

Constitution and By-Laws
WEST VIRGINIA CHAPTER
OF GAMMA SIGMA DELTA INTERNATIONAL,
THE HONOR SOCIETY OF AGRICULTURE AND RELATED SCIENCE

ARTICLE I
NAME AND ORGANIZATION

Section 1. The name of this Chapter shall be the West Virginia Chapter of Gamma Sigma Delta International, The Honor Society of Agriculture and Related Sciences.

Section 2. The West Virginia Chapter of Gamma Sigma Delta is a chartered local chapter of Gamma Sigma Delta International, The Honor Society of Agriculture. The field of agriculture is considered to include the traditional degrees in agriculture, forestry, natural resources, family and consumer sciences and veterinary medicine.

Section 3. The Chapter accepts in full the provisions in the constitution and by-laws of the Gamma Sigma Delta International, The Honor Society of Agriculture.

ARTICLE II
MISSION

Section 1. The mission of the Honor Society is to promote and recognize achievement in agricultural and related sciences.

The mission is accomplished by

- A. Recognizing high standards of scholarship and leadership in agriculture and related sciences;
- B. Encouraging high quality achievement, professional ethics, and service to those entering into and working in agriculture and related sciences; and
- C. Rendering service that will promote understanding of the agriculture sector by the public.

Section 2. All policies and programs of the Honor Society shall be in harmony with this mission and shall emphasize and promote the honorary and service character of the Honor Society.

ARTICLE III
MEMBERSHIP

Section 1. Membership is attained through election and initiation by a chapter and the chapter's remittance of the initiation fee to the Honor Society.

- A. Membership is official with issuance of a certificate signed by the International Secretary and the Chapter secretary.
- B. The certificate provides lifelong membership.
- C. Active members are students and professional faculty/staff/alumni members affiliated with and participating in activities of a Chapter.

Section 2. The honor of membership may be granted to undergraduate students, graduate students, faculty or staff, and alumni by a Chapter. Eligibility for election is as follows.

- A. Undergraduate students

1. Sophomores, juniors or seniors (as defined by West Virginia University) with a major in agricultural or related sciences (as identified by the chapter) and who have completed at least one year of academic work in residence at West Virginia University and have been enrolled for at least one semester in the Davis College of Agriculture, Natural Resources and Design; and
 2. Scholastically rank in the upper 20% percent of sophomores, upper 20% of juniors or in the upper 20% of seniors within the class of eligible students.
- B. Graduate students
1. Shown superior ability to carry on research and/or advanced study in agricultural or related sciences and promise of making worthwhile contributions in these fields:
 2. Have completed at least 18 hours of graduate level coursework at West Virginia University and have at least a 3.5 grade point average for all graduate level coursework, or
 3. Have completed at least 9 hours of graduate level coursework at West Virginia University, have at least a 3.67 grade point average for all graduate level coursework, and be currently enrolled as a full-time student at West Virginia University.
- C. Faculty or Staff
1. Shown outstanding teaching, research, extension, and/or service (may include administration) in agricultural or related sciences.
 2. Not more than ten members may be elected during any one academic year.
- D. Alumni
1. Shown outstanding work in or service to agriculture or related sciences; and
 2. Graduated from the West Virginia University or an institution with a Gamma Sigma Delta chapter.
 3. Graduated at least five years prior to election to membership, and
- Not more than five alumni may be elected to membership in any one year.

Section 3. Honorary membership may be awarded to an individual who has furthered agricultural or related sciences but is not eligible in the above categories. Such membership is a prestigious award and is limited to five per chapter per year. Individuals so honored need not have a degree or be directly involved in agriculture but should be a leader at the university, community, state, regional, or national level. A chapter is to designate its nomination and election criteria.

Section 4. Election to membership (Sections 2 and 3) shall be held at the Annual Business Meeting. Previous to this meeting, nominations for membership may be made by any member using forms provided by the chapter and presented to the appropriate chapter committee. From these, the committee shall verify eligibility for membership. Election of members shall be by a two-thirds favorable vote of members present at the meeting with chapter quorum rules in effect.

ARTICLE IV OFFICERS

Section 1. The officers of the Chapter shall be a President, President Elect, Secretary, Treasurer, and Strategic Communications Officer.

Section 2. The officers shall be elected annually at the Annual Business Meeting.

Section 3. The terms of office shall begin and end at noon the first Monday of June.

Section 4. The above-named officers and the immediate past president shall constitute the Executive Committee.

Section 5. Should the office of President become vacant, the President Elect shall become President. If other vacancies occur, the President shall appoint a replacement to serve the unexpired term.

Section 6. Duties of the officers.

A. The President shall

1. Preside over Chapter meetings.
2. Call and preside over Executive Committee meetings.
3. Preside over ceremonies for the initiation of new members.
4. Appoint all committees necessary for the functioning of the Chapter in a reasonable and proper manner.
5. Administer the offices of the local chapter in a manner which shall be a credit to the aims and objectives of Gamma Sigma Delta.

B. The President Elect shall

1. Assume the role of the President in the President's absence.
2. Assist the President in matters pertaining to the activities of the Society.
3. Act as Publicity Chairperson for the Chapter.

C. The Secretary shall

1. Maintain the proper contact with the National officers with the assistance of the President.
2. Draft and read the minutes of the Chapter meetings.
3. Draft and read the minutes of the Executive Committee meetings.
4. Maintain the active membership roll of the Chapter.
5. Transmit to the National Society the list of and initiation fee for newly initiated members each year.
6. Provide notification to members whose dues payments are two years in arrears.
7. Carry out the duties required for correspondence connected with the operation of the chapter.
8. Mail notices and transmit the agenda for all meetings as prepared by the Executive Committee to all active members.

D. The Treasurer shall

1. Collect dues and assessments from members and initiates.
2. Be custodian of all Chapter funds and disperse them as approved by the Executive Committee or by the President.
3. Keep records of all income and expenditures.
4. Submit the Treasurer's records to the Auditing Committee.
5. Prepare the report on the financial condition of the Chapter and submit at the Annual Business Meeting.

E. Strategic Communications Officer shall

1. Be responsible for communications regarding Honor Society business and Chapter highlights to the public and the Honor Society community via

current media outlets with an emphasis on electronic media and other free outlets.

2. Work with Web Site person to maintain the web site, blog and social media platforms (Twitter, Facebook, LinkedIn, etc.)
3. Arrange for or take official event photos.
4. Assist in preparation of the Newsletter.
5. See that the History is updated.
6. See that appropriate items are sent to the current Archive location.

ARTICLE V MEETINGS

Section 1. The Annual Business Meeting shall be held during the second semester each year at a time to be fixed by the Executive Committee. The agenda shall include election to membership in accordance with **Article III**, officer election in accordance with **Article IV**, and approval of award recipients for the current year in accordance with **Article VI, Section 3**.

Section 2. Special meetings may be called at any time by the Executive Committee.

Section 3. A written notice of each business meeting shall be mailed to all active members of the Chapter at least one week before the date of the meeting. In case of meetings at which election of new members is to be held, the notice shall be mailed, together with a statement of the time limitation for nominations, at least three weeks before the date of the meeting.

Section 4. A quorum for the transaction of business shall be a simple majority of those that attend the meeting.

ARTICLE VI COMMITTEES

Section 1. The President shall appoint three members of the Chapter who shall constitute a Nominating Committee. They shall nominate a slate of officers and present their nominations at the Annual Business Meeting.

Section 2. The president shall appoint a *New Members Committee* composed of three members of the chapter, and the President, the Secretary, and the Treasurer.

- A. The *New Members Committee* shall sometime before the Annual Business Meeting, consider all recommended sophomore, junior and senior students who meet the requirements for membership and nominate those who, in the opinion of the Committee, are worthy. The committee may secure from the director of the division in which the student is majoring, or from some other member of the College faculty who is a member of the Society, a statement concerning the qualifications of each student. The Committee shall present its nominations at the business meeting.
- B. Nominations for membership from the graduate student, faculty, and alumni groups shall be made to the New Members Committee, in writing. The nominators shall give up on a blank furnished by the Committee information concerning the nominee's qualifications including scholarship, character, and interests. Written nominations shall be in the hands of the New Members

Committee at least one week before the meeting at which elections take place. The New Members Committee shall have power to strike from the list of those nominated and to add to it at their discretion. Nominations for honorary membership shall be presented at the Annual Business Meeting at the discretion of the New Members Committee.

Section 3. The *Awards Committee* should be selected by the Executive Committee of the Chapter, and should be composed of a representative from each Division in the Davis College of Agriculture, Natural Resources and Design and one representative from the Extension Service. The committee should be appointed early in the year so that nominations may be solicited from Unit and Division Directors, as well as from the membership. The committee shall nominate individuals for the Student Awards (Sophomore, Junior and Senior), the Junior and Senior Faculty Certificates of Merit, the Extension Faculty Certificate of Merit, the Distinguished Service to Chapter Award, the Certificate of Recognition for Contributions to the Davis College of Agriculture, Natural Resources and Design, the Award for Distinguished Service to West Virginia Agriculture, Forestry and Related Sciences, the International Award for Distinguished Service to Agriculture, the Undergraduate Student Service/Leadership Award, and any other awards that seem appropriate.

- A. *Acceptance of Awards.* Those persons approved for such recognition must be present at the Initiation and Awards Banquet to accept the respective award, allowing for extenuating circumstances as determined by the Awards Committee.
- B. *Student Awards.* The Awards Committee shall submit for approval at the Annual Business Meeting the names of Students nominated for the Sophomore, Junior and Senior Awards determined according to the respective criteria below.
 1. The *Sophomore* Recognition Certificate(s) shall be presented to the student(s) in the Davis College of Agriculture, Natural Resources and Design with the highest-grade point average and having completed 58 semester hours by May, August, or December of the calendar year preceding the annual awards banquet. To be eligible for the sophomore award, the student must be currently enrolled as a full-time student in the Davis College of Agriculture, Natural Resources and Design and have been enrolled for at least one full semester at the time of selection.
 2. The *Junior* Recognition Certificate(s) shall be presented to the student(s) in the Davis College of Agriculture, Natural Resources and Design with the highest-grade point average and having completed 88 semester hours by May, August, or December of the calendar year preceding the annual awards banquet. To be eligible for the junior award, the student must be currently enrolled as a full-time student in the Davis College of Agriculture, Natural Resources and Design and have been enrolled for at least one full semester at the time of election.
 3. The *Senior* Recognition Certificate(s) shall be presented to the student(s) in the Davis College of Agriculture, Natural Resources and Design with the highest-grade point average and have graduated in August or December of the calendar year preceding the annual awards banquet or is eligible for graduation in May of the current academic year. To be eligible

- for the senior recognition award, the student(s) must either be a current member or have accepted membership in Gamma Sigma Delta.
4. The *Undergraduate Student Service/Leadership Award* shall be presented to student(s) in the Davis College of Agriculture, Natural Resources and Design with at least junior status and one year of residency in the College. The award will be based on service/leadership activities and academic performance; a minimum overall grade point average of 3.0 is required.
- C. *Nominations/or Faculty, Chapter Member and Distinguished Service Award*
1. The Awards Committee may solicit nominations for all awards from the membership and other sources as appropriate.
 2. Nominations for awards should not be accepted unless all documentation has been received by the Awards Committee by the specified date each year.
 3. The nomination should consist of a standardized form including the nominee's name, rank, years at WVU, unit/division, and one or two paragraphs explaining why the nominee is worthy of the award. In addition to the above, the nominee's resume should be attached for review by the Awards Committee. (The latter is not required with nominations for the Distinguished Service to West Virginia Agriculture and Related Sciences Award.)
 4. The Awards Committee may at their discretion submit additional nominations, provided appropriate documentation is included.
 5. The Awards Committee should make the final selection of the award recipients and present the names of the respective individuals for approval at the Annual Business Meeting.
- D. Award Criteria
1. *Senior Faculty Award of Merit* The Awards Committee may submit nominee(s) from the faculty of the Davis College of Agriculture, Natural Resources and Design for the Senior Faculty Award of Merit. The following criteria or equivalent should serve as a guideline in the selection process.
 - i. Must be an active member.
 - ii. Must have been professionally employed by West Virginia University for a minimum of three years.
 - iii. Must be tenured.
 - iv. Has advised undergraduate and/or graduate students.
 - v. Has taught undergraduate and/or graduate level courses or equivalent.
 - vi. Has conducted appropriate research for his/her discipline.
 - vii. Has published or exhibited in appropriate journals, magazines, monographs, bulletins, venues, etc.
 - viii. Has provided service to the College, University and State.
 2. *Junior Faculty Award of Merit.* The Awards Committee may submit a nominee from the faculty of the Davis College of Agriculture, Natural Resources and Design for the Junior Faculty Award of Merit. The

following criteria or equivalent should serve as a guideline in the selection process.

- i. Must be an active member.
 - ii. Must have been professionally employed by West Virginia University for a minimum of three years.
 - iii. Has not been awarded tenure.
 - iv. Has advised undergraduate and/or graduate students.
 - v. Has taught undergraduate and/or graduate level courses or equivalent.
 - vi. Has conducted appropriate research or creative endeavors for his/her discipline.
 - vii. Has published or exhibited in appropriate journals, magazines, monographs, bulletins, venues, etc.
 - viii. Has provided service to the College, University and State.
3. *Extension Faculty Award of Merit.* The Awards Committee may submit names from the currently employed faculty of Extension for the Extension Faculty Certificate of Merit. This award is intended to recognize those individuals who have provided outstanding service to agriculture, forestry, and family and consumer sciences, its related industries, or administrative function. The following criteria or equivalent should serve as a guideline in the selection process.
- i. Must be an active member.
 - ii. Must have been professionally employed by West Virginia University Extension Service for a minimum of three years.
 - iii. Has conducted appropriate teaching and research for his/her discipline.
 - iv. Has provided service to the College, University and State.
 - v. Has published in appropriate journals, magazines, monographs, bulletins, etc.
 - vi. Is not eligible to receive the Junior or Senior Faculty Award of Merit.
4. *Certificate of Recognition for Contributions to the Davis College of Agriculture, Natural Resources and Design.* The Awards Committee may each year submit the name of a worthy faculty member, excluding the faculty of the Davis College of Agriculture, Natural Resources and Design, to be awarded a Certificate of Recognition. The final determination and selection of such an awardee will be made at the Annual Business Meeting. The award will be limited to one University faculty member each year. The faculty member may be involved in either a graduate or undergraduate program.
5. *Gamma Sigma Delta Award for Distinguished Service to West Virginia Agriculture and Related Sciences.*
- i. The purpose of this Award is to enable the West Virginia Chapter of Gamma Sigma Delta to honor outstanding contributions to agriculture and related sciences by persons who may or may not be eligible for membership. This award is intended for non-faculty members except in very unusual cases.
 - ii. Such outstanding contributions may have been in any field provided they were directly or indirectly related to agriculture and related sciences.

- iii. The recipient(s) of this award must be a resident(s) of West Virginia.
- iv. The recipient(s) of the award will be chosen in the following manner. The Awards Committee shall select one or more candidates. The candidate(s) will be presented to the Chapter at the Annual Business Meeting and one will be chosen by vote. A second worthy candidate may be selected by the same voting process if the membership deems appropriate.
- v. Nominations for the Gamma Sigma Delta Award for Distinguished Service to West Virginia Agriculture and Related Sciences should be solicited from past recipients of the award as well as from chapter members. The nomination process would be the same as per other award categories except that a resume would not be required.
- 6. *Gamma Sigma Delta Award for Distinguished Achievement in Agriculture.* The chapter nominee for this international award shall be determined at the discretion of the Awards Committee. The nominee shall be a previous or a current year recipient of the Senior Faculty Certificate of Merit, Extension Faculty Certificate of Merit, or the Gamma Sigma Delta Award for Distinguished Service to West Virginia Agriculture and Related Sciences.
- 7. *Non-Faculty Award for Distinguished Service to the Chapter.* Awards Committee may each year submit the name of a non-faculty member who has rendered outstanding service to the West Virginia Chapter of Gamma Sigma Delta. This award should be limited to one recipient per year.

Section 4. The president shall appoint such special committees as the Executive Committee deems necessary for the conduct of the business of the Society.

ARTICLE VII ELECTIONS

Section 1. Elections shall take place at the Annual Business Meeting. Election for an office shall be by ballot whenever there is more than one nominee. Nominees shall be declared elected who receive a majority of the votes cast. Election of Chapter officers shall be by acclamation whenever there is only one nominee for an office.

Section 2.

- A. New members elected by the Chapter shall be notified in writing, and they shall be instructed to indicate their acceptance of the invitation and to pay the required initiation fee.
- B. New members shall be initiated at an appropriate meeting. Initiation in absentia may be permitted at the discretion of the President.

ARTICLE VIII DUES AND FEES

Section 1. The initiation fee shall be fixed annually by the Executive Committee.

Section 2. The annual Chapter membership dues shall be fixed annually by the Executive Committee prior to October 1 of each year and shall become due and payable October 1 of each year and delinquent after December 31 of that year. When a member becomes

two years in arrears in the payment of dues, he/she shall be notified to this effect and unless he/she pays at least one year's back dues, he/she shall be dropped from the roll of the active chapter. He/she may be reinstated upon payment of one year's back dues.

Section 3. Annual dues shall be collected only from active members.

Section 4. New active members shall not be required to pay membership dues until October 1 following their initiation.

Section 5. Dues shall not be collected from those members with retired status.

Section 6. Special assessments may be levied by a three-fourths vote of those present at any business meeting.

ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the Chapter Constitution and By-Laws, the Constitution and By-Laws of the international Honor Society, and any special rules of order the Honor Society may adopt.

ARTICLE X AMENDMENTS

This Constitution and By-Laws may be amended at any meeting of the chapter by a two-thirds vote of the members present, with quorum rules in effect, provided written notice of the proposed amendment(s) or revisions have been mailed or electronically mailed to active members of the Chapter at least one week prior to the meeting.

Note: This revision of the Constitution and By-Laws is current through May 23, 2018.

Changes to the original By-Laws (May 9, 1959) have been approved by the membership on May 5, 1969; April 18, 1975; February 9, 1978; April 7, 1986; April 13, 1989; March 3, 1989; April 10, 1989; April 15, 1991; May 11, 1994; February 17, 1998; and February 15, 2007.
(BLR) (SAG) (JMH).