitution, Article III and Article VIII.

SECTION 2 - The frequency of publication of all National documents and publications except for *The Iotan* shall be governed by National Council.

SECTION 3 - National publications of Iota Sigma Pi are

- a) The Iotan
- b) Constitution and Bylaws
- c) History
- d) Directory
- e) Rituals Guide
- f) Membership Brochures
- g) Awards/Scholarship Brochures
- h) National Iota Sigma Pi web page

SECTION 4 - *The Iotan* is not covered by copyright.

SECTION 5 - *The Iotan* may be used to publish any Society document. Extra copies should be printed for storage in the Archives and for use by the Coordinator of Initiates and Supplies.

SECTION 6 - The National Editor shall maintain a working set of back copies of *The Iotan*.

SECTION 7 - Materials of historical interest are to be sent to the National Historian for inclusion in the Archives.

SECTION 8 - A complete set of MAL Newsletters, if published, shall be maintained by the MAL Coordinator and the National Historian.

SECTION 9 - National publications of the Society shall be under the general chair of the National Editor (excluding MAL documents, Newsletters, etc.). Specific duties of the National Editor are covered under Rules and Regulations, Part D, Article IV.

SECTION 10 - Web pages of local Iota Sigma Pi chapters should conform to the Iota Sigma Pi Constitution, Article III.

SECTION 11 - Before local Iota Sigma Pi web pages can be linked to the National Iota Sigma Pi web page, approval must be obtained from the National President, the National Vice President, and the National Editor.

## **PART G - NATIONAL AWARDS AND SCHOLARSHIP**

### **Article I – Foreword**

In order for a bequest, donation or gift given to the Society to become an endowed award, at least two percent (2%) of the donated amount will need to be sufficient enough to fund the award.

### **Article II - National Honorary Member**

SECTION 1 - National Honorary Member, a triennial award, presented in Convention years, will consist of \$1000, a certificate, and membership in Iota Sigma Pi with a lifetime waiver of dues. This is the highest honor that Iota Sigma Pi bestows on outstanding female chemists.

SECTION 2 - Criteria for National Honorary Member. The award is for exceptional and significant achievement in chemistry or an allied field of such nature as to merit international recognition. The nominee may be, but need not be, a member of Iota Sigma Pi.

SECTION 3 - Conditions for National Honorary Member. Each active chapter shall be entitled to make one nomination. Individual members or chemists or groups of chemists may make independent nominations, if properly documented.

SECTION 4 - The nomination dossier must contain

- a) a cover page containing
  - i. the heading "National Honorary Member Cover Page"
  - ii. the nominee's name, business address, business phone, email, and home address
  - iii. the nominator's name, business address, business phone, and email
  - iv. the second nominator's name, business address, business phone, and email
- b) educational background
- c) professional experience (positions held, dates, etc.)
- d) membership in professional societies
- e) area of specialization or research
- f) honors, awards, citations, etc.
- g) a list of publications
- h) other significant accomplishments
- i) letters of recommendation and justification from nominator and seconder

SECTION 5 - The complete nomination dossier, including seconding material, shall be submitted electronically to the Director for Professional Awards by the specified due date, usually in February. The award usually will be announced on April 15 of the year awarded.

SECTION 6 - The award certificate will be presented at the Iota Sigma Pi Triennial Convention in the year the award is made. The award recipient is expected to participate in the Convention, to attend the Awards Banquet and to make a presentation to Convention. In rare cases, exceptions may be made at the discretion of the Director for Professional Awards and the President of Iota Sigma Pi.

### Article III – **Violet Diller Award for Professional Excellence**

SECTION 1 - The Violet Diller Award for Professional Excellence, a triennial award, presented in Convention years, will consist of \$1000, a certificate, and membership in Iota Sigma Pi with a lifetime waiver of dues.

SECTION 2 - Criteria for the Violet Diller Award for Professional Excellence. Nominees will be judged on the significance of their accomplishments in academic, governmental, or industrial chemistry, in education, in administration, or in a combination of these areas. Achievements may include innovation design, development, application, or promotion of a principle or practice which has widespread significance to the scientific community or society on a national level. The nominee may be, but need not be, a member of Iota Sigma Pi.

SECTION 3 - Conditions for the Violet Diller Award for Professional Excellence. Each active chapter shall be entitled to make one nomination. Individual members or chemists or groups of chemists may make independent nominations, if properly documented.

SECTION 4 - The nomination dossier must contain:

- a) a cover page containing

- i. the heading “Iota Sigma Pi Violet Diller Award for Professional Excellence Cover Page”
- ii. the nominee’s name, business address, business phone, email, and home address
- iii. the nominator’s name, business address, business phone, and email
- iv. the second nominator’s name, business address, business phone, and email
- b) a biography of the candidate, emphasizing all significant contributions to chemistry and allied fields (refer to above criteria).
- c) letters of recommendation from nominator and seconder

SECTION 5 - The complete nomination dossier, including seconding material, shall be submitted electronically to the Director for Professional Awards by the specified due date, usually in February. The award usually will be announced on April 15 of the year awarded.

SECTION 6 - The award certificate will be presented at the Iota Sigma Pi Triennial Convention in the year the award is made. The award recipient is expected to participate in the Convention, to attend the Awards Banquet and to make a presentation to Convention. In rare cases, exceptions may be made at the discretion of the Director for Professional Awards and the President of Iota Sigma Pi.

#### Article IV - **Agnes Fay Morgan Research Award**

SECTION 1 - The Agnes Fay Morgan Research Award, an annual award, will consist of \$500, a certificate, and membership in Iota Sigma Pi with a waiver of dues for one year.

SECTION 2 - Criteria for the Agnes Fay Morgan Research Award. The Award is given for research achievement in the field of chemistry or biochemistry to a woman not over forty years of age on the deadline for receipt of nominations. The specific research must be designated by the nominator(s). The nominee may be, but need not be, a member of Iota Sigma Pi.

SECTION 3 - Conditions for the Agnes Fay Morgan Award. Each active chapter shall be entitled to make one nomination. Individual members or chemists or groups of chemists may make independent nominations, if properly documented.

SECTION 4 - The nomination dossier must contain:

- a) a cover page containing
  - i. the heading “Iota Sigma Pi Agnes Fay Morgan Research Award Cover Page”
  - ii. the nominee’s name, business address, business phone, email, and home address
  - iii. the nominator’s name, business address, business phone, and email
  - iv. the second nominator’s name, business address, business phone, and email
- b) a biography of the candidate, including date of birth
- c) a description of research achievement, indicating the specific research for which the candidate is being nominated, and the significance of the research
- d) a list of publications
- e) letters of recommendation from nominator and seconder

SECTION 5 - The complete nomination dossier, including seconding material, shall be submitted electronically to the Director for Professional Awards by the specified due date, usually in February. The award usually will be announced on April 15 of the year awarded.

SECTION 6 - The award certificate will be presented at the Iota Sigma Pi Triennial Convention in the year the award is made or in the first year after the award is made in which there is a Triennial Convention. The award recipient is expected to participate in the Convention, to attend the Awards Banquet and to make a presentation to Convention. In rare cases, exceptions may be made at the discretion of the Director for Professional Awards and the President of Iota Sigma Pi.

## **Article V - Centennial Award for Excellence in Undergraduate Teaching**

SECTION 1 - The Centennial Award for Excellence in Undergraduate Teaching, an annual award, will consist of \$500, a certificate, and membership in Iota Sigma Pi with a waiver of dues for one year.

SECTION 2 - Criteria for the Centennial Award for Excellence in Undergraduate Teaching. The Award is given to a female educator for excellence in teaching chemistry or a chemistry-related discipline at an institution of higher learning who either (a) holds a teaching position at an institution that does not have a graduate program in her department or (b) holds a teaching position that is for teaching undergraduates > 75% of her time at an institution that does have a graduate program in her department. The nominee shall be a woman chemist or biochemist. The nominee may be, but need not be, a member of Iota Sigma Pi.

SECTION 3 - Conditions for the Centennial Award for Excellence in Undergraduate Teaching. Each active chapter shall be entitled to make one nomination. Individual members or chemists or groups of chemists may make independent nominations, if properly documented.

SECTION 4 - The nomination dossier must contain:

- a) a cover page containing
  - i. the heading "Centennial Award for Excellence in Undergraduate Teaching Cover Page"
  - ii. the nominee's name, business address, business phone, email, and home address
  - iii. the nominator's name, business address, business phone, and email
  - iv. the second nominator's name, business address, business phone, and email
- b) a curriculum vitae that contains educational background, teaching experience and accomplishments and outreach activities
- c) letters of recommendation from nominator and seconder
- d) additional letters of support from students are encouraged

SECTION 5 - The complete nomination dossier, including seconding material, shall be submitted electronically to the Director for Professional Awards by the specified due

date, usually in February. The award usually will be announced on April 15 of the year awarded.

SECTION 6 - The award certificate will be presented at the Iota Sigma Pi Triennial Convention the year the award is made or at the first Convention thereafter. The award recipient is expected to participate in the Convention, to attend the Awards Banquet and to make a presentation to Convention. In rare cases, exceptions may be made at the discretion of the Director for Professional Awards and the President of Iota Sigma Pi.

## **Article VI - Anna Louise Hoffman Award for Outstanding Achievement in Graduate Research**

SECTION 1 - The Anna Louise Hoffman Award for Outstanding Achievement in Graduate Research, an annual award, will consist of \$500, a certificate, and membership in Iota Sigma Pi with a waiver of dues for one year.

SECTION 2 - Criteria for the Anna Louise Hoffman Award for Outstanding Achievement in Graduate Research. The Award is given for original research that can be described by one of the main chemical divisions (e.g. analytical, biological, environmental, geochemistry, inorganic, materials, nuclear, organic, and physical). At the time of nomination, the nominee shall be a full-time (as defined by the nominee's institution) female graduate student who is a candidate for a graduate degree in an accredited institution. The nominee may be, but need not be, a member of Iota Sigma Pi.

SECTION 3 - Conditions for the Anna Louise Hoffman Award for Outstanding Achievement in Graduate Research. Nominations for the award must be made by members of the institution's faculty, and only one nomination may be submitted by each department.

SECTION 4 - The nomination dossier must contain:

- a) the nominee's permanent and school addresses
- b) an academic history, including official transcripts from the colleges and universities attended by the nominee
- c) a brief description of the nominee's research and a list of publications and/or talks or papers presented outside of degree requirements. The description of the research should be no more than 1,000 words and must be prepared by the nominee
- d) two recommendations: one from someone, such as a research adviser, who knows the candidate's work and one from someone else who is familiar with the candidate's research capabilities.

SECTION 5 - The complete nomination dossier must be submitted electronically to the Director for Student Awards by the specified due date, usually in February. Official transcript(s) shall be sent from the applicant's institution(s) to the Director. The award usually will be announced on April 15 of the year awarded.

SECTION 6 - The award will be presented at a local meeting of Iota Sigma Pi or the American Chemical Society or at a suitable time arranged with the department chair of the awardee.



## **Article VII - Undergraduate Award for Excellence in Chemistry**

SECTION 1 - The Undergraduate Award for Excellence in Chemistry, an annual award, will consist of \$500, a certificate, and membership in Iota Sigma Pi with a waiver of dues for one year.

SECTION 2 - Criteria for the Undergraduate Award for Excellence in Chemistry. The Award is for excellence in chemistry. The nominee shall be a senior female chemistry student in an accredited college or university that grants a four year degree. Students who graduated in December or January are eligible for nomination. The nominee may be, but need not be, a member of Iota Sigma Pi.

SECTION 3 - Conditions for the Undergraduate Award for Excellence in Chemistry. Nominations for the award must be made by members of the institution's faculty, and only one nomination may be submitted by each department.

SECTION 4 - The nomination dossier must contain:

- a) the nominee's permanent and school addresses
- b) an official transcript of the student's college record including the grade point average
- c) Department Head certification of most recent grades if they are not included on the official transcript
- d) a list of the student's activities while in college and description of plans after graduation
- e) two or more recommendations by faculty members.

SECTION 5 - The complete nomination dossier must be submitted electronically to the Director for Student Awards by the specified due date, usually in February. Official transcript(s) shall be sent from the applicant's institution(s) to the Director. The award usually will be announced on April 15 of the year awarded.

SECTION 6 - The award will be presented at Honors Day on campus, a nearby local meeting of Iota Sigma Pi or the American Chemical Society, or at a suitable time arranged with the department chair of the awardee.

## **Article VIII - Undergraduate Award for Excellence in Chemistry by a First Generation College Student**

SECTION 1 - The Undergraduate Award for Excellence in Chemistry by a First Generation College Student, an annual award, will consist of \$500, a certificate, and membership in Iota Sigma Pi with a waiver of dues for one year.

SECTION 2 - Criteria for the Undergraduate Award for Excellence in Chemistry by a First Generation College Student. The Award is for excellence in chemistry by a student who is in the first generation of her family to attend college. The nominee shall be a senior female chemistry student in an accredited college or university that grants a four year degree. Students who graduated in December or January are eligible for nomination. The nominee may be, but need not be, a member of Iota Sigma Pi.

SECTION 3 - Conditions for the Undergraduate Award for Excellence in Chemistry by a First Generation College Student. Nominations for the award must be made by members of the institution's faculty, and only one nomination may be submitted by each department.

SECTION 4 - The nomination dossier must contain:

- a) the nominee's permanent and school addresses
- b) a statement from the student's nominator or advisor that affirms that the student meets the definition of a first generation college student as established by the student's school of enrollment. If an institution (college or university) does not have an official definition of a first-generation college student, then the nominator or advisor will use a definition that he or she will describe in his/her letter.
- c) an official transcript of the student's college record including the grade point average
- d) Department Head certification of most recent grades if they are not included on the official transcript
- e) a list of the student's activities while in college and description of plans after graduation
- f) two or more recommendations by faculty members.

SECTION 5 - The complete nomination dossier must be submitted electronically to the Director for Student Awards by the specified due date, usually in February. Official transcript(s) shall be sent from the applicant's institution(s) to the Director. The award usually will be announced on April 15 of the year awarded.

SECTION 6 - The award will be presented at Honors Day on campus, a nearby local meeting of Iota Sigma Pi or the American Chemical Society, or at a suitable time arranged with the department chair of the awardee.

## **Article IX - Gladys Anderson Emerson Scholarship**

SECTION 1 - The Gladys Anderson Emerson Scholarship, an annual award, will consist of a \$2000 stipend and a certificate up to two awards may be issued annually.

SECTION 2 - Criteria for the Gladys Anderson Emerson Scholarship. The Award is for excellence in chemistry or biochemistry. The nominee shall have attained junior standing in her curriculum at an accredited college or university and must have at least one semester of work to complete as of August 1 following the announcement. The nominee must be a member of Iota Sigma Pi at the time of her nomination. Individuals who are not members but who wish to apply for the scholarship may be made members by National Council action.

SECTION 3 - Conditions for the Gladys Anderson Emerson Scholarship. Nomination for the scholarship must be made by a member of Iota Sigma Pi and supported by members of the faculty of the nominee's institution. Only one nomination may be submitted from any one department within a college or university.

SECTION 4 - The nomination dossier must contain:

- a) name and addresses (home and school) of nominee

- b) stipulation of Chapter or MAL status; official transcripts from all colleges and universities attended by the nominee
- c) Department Head certification of most recent grades if they are not included on the official transcript
- d) a list of academic honors and professional memberships
- e) a short essay by the nominee describing herself, her goals in chemistry, any hobbies, talents, etc. which are applicable and presenting evidence of financial need, if applicable
- f) a letter of nomination from a member of Iota Sigma Pi (preferable a Chapter Officer)
- g) at least two letters of recommendation from faculty who know the nominee's academic history and/or have taught her.

SECTION 5 - The complete nomination dossier must be submitted electronically to the Director for Student Awards by the specified due date, usually in February. Official transcript(s) shall be sent from the applicant's institution(s) to the Director. The award usually will be announced on April 15 of the year awarded.

SECTION 6 - The award will be presented at Honors Day on campus, a nearby local meeting of Iota Sigma Pi or the American Chemical Society, or at a suitable time arranged with the department chair of the awardee.

## **PART H - AMENDMENTS TO RULES AND REGULATIONS**

The Rules and Regulations can be amended by a simple majority vote of either National Council or National Convention.