

# **Pi Epsilon**

## **The National Environmental Sciences Honor Society**

### **National Constitution**

#### **Article I: Organization Name and Mission Statement**

##### **Section 1: Organization Name**

The name of the organization shall be Pi Epsilon, The National Environmental Sciences Honor Society (Society). The founding chapter at Wright State University in Dayton, Ohio shall be defined the Alpha Chapter of Pi Epsilon. Additional chapters shall be named alphabetically, using the sequential Greek alphabet, according to the order of their creation.

##### **Section 2: Mission Statement**

The purpose of the Society is to promote the study of environmental sciences through recognition of exemplary scholarly and professional activity. Environmental science is understood to be the study of our environment and all chemical, physical, and biological stressors acting upon it. The Society seeks to promote interdisciplinary studies, and interactions between industry and academia to further the study of environmental science.

##### **Section 3: Governing Regulations**

- A. The Society shall be governed in accordance of both the Society's Constitution and Bylaws described herein.
- B. The Society shall not participate in any political activity or endorse political candidates or platforms.

#### **Article II: Insignia**

##### **Section 1: Emblem**

The emblem shall be the Greek capital letters Pi and Epsilon superimposed on the picture of the earth. The Greek letter Pi shall be in white and the Greek letter Epsilon shall be in black. The land in the picture of the earth shall be in green and the water shall be in blue. The words "National Environmental Sciences Honor Society" outline the top and the words "Pi Epsilon" outline the bottom. The Emblem shall be round. The Words outlining the picture should be black in color with white background.

## **Section 2: Colors**

The official colors of the society shall be blue and green.

## **Article III: Individual and Chapter Membership**

**Section 1 :** All memberships are lifetime memberships.

### **Section 2: Regular Members**

- A. To be eligible as a regular member of the Society, students must be enrolled in an interdisciplinary environmental science program at an accredited institution where a chapter of Pi Epsilon is established. If the institution does not offer an interdisciplinary environmental science program, students must be enrolled in a natural science program at an accredited institution where a chapter of Pi Epsilon is established. If a chapter does not exist, the student may appeal to the Society's National Board of Directors (Board of Directors) for admission into the Society's National Chapter. The National Chapter is designated as the chapter for members at schools where a chapter does not exist.
- B. Undergraduates must:
1. Have completed at least 36 semester hours (54 quarter hours) of coursework with a cumulative grade point average of at least 3.30.
  2. Have completed at least three quarter- or semester-length courses in environmental science, of which at least one is not an introductory course, with cumulative grade point average of 3.30 out of 4.00 or its equivalent in those environmental science courses.
  3. Be in good academic standing.  
  
If the institution does not offer an interdisciplinary environmental science program, course of study must consist of at least two of the natural science disciplines, with coursework in one discipline not to exceed 75% of the total science coursework.
  4. Natural science courses must include courses in at least two of the four following disciplines: biology, chemistry, geology, and physics.
- C. Graduate students shall:
1. Have completed at least 8 semester hours (12 quarter hours) of graduate level environmental science coursework.
  2. Maintain a cumulative grade point average of at least 3.30.

3. If the institution does not offer an interdisciplinary environmental science program, course of study must consist of at least two of the four natural science disciplines (biology, chemistry, geology, and physics) with coursework in one discipline not to exceed 75% of the total science coursework.

### **Section 3: Alumni members**

- A. Alumni members shall be members who were inducted as students and have graduated with their respective degree.
- B. Alumni members may switch back to Student member status upon returning to school for an additional degree. The member is responsible for notifying Pi Epsilon upon returning to school and providing documentation to verify that such a switch in membership status is warranted.
- C. Alumni members may hold national office and vote on national issues.

### **Section 4: Professional members**

- A. Professional members shall be professional scientists actively engaged in the environmental sciences field.
- B. Professional members may hold national office and vote on national issues.

### **Section 5: Honorary Members**

- A. Honorary memberships are available for individuals who have been nominated by a regular, alumnus, professional, or honorary member for outstanding scientific contributions in the environmental sciences. Nominations must be made to the Board of directors, and the Board of directors shall determine if an honorary membership shall be given.
- B. Honorary members are not required to pay dues.
- C. Honorary members will not be assigned a local chapter unless they serve as a faculty advisor to the local chapter or choose to be associated with a local chapter.
- D. Honorary members may vote on national ballots issues and may hold office on the Board of directors.
- E. Honorary members may not vote on local issues unless they serve as a faculty advisor to the local chapter.

## **Section 6: Application Process**

- A. There will be an on-going review process for membership by the Board of directors.
  - 1. Students meeting the requirements of the Society may submit a completed application to their institution's local chapter for review.
  - 2. After being reviewed by the local chapter and determined to meet the Society's requirements, the applications shall be forward to the Board of Directors who will make the final determination that the candidate meets the Society membership requirements.
  - 3. The Board of Directors shall notify in writing those students who have been accepted into the Society.
  - 4. Application fees are due to the National Office upon acceptance to the Society, and are non-refundable.
- B. An application fee will accompany the application. The application fee will be refunded in the event the Board of directors denies the application. The amount of the fee is stated in the Bylaws.
- C. Qualified applicants will be offered membership to the Society. Applicants shall not be discriminated against and denied membership per applicable federal and state statutes including the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.
- D. Qualified applicants shall be eligible for membership regardless of race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation.
- E. The Board of Directors retains sole discretionary power to award membership.

## **Section 7: Terms of Active Membership**

- A. The annual membership term shall run from fall to fall. Active membership will continue as long as all eligibility requirements are maintained.
- B. Active membership at the local level is defined:
  - 1. For regular members:
    - a. Maintaining a cumulative grade point average of 3.30 out of 4.00.
    - b. Maintaining a good academic standing.

- c. Paying annual dues to the local chapter.
  - d. Participating in chapter activities and elections.
- 2. For alumni and professional members:
  - a. Participating in chapter activities and elections.
  - b. Staying active in the environmental sciences
  - c. Maintaining ethical standards in their work.
- C. Upon graduation, membership will automatically switch from student to alumni. This change will not affect the active/inactive status of the member.
- D. Active regular members have voting rights in their local chapter, and may hold offices in their local chapter. Alumni and professional members may maintain their membership in a local chapter.

### **Section 8: Good Standing**

- A. Good standing for the purposes of the Society shall be defined as meeting all the requirements as set forth within the Society's bylaws and constitution, including but not limited to maintaining at least a 3.3 grade point average, and payment of all fees. In order to remain in good standing with the Society, the member must also remain in good standing as defined by their institution.
- B. Active membership is considered terminated when the member fails to meet the Society's eligibility requirements or when the member is no longer in good standing as defined by their academic institution requirements and/or the Society's constitution. Active membership shall be terminated only after a probationary period lasting one school term. Local chapters shall notify the Board of directors of those members of their chapter who no longer meet the Society's definition of active membership.
- C. When it is determined that a member is not in good standing with their institution or the Society, they shall lose their membership and be removed from the Society.

### **Section 9: Revoking Membership in the Society**

- A. Membership in the Society may be revoked by the Board of Directors when a member no longer maintains the high academic and professional standards of the Society. Reasons for terminating membership shall include implementing and/or performing activities that are contrary to the goals of the Society.

- B. Removal from the Society shall result in forfeiture of dues, forfeiture of the right to use the name Pi Epsilon, forfeiture of the right to wear or display all insignia, and the forfeiture of the right to use the Pi Epsilon identification for scholarly or professional purposes. Additionally, any offices held shall be forfeited. However, to be removed from membership, a national officer, local officer, or Board member must be impeached and convicted first.
- C. The Board of Directors retains sole discretionary power to revoke an individual's membership in the Society. Membership may be revoked only on a 2/3 vote of the entire Board of Directors.
- D. Former society members who have had their membership revoked may petition the Board of Directors to reconsider the invalidation of the membership.
  - 1. The Board of Directors will have 45 days from receipt of this petition to determine if membership shall be reinstated.
  - 2. Within this 45-day period, the Board of Directors may request additional information and/or conduct interviews as it sees fit to determine if membership shall be re-instated.
  - 3. In any event, the decision of the Board of Directors shall be final and no additional petitions will be accepted or reviewed after the Board had made its decision.
  - 4. The Board of Directors will notify the petitioner of its ruling within 45 days of receipt of the applicable petition.

### **Section 10: Induction**

- A. The Board of directors shall provide appropriate certification to new members denoting membership in the Society. Upon acceptance to the Society, the local chapter may conduct an induction ceremony. Participation in an induction ceremony is not required for membership into the Society. At no time shall induction ceremonies include hazing rituals.

### **Section 11: Faculty Advisors**

- A. One faculty advisor must be designated for each local chapter of the Society.
- B. No faculty advisor will be designated for the National Chapter.
- C. Faculty advisors who are not already Society members are not required join the Society but may join as professional members if they meet membership requirements.

- D. Faculty advisors who are not Pi Epsilon members may not vote on national ballot issues. Faculty advisors who are professional, alumni, or honorary members may vote on national ballot issues.
- E. Faculty advisors may not hold office on the Board of directors unless they are professional, alumni, or honorary members.

### **Section 12: Change of Residence**

- A. If a member changes institutions, the member may transfer to their new institution's Pi Epsilon chapter if the new institution has a local Pi Epsilon chapter. If the institution does not have a chapter, the member may create a new chapter at their new institution, transfer into the National Chapter or opt to become an inactive member of the Society.
- B. Members may only be affiliated with one local chapter at a time.

### **Section 13: Chapter Membership**

- A. Accredited institutions offering interdisciplinary programs in the environmental sciences are eligible to begin a local Pi Epsilon chapter. Application and related documentation for local chapter memberships are available through the Board of Directors.
- B. In order to be considered for local chapter membership, the chapter must have at least eight students who meet the membership requirements and a participating faculty advisor.
- C. The Board of Directors shall review the application, and notify the chapter in writing if it is accepted.
- D. Local chapters must abide by the constitution and bylaws. Local chapters may maintain their own bylaws, which must at least contain all the requirements of the Society's bylaws. Local bylaws must contain the local chapter identification and shall be amended at the local level. Local chapters are responsible for assuring that their bylaws comply with those of the Society's bylaws. Local chapters are responsible for obtaining the most recent revision of the Society's bylaws, and amending the local bylaws accordingly.
- E. Local bylaws and amendments must be sent to the Board of directors for approval. The Board of Directors reserves the right to mandate changes to local chapter bylaws that do not meet all the requirements of the Society's bylaws. In the event the bylaws of a local chapter do not meet the requirements set by the Board of Directors and the local chapter refuses to amend their bylaws to meet the

Board's requirements, the Board of Directors reserves the right to terminate the local chapter from the Society.

- F. Local chapters are responsible for meeting all of the organizational requirements defined by their local institution. The Society and Board of Directors shall not be responsible for assuring that local chapters are meeting local institution requirements.

## **Article IV: Board of Directors**

### **Section 1: Composition of the Board**

- A. The Board of Directors shall be appointed from present and past members of the Alpha Chapter and their faculty advisors, as well as the administrative staff of the Environmental Sciences PhD Program at Wright State University. Each potential candidate must possess at least a Bachelors degree, be a member in good standing, and must have been a member for more than one year.
- B. The Board of Directors shall consist of from 4 to 8 members, with a Chair, Vice-Chair, Secretary, and Treasurer, at minimum.
- C. Members of the Board must maintain all requirements of general membership. Failure to maintain good standing requirements or failure to remain a member of the Society will result in a forfeiture of the Board of Directors office held.

### **Section 2. Quorum Requirements**

- A. The Board of Directors will be required to have a quorum present of 2/3 of the Board of Directors in order to vote on issues. A majority of votes present will pass a motion.

## **Article V. Local Elected officers**

### **Section 1. Eligibility**

- A. All active members from a chapter are eligible for nomination to their local chapter's elected offices.
- B. Nominees must be active members in good standing.

### **Section 2: Terms**

There are two different methods for selecting the chapter president and vice-president. Local bylaws must specify which method is to be used by each chapter.



- A. First method:
  - 1. During the initial election process, nominees to the Presidency must be more than 12 months from graduation. The length of term of the president is one year or until his/her successor is elected.
  - 2. Nominees to the office of vice-president must be more than 24 months from graduation, as their total term in office will be two years: the first year as vice-president and the second as president.
  - 3. New vice-presidents will be chosen on an annual basis.
- B. Second method:
  - 1. Nominees to the Presidency must be more than 12 months from graduation. The length of term of the president is one year or until his/her successor is elected.
  - 2. Nominees to the office of vice-president must be more than 12 months from graduation. The length of term of the vice-president is one year or until his/her successor is elected.
  - 3. Both president and vice-president will be elected on an annual basis.
- C. Nominees to the office of secretary must be more than 12 months from graduation. Length of term is one year or until his/her successor is elected.
- D. Nominees to the office of treasurer must be more than 12 months from graduation. Length of term is one year or until his/her successor is elected.
- E. Terms are fall to fall, to coincide with the local chapter's school year.
- F. Incumbent presidents and vice-presidents under the second method, as well as all secretaries and treasurers, may succeed themselves. Under the first method, the incumbent vice-president and president may not succeed themselves.

### **Section 3. Election Process**

- A. Any active members of the local chapter may nominate candidates to each office of the local chapter. Nominees may only run for one office at a time. Incumbents may succeed themselves.
- B. The local chapter shall conduct elections at least 30 days after the start of the fall term.

- C. Elections shall be conducted via secret ballot. A majority vote will win the office.
- D. The local chapter president will not vote on local issues, with the exception that they shall cast a vote in the event of a tie.

#### **Section 4. Duties of Elected officers**

- A. The president shall call and preside over all meetings, and appoint committees at the local chapters.
- B. The vice-president shall perform all duties assigned by the president and shall perform the duties of president on an interim basis if the president is not available or incapacitated. The vice-president shall succeed the president if the latter is removed or resigns from office.
- C. The secretary shall
  - 1. Maintain all documents and supplies,
  - 2. Maintain and publish meeting minutes,
  - 3. Maintain correspondence with local members and those conveyed from the Board of directors,
  - 4. Maintain records of membership and officers, and
  - 5. Send yearly chapter news reports and notices of newly elected officers to the Society.
- D. The treasurer shall
  - 1. Receive and account for all monies received from chapter dues and other sources,
  - 2. Pay all bills approved by the local elected officers,
  - 3. Prepare an annual budget to be approved by the local elected officers,
  - 4. Prepare an annual financial report for approval by the local elected officers,
  - 5. Submit the annual report to the Society, and
  - 6. Prepare an annual financial statement for the local membership.

- E. Elected officers shall meet at least once a month for an officer's meeting. Attendance at the general membership meeting shall not be counted as an officer's meeting.
- F. Meeting during summer months is not a Society requirement.

## **Article VI: Removal or Resignation of a national officer or Board Member**

### **Section 1. Removal from Office**

- A. National officers, and members of the Board of Directors may be impeached and removed from office for the following reasons, but not limited to these reasons:
  - 1. Conduct unbecoming an officer or Board member.
  - 2. Organizing or participating in activities contrary to the goals of the Society.
  - 3. Organizing or participating in hazing activities.
  - 4. Unethical or unlawful conduct and/or activities.
  - 5. Failure to carry out the duties of the office.
- B. There are two methods of removing a national officer or a board member: a recall vote or an impeachment resolution by the board of directors.
  - 1. Recall vote
    - a. A recall vote may be initiated by a petition signed by twenty percent of the total membership and submitted to the Board of Directors. The petition must state the reason for the recall.
    - b. The national officer or Board member being impeached shall be given notice of the recall and shall not participate in meetings relating to the recall proceedings.
    - c. The Board of Directors shall then set a date for the recall vote not to exceed 30 days from receipt of the valid recall petition.
    - d. The membership will be informed of the recall vote at least 20 days prior to the date set for the recall vote by the Board of Directors. The vote may be done remotely via mail-in ballot.
    - e. A two-thirds vote for recall by the membership is necessary in order to remove the national officer or Board member from office.

## 2. Impeachment Resolution

- a. An impeachment resolution may be initiated for reasons as prescribed in part A of this section and may be called for by any Board member(s) with knowledge of said offense. The Board member(s) must state the reason(s) for the impeachment resolution at the time the resolution is submitted to the Board of Directors.
  - b. The national officer or Board member being impeached shall be informed of the charge by the Board of Directors and be allowed sufficient time to prepare a defense prior to the impeachment hearing. If the accused member wishes, that member may submit a resignation at this time for the good of the Society prior to being formally charged. The Society has no obligation, however, to accept this resignation. The accused member shall not participate in meetings relating to the impeachment proceedings but may continue in the duties of the office while the impeachment resolution is being deliberated.
  - c. A two-thirds vote by the Board of Directors is necessary to pass the impeachment resolution. Upon passing the resolution, the member in question is formally charged and the impeachment proceedings for an impeachment resolution shall be followed. The date for the impeachment hearing must be set not more than 30 days following the approval of the impeachment resolution.
  - d. An impeachment hearing will be conducted by the president of the Society and two Board members, unless the president is in question, at which case the vice president and two Board members will preside. At the impeachment hearing, the member in question will be allowed to offer a defense. A transcript of the hearing shall be made available to the Board of directors if necessary prior to voting on the impeachment.
  - e. The Board of Directors, upon conclusion of the impeachment hearing, shall then vote on the removal from office of the member in question. A three-fourths vote in favor of impeachment is needed to remove the national officer or Board member from office.
- C. The timeline for the impeachment process, whether a recall vote or an impeachment resolution, shall not exceed 90 days. This includes the period for gathering signatures on a recall petition, which shall not exceed 60 days.

## **Section 2. Resignation**

- A. In the event that any national officer or Board member knowingly can no longer offer his or her service to the organization, the officer or member may resign the position of the office. This request must be submitted in writing to the Board of Directors. A notification of 15 days is requested prior to the desired resignation date to allow a suitable replacement to be found.

## **Section 3. Vacancies**

- A. The resulting vacancy from an impeachment or resignation will be filled by appointment and confirmed by a majority vote of the Board of Directors. The new officer or Board member shall serve the unfulfilled portion of the term until the next applicable election.
  - 1. If the president is impeached and convicted, the vice-president will automatically become president and shall appoint a new vice-president. All other vacancies shall be filled by appointment by the president.

## **Article VII. National Finances**

### **Section 1. Fiscal Year**

- A. The fiscal year for national organization shall be from January 1 until December 31 of each year. The fiscal year overlaps the officer's terms and membership terms.

### **Section 2. Annual Budget**

- A. The Board of Directors shall be responsible for developing an annual budget for the national organization. The national annual budget report will be made available upon request to local chapters. In addition, each local chapter shall submit their end of year annual budget to the national board of directors within 60 days after the end of the fiscal year.

### **Section 3. Annual Audit**

- A. The national finances shall be internally audited annually. Audits are to be based on the fiscal year. Board of Directors shall receive copies of all audits and reports.
- B. Any audit reports must be made available to the general membership for review upon request.

## **Article VIII. Local Chapters**

### **Section 1. Obligations to the National Organization**

- A. Local chapters are responsible for implementing the constitution and bylaws of the Society.
- B. Local chapters must provide a list of active members to the Board of Directors at the beginning of the fiscal year. Local chapters are required to report immediately to the Board of Directors names of individuals who are no longer considered active members.
- C. Local chapters must hold votes on National issues and submit the results of those votes to the National Organization.

### **Section 2. Obligations at the Local Level**

- A. Local chapters are responsible for taking and reviewing applications for admission to the Society.
- B. Local chapters are responsible for assuring their active members remain in good standing.

## **Article IX. Society and Chapter Dissolution**

### **Section 1. Society Dissolution**

- A. Actions warranting the dissolution of the Society shall be put forth as a motion to the Board of Directors. If the motion passes, the Board of Directors will put this issue forward to the active membership for vote. If this motion to dissolve the Society is approved by 2/3 of the active members, the Board of Directors will begin the process to dissolve the Society.
- B. Upon dissolution of the Society, the Board of Directors shall promptly notify the local chapters and members of the dissolution date. Local chapters shall disband and discontinue using the name Pi Epsilon.
- C. Any remaining funds at the national level shall be distributed to other environmental non-profit organizations. The Board of Directors will determine distribution of assets and notify the active members of its decision.

### **Section 2. Chapter Dissolution**

- A. The Board of Directors shall dissolve a local chapter when said chapter fails to comply with the Society's constitution or bylaws.
- B. A local Chapter may be placed on probationary status if not accepting new members for a 24 month period. This status shall be at the discretion of the Board of Directors.
- C. A local chapter may be dissolved by the Board of Directors or by the membership of the local chapter. The Society will absorb any unallocated funds.
- D. Upon chapter dissolution, any members of the dissolved chapter will be placed in the National Chapter unless the national Board of Directors is otherwise notified in writing.

#### **Article X. Amendments**

- A. Proposed revisions and amendments to this constitution must be submitted to the Board of Directors in writing.
- B. A copy of the proposed revisions and amendments shall be transmitted to each chapter of the Society for distribution to membership 60 days prior to the vote on the proposed revision(s).
- C. Adoption of revisions or amendments shall require a minimum vote of two thirds of the voting chapters.