

CONSTITUTION OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa - Women in Technical Studies

Approved: July 17, 2020

ARTICLE I. NAME, PURPOSE AND GENERAL STATEMENTS	2
A. Name	2
B. Purpose	2
C. General Statements	2
D. Registered Office	3
E. Limitations	3
F. Conflicts of Interest	3
ARTICLE II. MEMBERSHIP	4
A. General Statements of Membership	4
B. Definitions of a Technical Major	4
ARTICLE III. ORGANIZATION.....	6
ARTICLE IV. GOVERNMENT.....	7
A. The Executive Branch.....	7
B. Leadership Consultants.....	8
C. National Elections.....	8
D. Appointment of National Leadership Consultants.....	9
E. National Director Terminations	10
F. Leadership Consultant Terminations.....	10
G. The Legislative Branch of The National Organization.....	11
ARTICLE V. FINANCES	12
A. The National Treasury.....	12
B. Fiscal Year.....	12
C. Dues and Fees.....	12
D. Budget.....	12
E. Permanent Funds.....	12
F. Liability Insurance.....	13
G. Dissolution of Organization.....	13
H. National Audits	13
I. National Account Management.....	13
ARTICLE VI. RITUAL, CEREMONIES, EMBLEMS, CREST	14
A. Ritual	14
B. Ceremonies: Traditional, Informal.....	14
C. Emblems.....	15
D. The Crest	15
ARTICLE VII. GOVERNING DOCUMENTS	16
ARTICLE VIII. AMENDMENTS	17

Article I: Name, Purpose and General Statements

A. Name

1. The name of this organization shall be The National Organization of Alpha Sigma Kappa - Women in Technical Studies; hereafter referred to as Alpha Sigma Kappa or The National Organization or the Corporation.

B. Purpose

1. The purpose of Alpha Sigma Kappa is as set out in the Articles of Incorporation, included in the Chapter Handbook. In addition, it is the purpose and goal of Alpha Sigma Kappa to promote friendship, academic achievement, unity within the organization, women in technical fields, and philanthropy within the community.
2. The quality goal of Alpha Sigma Kappa is to work together as Sisters committed to achieving our academic goals and to promoting women in technical fields, through leadership, friendship, and support.
3. The objectives of Alpha Sigma Kappa are as follows:
 - a. To help develop the highest standards of personal integrity and character,
 - b. To foster and provide an intellectual, mature environment for its members through individual and group effort and through the mutual companionship of women with similar professional interests and goals,
 - c. To foster and provide the broadening experience of sorority living with its social and moral challenges and responsibilities for the individual and the Chapter,
 - d. To recognize and support the objectives and goals of the alma mater and those of the community through responsible participation and action,
 - e. To foster and maintain a bond of fraternal Sisterhood through a continuing program of activity for the Alumnae, and
 - f. To promote academic and professional excellence and support personal achievement while providing a social balance.

C. General Statements

1. Alpha Sigma Kappa shall not discriminate against another in regard to one's race, religion, color, national origin, disability, age, veteran status, marital status or sexual orientation. There shall be no hazing of Members or prospective Members.
 - a. Alpha Sigma Kappa will continue to operate as a single sex organization with regard to Title IX of the Education Amendments of 1972, 20 U.S.C §1681 et seq. as well as State and Local Laws. Alpha Sigma Kappa will herein affirm the self-identified gender and gender expression of all candidates seeking memberships. Members and prospective Members of Alpha Sigma Kappa cannot have their membership revoked, deactivated, cancelled, or otherwise altered on the grounds of current or future gender identification or gender expression, and will thereby prevent exclusion and/or deactivation of transgender and other gender nonconforming members on the basis of current or future gender identity or gender expression, regardless of legal sex designation.
2. Alpha Sigma Kappa shall function as a nonprofit organization.
3. Alpha Sigma Kappa shall be a social sorority for women in technical fields. Members and former Members of Alpha Sigma Kappa may never divulge any of the oaths, values, ceremonies, any other parts of ritual relayed to them, including the meaning of the name Alpha Sigma Kappa, or any secrets of Alpha Sigma Kappa.
4. All Candidates, Members, and Chapters of Alpha Sigma Kappa must abide by the rules of conduct, which include the National Constitution, National Policies, Chapter Bylaws, and Chapter Policies. All Members and Chapters will work with the National Board of Directors (NBoD) to promote the ideals and objectives of Alpha Sigma Kappa.
5. Members of Alpha Sigma Kappa shall not speak derogatorily of Alpha Sigma Kappa.

6. All Members shall abide by the laws established by local, state and federal governments.
7. Ritual is a part of the Sisterhood of Alpha Sigma Kappa. The secret aspects in the sorority shall be contained within ritual and shall only be divulged to current and Initiated Members of Alpha Sigma Kappa.
8. Alpha Sigma Kappa does not affiliate with other technical organizations at this time. Any affiliation shall be within the principles and ideals of Alpha Sigma Kappa.

D. Registered Office

1. The registered office of Alpha Sigma Kappa shall be located in the State of Minnesota, and until otherwise ordered by the NBoD, and subsequently reported to the Secretary of State of Minnesota as required by statute, shall be
The National Organization of Alpha Sigma Kappa - Women in Technical Studies
c/o Pam Sordet
3547 Springwood Path
Eagan, MN 55123

E. Limitations

1. Alpha Sigma Kappa shall not afford pecuniary gain to its Members, incidentally or otherwise. No part of Alpha Sigma Kappa's net earnings shall inure to the benefit of any Member, director or officer of the Corporation or any private individual, except that reasonable compensation may be paid for services rendered to or for the Corporation in the performance of its corporate purpose. No Member, director or officer of the corporation or any private individual shall be entitled to share in the distribution of any of the Corporation's assets on dissolution of the Corporation.

F. Conflicts of Interest

1. The Board of Directors shall not enter into any contract or transaction with one or more of its directors, a director of a related organization, or an organization in or of which a director of the Corporation is a director, officer or legal representative, or in some other way has a material financial interest therein, unless: that interest is disclosed or known to the entire Board of Directors; and the majority of the board of directors, not including the interested director, approves, authorizes, or ratifies the action in good faith at a properly notice meeting attended by a quorum of the Board of Directors, not including the interested director; and the interested director may be present for discussion for the purpose of answering questions, but shall not advocate for or on the behalf of the action.¹

¹ This bullet is required by law to have this exact wording.

Article II: Membership

A. General Statements of Membership

1. Members of Alpha Sigma Kappa shall be Active, Inactive, Alumnae, Chapter Honorary, National Honorary, and Disaffiliated. Candidates and Colony Members shall not be Members of The National Organization.
2. Becoming a Sister of Alpha Sigma Kappa is a lifelong commitment to our Sisterhood. Financial, time, and Sisterhood contributions are necessary for the well-being of the Organization on a Chapter and National level.
3. Members of Alpha Sigma Kappa may not join or pledge any other social sorority or fraternity.
 - a. A Member of Alpha Sigma Kappa shall not join another social sorority or fraternity; if she joins another social sorority or fraternity, her membership in Alpha Sigma Kappa shall be immediately terminated.
 - b. A member or former member of a social sorority or fraternity other than Alpha Sigma Kappa may not be a Candidate or be initiated into Alpha Sigma Kappa.
 - c. Candidates may not simultaneously pledge Alpha Sigma Kappa and another social sorority or fraternity.
4. All Members of Alpha Sigma Kappa, with the exception of Honorary Members, shall be women who, at the time of election to membership and Initiation, are enrolled in programs of study leading to accepted degrees as defined in the Chapter Bylaws, regardless of legal sex designation.
5. All Members of Alpha Sigma Kappa cannot have their membership revoked, deactivated, cancelled, or otherwise altered on the grounds of current or future gender identification or gender expression.
6. A Certificate of Membership for Alpha Sigma Kappa shall be issued to all Members at National Convention.
 - a. Certificate of Membership shall include the Member's name, her Chapter's name, her date of Initiation, and her membership number.
 - b. A Certificate of Membership is valid for the lifetime of the Member and is non-transferable.
 - c. A Certificate of Membership is void and shall be relinquished upon termination of membership as defined herein.

B. Definitions of a Technical Major

1. Acceptable technical majors for membership shall be listed in the Governing Documents of the individual Active Chapters.
2. Acceptable technical majors must be approved by the NBoD. Chapters must submit program requirements and course descriptions for approval to the NBoD. If the NBoD does not approve the major on the grounds that it does not meet the requirements for an acceptable major, the major shall not be added to the Chapter Governing Documents. The major may be reconsidered if the degree requirements are changed such that they meet the requirements of Alpha Sigma Kappa.
3. The respective collegiate degree requirements of acceptable technical majors shall be:
 - a. That they possess a minimum of 1/3 of all credit hours in architecture, computer sciences, engineering, mathematics, the physical sciences, or the biological sciences.
 - b. A minimum of 1/6 of all credit hours shall be upper division courses in the aforementioned majors.
4. Definitions
 - a. Physical sciences shall include atmospheric science, chemistry, earth and space science, physics, astronomy, and other majors as defined by the respective college or university.
 - b. Biological sciences shall include biology, biochemistry, botany, genetics, microbiology, zoology, and other majors as defined by the respective college or university.
 - c. Examples of majors that do not meet the requirements are social and behavioral sciences.

- d. Exceptions will be considered on an individual basis by the NBoD and the Chapter in question.
- e. Graduate Programs
 - i. An acceptable graduate program shall be defined as any major listed as an acceptable major in the Chapter Governing Documents.
 - ii. In the event the graduate program does not possess a corresponding undergraduate program, the graduate program may be deemed technical and acceptable by a unanimous vote of the NBoD.

Article III: Organization

A. The National Organization shall consist of:

1. The executive branch of The National Organization shall be the NBoD, which shall consist of:
 - a. National Director of Administration (NDoA)
 - b. National Director of Records (NDoR)
 - c. National Director of Expansion (NDoE)
 - d. National Director of Finance (NDoF)
 - e. National Director of Operations (NDoO)
2. The legislative branch of The National Organization shall be comprised of the Chapter Delegates, formally known as the Delegation.
3. The judicial branch of The National Organization, which is organized in times of conflict regarding whole Chapters, shall include the Delegation and the NBoD.
4. The NBoD will oversee the following:
 - a. Interest Groups formed at collegiate institutions expressing interest in forming an Active Chapter of Alpha Sigma Kappa.
 - b. Colonies working toward Active Chapter status.
 - c. The Auxiliary Chapter, for Alpha Sigma Kappa Alumnae Members with no associated Alumnae Chapter.
 - d. Issuance of Active Chapter Charters to Colonies and Alumnae Chapter Charters to Alumnae Groups upon approval of their petitions by the Delegation.
 - e. The National Leadership Consultants (LC).

B. A Delegate is one Sister that has been elected from her Chapter.

1. Each Chapter shall send a Delegate (or Proxy Delegate, filed in accordance with the Proxy Designation Policy of the National Organization) to each National Meeting, including the in-person held meeting each summer at the National Convention and any meetings called by the NDoA to be held via telephone and/or electronic media.
2. The Delegate shall voice her Chapter's vote on issues before The National Organization.
3. A Chapter's Delegate does not have to be the same Sister for each National Meeting.
4. Each Chapter shall have a Delegate respond to calls for a special vote when needed between National Meetings.

C. Active Chapters shall be established at collegiate institutes having two to three of the following accredited degrees:

1. An Accreditation Board of Engineering Technology (ABET) accredited college of Engineering.
2. Accredited Bachelor of Science in Liberal Arts and Sciences in an approved major.
3. National Architectural Accrediting Board (NAAB) Bachelor of Arts in Architecture program.

D. Each Active Chapter must be a recognized student organization of its campus.

E. The Active Chapters shall be designated in The National Organization records by the letters of the Greek alphabet in the order of their installation.

1. The first Chapter shall be known as Alpha, the second as Beta, and so on.
2. The twenty-fifth Chapter shall be known as Alpha Alpha, the forty-ninth as Beta Alpha, and so on.

F. The National Organization shall issue Chapter Charters to all recognized Chapters of the Organization. Charters shall include Chapter name; campus, state, or region name; location; date; Crest; and signature of the NDoA.

Article IV: Government

A. The National Board of Directors is the executive branch of The National Organization

1. The five Directors on the National Board have the tie breaking vote in terms of voting on proposals of documentation changes, Ritual updates, Honorary Members and new Colonies/Chapters.
2. National Director of Administration (NDoA) has the following duties:
 - a. Oversees The National Organization as a whole
 - b. Chairs the National Convention every summer
 - c. Compiles agendas for meetings, including special and National meetings
 - d. Chairs and calls any special meetings of the Delegates as necessary between National Conventions
 - e. Oversees Chapter discipline
 - f. Keeps original records of all Chapter discipline events
 - g. Creates a *State of the Organization* report to be sent to the Delegation on January 15th
 - h. Compiles and delivers NBoD revisions of Chapter Governing Documents for address by Chapter Executive Boards prior to NBoD approval
 - i. Receives all Chapter Reports and Notifications to Officer Changes and distributes them to remainder of NBoD
 - j. Maintains current copies of Chapter Governing Documents
 - k. Oversight of National Convention Planning Committee, National Documents Review Committee, and Closed Business Committee
 - l. Delegates duties of other Directors in their absence
 - m. Elections for this position are on the odd calendar years
3. National Director of Records (NDoR) has the following duties:
 - a. Updates the National Database with all Membership changes
 - b. Grants Sisters access to electronic ASK resources (e.g. the National Website).
 - c. Keeps electronic records of all minutes from NBoD meetings, National Meetings, and Special Meetings
 - i. Both Open and Closed minutes should be kept
 - ii. Uploads all Open minutes to the National Website
 - d. Provides the Certificates of Membership at National Convention to all Active Chapters for their new Initiates.
 - i. All certificates are to be ready for signing during NBoD Lunch prior to the Delegates' meeting
 - ii. Verifies that all information is correct from Chapters prior to printing certificates
 - e. Provides NDoE with Colony Certificates and Chapter Charters when necessary
 - f. Receives all Chapter Membership documents from Active Chapters
 - g. Receives Risk Management Agreements from Active Chapters
 - h. Maintains records of changes to National Governing Documents
 - i. Holds an electronic copy of all NBoD Members' signatures for any correspondence that goes out throughout the year
 - j. Keeps a copy of records of all Chapter discipline events
 - k. Holds copies of current Rituals and Traditions in electronic form
 - l. Compilation and production of Chapter Awards for National Convention (printed only)
 - m. Oversight of National Awards Committee
 - n. Elections for this position are on the even calendar years
4. National Director of Expansion (NDoE) has the following duties:
 - a. Oversees proactive expansion efforts
 - b. Serves as point of contact for expansion inquiries
 - c. Maintains the Expansion materials and documents
 - d. Acts as primary point of contact for Interest Groups
 - e. Recruits Expansion Representative(s) and puts them in contact with potential Colonies
 - f. Oversees and appoints members of Expansion Teams
 - g. Oversees Expansion Representatives and Colonies during Colony period

- i. Actively monitors Colony Health
 - ii. Receives all Membership Forms, Risk Management Agreements, and Colony Reports
 - h. Helps plan Colonization and Installation Ceremonies, and attends them
 - i. Holds copies of current Rituals and Traditions in electronic form
 - j. Elections for this position are on the odd calendar years.
5. National Director of Finance (NDoF) has the following duties:
- a. Maintains all National Budgets and Budget Records
 - b. Represents Alpha Sigma Kappa in matters of National Insurance and Trademarks
 - i. Keeps information up to date
 - ii. Collects and pays insurance fees
 - c. Receives all dues, fees, and payments from all Chapters
 - d. Maintains National Bank Accounts
 - e. Responsible for Orders of:
 - i. Candidate Pins, Recognition Pins, and other National Jewelry
 - ii. Lioness Handbooks
 - iii. Awards materials
 - f. Maintains accurate inventory of materials procured by the National Organization
 - g. Prompt and accurate reimbursement of Directors, Convention Coordinators, and other Members when required
 - h. Prompt and accurate disbursement of grants (travel, recruitment, etc.)
 - i. Provides input on any question Chapters ask of budgeting/finance
 - j. Receives final Convention Budget, no later than 6 months after the previous National Convention.
 - k. Receives all Chapter budgets
 - l. Receives and maintains a record of donations to The National Organization
 - m. Liason to Alpha Sigma Kappa National Foundation
 - n. Elections for this position are on the even calendar years
6. National Director of Operations (NDoO) has the following duties:
- a. Contacts all Chapters with membership issues to find out:
 - i. Any items they need help procuring
 - ii. Any support that the NBoD can provide
 - iii. Encouragement to them prior to
 - a. Recruitment
 - b. Candidate Initiation
 - b. Active monitoring of Chapter health through formal or informal contact with Chapters
 - c. Facilitates Office Hours with Chapters during National Convention
 - d. Facilitates Chapter Chats on a semesterly basis with all Active Chapters; Alumna Chapters upon request
 - e. Maintains communications with all Active Chapter's Greek Affairs/Student Life Administrators
 - f. Is the primary point of contact for Re-Education Weekend Requests
 - g. Participates in planning of Re-Education Weekends with Chapters who request them, if approved by a majority vote of the NBoD
 - h. Oversees National Social Media Committee and Professional Development Committee
 - i. Provides direct oversight of the National Leadership Consultants (LC) and takes over responsibilities of the LC when there is a gap in service
 - j. Elections for this position are on even calendar years

B. The Leadership Consultants (LC) are a subset of the executive branch of the National Organization and act in a supporting role to the National Board of Directors as described in the Leadership Consultant Standard Operating Procedure (SOP).

C. National Elections

1. National Elections shall take place at the Summer National Meeting. The elections shall be staggered. The positions of NDoR, NDoF, and NDoO shall be elected in one cycle. The positions of NDoA and NDoE shall be elected in one cycle the next year.
2. Nominations shall open fourteen (14) weeks before the election. Nominations shall close ten (10) weeks before the election. Nominee statements are due nine (9) weeks before the election. All Chapters shall be notified of the nominees eight (8) weeks before the election.
3. Any Active or Professional Alumna Member in good standing with The National Organization and her Chapter may run for a National office.
 - a. An elected Member of the National Board may not hold an elected position in an Active or Alumna Chapter during her term of office.
 - b. An Active or Alumna Member may nominate herself or another Active or Professional Alumna Member.
 - c. A nominee shall submit a written statement of her intentions and qualifications for the office in question.
4. Elections shall be held by secret ballot with at least 3/4 of the National Delegates voting.
 - a. Each National Delegate shall cast one vote for each position. The sitting National Board shall cast one vote for each position, which shall only be used to break a tie.
 - b. A nominee shall be elected to said nominated position by a simple majority of votes cast.
5. National Board Members shall serve a 2 year term beginning on January 1st following the National Convention at which they were elected
6. If a Director is unable to fulfill her duties, the NDoA shall appoint a temporary replacement. If the NDoA is unable to fulfill her duties, the NDoF shall appoint her temporary replacement. A new Director shall be elected to fill the vacant position at the next National Meeting.

D. Appointment of National Leadership Consultants (LC)

1. The LC shall serve a 1 year term beginning on August 1st following the National Convention in which she/they is appointed.
2. Applications shall open no later than January 15th each year and be open for a minimum of three (3) months.
3. The interview process is as follows:
 - a. The candidate shall be interviewed by the NDoO
 - b. Qualified candidates shall be offered a second interview with two or more of the remaining members of the NBoD
4. The LCs and alternates will be appointed by a unanimous vote of the NBoD based on their application materials and interviews.
5. The Delegation will confirm the appointed LCs and alternates at the National Convention directly preceding their August 1st start date by a ¾ majority vote.
 - a. The appointed LCs will submit a 300 word or less biosketch outlining their service to the organization to be included in the National Convention paperwork and shall be submitted to the NBoD nine (9) weeks before the vote.
6. An appointed LC or alternate must be a Professional Alumna Member and may not hold an elected position in an Alumnae Chapter, on the National Board of Directors, or the Alpha Sigma Kappa National Foundation during her/their term in office.
7. The number of LCs to be appointed each year will be equal to 1/3rd the number of Active Chapters in existence as of the National Convention at which they are confirmed. This number will be rounded down such that each LC shall oversee three or four Active Chapters.
8. Alternate LCs will be chosen to serve in the event that a LC steps down, is terminated, or additional needs arise due to circumstances such as Installation of new Chapters.
 - a. 1-2 Alternate LCs will be appointed each year.

- b. Alternate LCs shall not be from the same Chapter.
- 9. In the event that the required minimum number of LCs is not confirmed by the Delegation, an expedited appointment process will take place. The expedited process shall take no more than five (5) weeks to complete.
 - a. The application will be open for two (2) weeks.
 - b. Interviews shall take place with the NDoO and two (2) other members of the NBoD, and they shall be completed no later than one week after the application closure.
 - c. The NBoD will appoint the new LC by unanimous vote no later than one (1) week after the interviews close.
 - d. The Delegation will be given one (1) week to approve the delegate by a $\frac{3}{4}$ majority vote following the notification by the NBoD.
 - i. The appointed LCs will submit a 300 word or less biosketch outlining their service to the Organization to be included with the information sent out to the Delegation.
 - e. The new LC will go through the training process as outlined in the Leadership Consultant SOP and begin duties within a week of receiving notice of her/their position until the next National Meeting.
- 10. In the event a position needs to be filled midterm and no alternates are available, an expedited appointment process will take place. The expedited process shall take no more than five (5) weeks to complete.
 - a. The application will be open for two (2) weeks.
 - b. Interviews shall take place with the NBoD, and they shall be completed no later than one week after the application closure.
 - c. The NBoD will appoint the temporary replacement LC by unanimous vote no later than one (1) week after the interviews close.
 - d. The temporary replacement LC will go through the training process as outlined in the Leadership Consultant SOP and begin duties within a week of receiving notice of her/their appointment to the position until the next National Meeting.
 - e. The temporary replacement LC will be provided the opportunity to be formally confirmed by the Delegation at the next National Meeting, if she/they desires to continue as a LC.

E. National Director Terminations

- 1. Any Sister may suggest in writing to the NBoD that a Director is not fulfilling the duties of her Position.
- 2. The other Members of the Board shall review the allegation and document all charges.
- 3. Should the NBoD determine that said Director is not fulfilling her obligations as defined by Article 4, Section B, all Chapters shall be informed in writing.
 - a. The Director in question shall be notified, in advance, that the allegations will be disclosed
 - b. She shall be given the opportunity to respond in writing to the Chapters.
 - c. A vote by all National Delegates, for the removal of said Director, shall immediately follow one month after the initial notification of the Chapters.
- 4. A Director is relieved of her position following a $\frac{3}{4}$ vote by all National Delegates to remove her from office.
 - a. She shall retain her status as a Member of The National Organization.
 - b. If said Director is not removed from her position, she shall be given three (3) months to satisfy the duties of her position.
 - i. At the end of this period, the NBoD shall review her performance.
 - ii. If any further action is required, all Chapters shall again be notified in writing and the situation voted on by the National Delegates.
 - c. If said Director is removed from her position, a new Director shall be elected following the standard election procedure for filling any vacancy.

F. Leadership Consultant Terminations

- 1. Any Member may suggest in writing to the NBoD that an LC is not fulfilling the duties of her/their position.
- 2. The Members of the NBoD shall review the allegations and document all charges.

3. The LC shall be notified of the allegations against her/them. Should the NBoD determine that said LC is not fulfilling her/their obligations as defined by Article 4, Section B:
 - a. The LC in question shall be given the opportunity to respond to said allegations either in writing or at a closed meeting with the NBoD.
 - b. Following review of this response, the LC in question may be relieved of her/their duties by a unanimous vote of the NBoD.
 - c. The Member shall retain her/their status as a Member of the National Organization.
 - d. If said LC is not removed from her/their position, she/they shall be given one (1) month to satisfy the duties of her/their position. At the end of this period, the NBoD shall review her/their performance.
 - e. All Chapters under the purview of a removed LC shall be notified by the NDoO within one (1) week of removal.

G. The Legislative Branch of The National Organization

1. One Delegate from every Chapter
 - a. Typically the President of the Chapter
 - b. Another Sister appointed by the President may be the Delegate.
2. The Delegates have the following roles
 - a. Vote on all issues/proposals/new documents as discussed by their Chapter
 - b. Provides a Chapter update at National Meeting and Convention that shall consist of
 - i. Current Status of the Chapter.
 - ii. Current Number of Sisters.
 - iii. Number of Sisters they anticipate transitioning to the Alumna Chapter during the upcoming year.
 - iv. Any changes of which The National Organization should be informed.
 - c. Be the sole voice of their Chapter
 - d. Hold only 1 (one) vote
 - e. Must be present at all National Meetings and Conventions
 - i. A quorum consisting of the entire delegation is required to vote on any issue at National Meeting/Convention.
3. In the case that a Chapter is not able to send a Delegate to National Meeting, refer to the procedures outlined in the Proxy Designation Policy.

Article V: Finances

A. The National Treasury shall be used to support National Organization activities.

1. Alpha Sigma Kappa shall not provide monetary gain, incidentally or otherwise, to its Members, except through scholarships awarded by The National Organization and/or Alumna Chapters to Active Members.
2. The NDoF will keep all Treasurers informed of any changes in the financial structure of the Sorority, in tax policies, and in any pertinent budget areas.
3. The NBoD is authorized to conduct such review of the Chapter records as may be necessary to ascertain that all membership and national fee records are accurate and current.

B. Fiscal Year

1. The National Fiscal Year shall be September 1st through August 31st.
2. The Local Chapter Fiscal Year shall follow the National Fiscal Year per Section 501c of subordinate organizations of the Internal Revenue Service (IRS) Regulations.

C. Dues and Fees

1. Annual National Dues shall be determined and approved by the Legislative Branch at National Meeting as part of the National Budget.
 - a. National Dues are non-refundable, even in the circumstance where membership in Alpha Sigma Kappa is terminated.
 - b. If dues are not paid prior to National Meeting the voting rights of the Chapter shall be suspended until all outstanding dues are paid. The Chapter is still required to attend all National Meetings.
2. All Fees owed to The National Organization shall be paid to the NDoF within their required timeframe.
 - a. An Interest Group shall submit a Colonization fee immediately preceding its Colonization.
 - b. A Colony shall submit a Chapter Installation fee immediately preceding its Installation as an Active Chapter.
 - c. Additionally, each Initiate of the new Active Chapter shall be assessed a one-time National Initiation fee to cover initiation expenses.
3. The amount that each Chapter shall pay in National Dues shall be submitted by mail to each Chapter treasurer by the NDoF.

D. Budget

1. A balanced budget for the operation of The National Organization for the fiscal year shall be presented by the NDoF to the NBoD.
 - a. A budget for the operation of The National Organization for the fiscal year shall be adopted no later than ninety (90) days before the start of the fiscal year.
 - b. If approved by a majority vote of the NBoD, it shall be submitted to the National Legislature to be voted upon at National Meeting.
2. Previous Annual National Budget.
 - a. Any line item variance in excess of \$100 of the previous Annual National Budget shall be presented to the National Legislature.
 - b. All surplus funds from the previous fiscal year shall be placed in the savings account or other savings investments.
 - c. Savings are to be used in emergency circumstances and for non-budgeted events and items and then only if approved by a three-fourths (3/4) vote of the National Legislature.

E. Permanent Funds

1. All Investment Assets of the National Legislature shall be preserved, and shall not be used for any purpose other than the production of income, except upon a vote of three-fourths (3/4) majority of said Legislature.

F. Liability Insurance

1. The National Treasury shall be used to provide General Liability Insurance coverage for National Board Members during their term in office and any other Members who are volunteering or working under the guidance of the NBoD.
2. All Members and event guests are covered under the General Liability Insurance of The National Organization. Active Chapters and Colonies pay a fee on a per Member basis as determined by the national budget. Alumna Chapters pay the per Member fee for the four (4) Executive Officers.

G. Dissolution of Organization

1. At the time of dissolution of any Active or Alumna Chapter, any residual assets shall be distributed to The National Organization.
2. At the time of dissolution of The National Organization, any residual assets shall be distributed to DonorsChoose.Org.

H. National Audits

1. An audit of The National Organization's financial books and records shall be made at every two years, preferably at the close of the fiscal year prior to the Summer National Meeting.
2. This audit shall be conducted by either a Certified Accountant or Audit Committee of at least two Alumnae, as laid out in the National Finance Policy.

I. National Account Management

1. Bank Account Management
 - a. The NDoF and the NDoA shall be the only two Members of The National Organization with access to the bank account(s). Exceptions to this may be found in the National Finance Policy.
 - b. The National Organization shall have a checking account, a savings account or other savings investments.

Article VI: Ritual, Ceremonies, Emblems, Crest

A. Ritual

1. All Rituals are an important part of the Sisterhood of Alpha Sigma Kappa, are therefore kept secret amongst the Sisters, and shall never be discussed outside of the Sisterhood.
2. The Chapters shall each have one hard copy of the following Ceremonies:
 - a. Active: Candidate, Initiation, Alumnae, and Sisterhood Rededication
 - b. Alumnae: Initiation Ceremony for Initiation of Honorary Members
3. Usage, Storage and New:
 - a. All Rituals shall be performed exactly as written without deviations or additions.
 - b. The President or Vice President of the Chapter shall keep all Ceremonies/Rituals and necessary equipment under lock and key.
 - c. Revisions to Rituals shall only be discussed during an in person closed meeting.
 - d. Upon receipt of new Ritual, all previous revision to rituals shall be mailed to the NDoR.
 - i. The mailings shall have confirmation of delivery attached to them
 - ii. With prior approval written from the NBoD, the previous revision of ritual may be returned in a sealed envelope at the summer National Meeting to the NDoR.
4. Ritual includes the following ceremonies: Candidate, Initiation, Alumnae, Colony Installation, Chapter Installation, and Sisterhood Rededication.
 - a. Candidate Ceremony is the ceremony where a Potential New Member becomes a Candidate. Participants for this ceremony shall include:
 - i. Potential New Members becoming Candidates
 - ii. Current Candidates
 - iii. Initiated Sisters
 - b. Initiation Ceremony is the ceremony where a Candidate becomes an Initiated Sister. Participants for this ceremony shall include:
 - i. Candidates being Initiated
 - ii. Initiated Sisters
 - c. Alumnae Ceremony is the ceremony where an Active or Inactive Sister becomes a Member of the Alumna Chapter. Participants for this ceremony shall include only Initiated Sisters.
 - d. Colony Installation Ceremony is the ceremony where an Interest Group becomes a Colony of The National Organization and all Members of the Interest Group become Colony Members. Participants for this ceremony shall include:
 - i. Interest Group Members
 - ii. Initiated Sisters
 - e. Chapter Installation Ceremony is the ceremony where a Colony becomes an Active Chapter and each Colony Member becomes an Active Sister. Participants for this ceremony shall include:
 - i. Colony Members
 - ii. Initiated Sisters
 - f. Sisterhood Rededication Ceremony is a ceremony that reaffirms a Sister's dedication to the Sisterhood. Participants for this ceremony shall include only Initiated Sisters.

B. Ceremonies: Traditional, Informal

1. There are many ceremonies that may occur at the discretion of the Chapter. Not all possible Ceremonies are listed herein.
 - a. Candle Passes are a frequent way for a Chapter to communicate news, both good and bad. Times when a candle pass could occur:
 - i. Professional development and advancement
 - ii. Engagement or marriage
 - iii. Pregnancy, birth, or addition to their family
 - iv. Resolution of internal issues
 - b. Big – Little Reveal is an event where Candidates find out who their Big Sister is. Each Chapter may have a different policy or tradition for this ceremony. These traditions are documented in the ASK Traditions Document.

C. Emblems

1. Emblems are a very important part of the Sisterhood of Alpha Sigma Kappa.
2. The Emblems are sacred, as they reflect on different parts of the Sisterhood.
3. The Emblems of the Sisterhood include the following:
 - a. The colors are royal blue and silver
 - b. The flowers are
 - i. White roses for Initiated Sisters
 - ii. White carnations for Candidate and Colony Members
 - c. The mascot is the Lioness
 - d. Jewelry includes
 - i. The Candidate (Colony) Pin shall be an oval shaped silver enameled pin with a white rose on a blue background
 - ii. The Recognition Pin shall be a gold pin with ΑΣΚ diagonally.
 - iii. Lavalieres are available for purchase by Initiated Sisters.
 - a. They shall be the same size as the Recognition Pin.
 - b. Their orientation shall be vertically instead of diagonally.
 - c. They shall be either silver or gold in color.
 - iv. The National Badge is available for Initiated Sisters to purchase. It is a torch enclosed in an atom with a banner across inscribed with ΑΣΚ.
 - e. The symbol is the infinity sign
 - f. The National hand sign is the infinity sign
 - i. The sign is done with the 2 pointer fingers crossing and touching opposite thumb
 - ii. This can be done individually or with another Sister.

D. The Crest

1. The Crest of Alpha Sigma Kappa is enclosed in the Coat of Arms of Alpha Sigma Kappa.
2. All reproductions of the Coat of Arms and/or Crest shall adhere to the design as it is on file with the NBoD.

Article VII: Governing Documents

- A. The National Constitution and National Policies are the main governing documents of The National Organization.
- B. The National Policies, Standard Operating Procedures (SOPs) and accompanying forms are listed in the Publications of The National Organization SOP.
- C. The requirements to change these documents are:
 - 1. National Constitution – The requirements to change the National Constitution are outlined in Article VIII.
 - 2. National Policies – Changing a National Policy requires an appropriately filled out Proposal Form submitted to the NBoD by the proposal deadline. The NDoA will set the proposal deadline once per semester.
 - 3. SOPs - An SOP can be changed in the same way as a National Policy.
 - a. The SOPs should be changed prior to making changes to major documents
 - b. The SOPs are living documents that get changed more frequently than other documents.
 - c. The NBoD has the autonomy to create and update SOPs as needed to facilitate the running of the Organization.

Article VIII: Amendments

- A. The Articles of the National Constitution are written in a generic manner in order to facilitate the creation of SOPs to go with the corresponding Articles.
1. Structural changes to the Constitution may include but are not limited to:
 - a. Re-naming the NBoD Members, i.e. their titles
 - b. Creation of a new NBoD Member
 - c. Further development of the duties of the branches of the Organization
 2. The Constitution shall only be revised at a National Meeting designated as a Constitutional Convention.
 - a. The Constitutional Convention shall be conducted during a National Meeting with the Delegation physically present in the same location.
 - b. If a Sister or Chapter feels an amendment is necessary between Constitutional Conventions, a proposal may be submitted to the National Board for consideration; all such proposals will be kept on record with the Board until the next Constitutional Convention.
 - c. The following is required prior to conducting a Constitutional Convention:
 - i. A proposal to designate a National Meeting as a Constitutional Convention must be submitted on or before the proposal deadline for the National Meeting immediately preceding the proposed Constitutional Convention. Any Sister or Chapter may submit a proposal calling for a Constitutional Convention.
 - ii. A simple majority of votes is required to pass.
 - d. Once a Constitutional Convention is approved by the Delegation, proposed Constitutional changes must be submitted on or before the Constitutional Convention proposal deadline.
 3. Grammar/Spelling changes to the Constitution:
 - a. These changes shall be entertained in the same manner as current proposals.
 - b. Minor grammar changes can be handled by the NBoD as long as the meaning of the document in question is not changed.
- B. All Changes to the Constitution shall be tracked in a revisions table at the end of the document.
1. Only significant structural changes shall be listed in the table.
 2. The approval date of these changes shall be included.

Revision History		
Date	Change	Reason
08/09/2008	Initial Release	
01/10/2009	Instate constitutional Conventions (Art X); Re-instate election guidelines (Art. IV).	
01/09/2010	Addition of donations clause (Art. IV,B,e.ix).	
07/10/2010	Changing August National Meeting to “Summer” meaning the July/August timeframe not during fall or spring academic terms.	
01/14/2012	Amendments to Art. III, I; Art. IX, B; Art. III, B, b; Art. VII, A. d. iii; Art. X, B; More in line with our policies and amending list of policies; Changing when Constitutional Conventions can be held to the Summer meeting.	
07/31/2015	Amendments to all Articles to come into line with current practices. Added fifth Board of Director Member. Removed Article VIII to a policy. Prepared to move Article VI to Discipline Policy.	
07/30/2016	Article VI removed to National Chapter Discipline Policy.	
07/27/2018	1. Inclusivity clause added to Articles I and II	1. Show support and acceptance of all women

	2. NBoD descriptions updated and election cycle of NBoD members changed in Article IV	2. NBoD descriptions reflect actual actions, improve leadership transitions
07/17/2020	Amendments to Article III and Article IV.	Incorporation of the National Leadership Consultant Program.

ACTIVE CHAPTER EXECUTIVE BOARD POSITION SOP

Alpha Sigma Kappa — Women in Technical Studies

Approved: July 17, 2020

The purpose of making a position and Executive Board Position is that they meet one (1) of the following requirements:

- a. Interacts directly with the National Board of Directors (NBoD)
- b. Interacts directly with the Council/University of which the Chapter is a part of
- c. Works with confidential information and needs to be bound to the Executive Board's confidentiality

The core five (5) positions are those that all Active Chapters and Colonies shall always be using as they are essential to the health and growth of an individual Chapter. The position titles and the responsibilities of each Executive Board member are outlined below. Executive Board Members are permitted to delegate responsibilities to another Member, as necessary. However, the Executive Board Member is ultimately responsible for oversight of the delegated responsibilities.

1. President
 - a. Main point of contact to the NBoD and Leadership Consultant (LC)
 - b. Submits all required University/Council Paperwork
 - c. Presides over weekly Chapter and Executive Board meetings
 - i. Will not have a vote unless in the event of a tie
 - d. Facilitates Ceremonies
 - e. Primary Delegate to National meetings
 - f. Appoints committees and committee chair, as needed, when chair is not an elected position
 - g. Responsible for calling in the LC/NBoD in the case of Chapter Health concerns or other major issues presented to them
 - h. Serves as a liaison between the University/Council and the Chapter*
 - i. Possesses a second debit/Chapter purchase card in addition to the Vice President of Finance
 - j. Collects each Member's GPA for every academic term and reports to the rest of the Executive Board if any Member fails to meet the GPA requirement as outlined in the Member Status Policy**
2. Vice President of Operations
 - a. Presides over weekly Chapter meetings in the absence of the President
 - b. Secondary Delegate to National Meetings
 - c. Reviews the Risk Management Policy with the Chapter once per academic term***
 - d. Enforces all Chapter and National Policies
 - e. Establishes and oversees a Chapter Documents Committee
 - f. Head of the Judiciary Board and serves as the tie breaking vote
3. Vice President of Finance
 - a. Sets the Chapter budget and dues
 - b. Files Chapter tax documents
 - c. Collects dues, fines, and donations

- d. Deposits and documents any incoming funds
 - e. Maintains Chapter bank account
 - f. Orders materials from the National Organization
 - g. Submits budgets and tax filings to the National Director of Finance (NDoF)
 - h. Submits any necessary budgets/financial information to any required University/Council offices
 - i. Keeps a detailed inventory of all the supplies that the Chapter has (pins, handbooks, extra apparel, etc.)
 - j. Approves any Chapter fundraisers (No facility fundraisers)
 - k. Disperses dues to both the National Organization and University/Council
 - l. Possesses a Chapter debit/purchase card
4. Vice President of Communications
- a. Maintains and distributes weekly Chapter meeting minutes
 - b. Maintains an updated Chapter email list
 - c. Completes and submits National paperwork
 - d. Maintains the Chapter roster for required University and Council offices
 - e. Records attendance for all Chapter meetings (Open and Closed)
 - f. Holds and updates Members' histories (Candidate class, Positions held, Inactive semesters)
 - g. In the event, they are not able to fulfill responsibilities (e.g., meeting minutes, recording attendance), they will have another Executive Board member fulfill those duties
5. Vice President of Recruitment
- a. Leads and plans recruitment events
 - b. Acts as, works with, or oversees Candidate Educator
 - c. Involved in the Big/Little pairing process
 - d. Leads recruitment clinic and designs outreach opportunities
 - e. Plans Ceremonies with appropriate Chapter Chairs and committees
 - f. Reserves location and necessary materials (e.g., tables, chairs) for recruitment events
 - Submits required recruitment information to any University/Council offices, as needed
 - i. If University policy contradicts this, then the Chapter will follow the University policy in lieu of this policy

There are three (3) additional positions that an Active Chapter or Colony may choose to add to their Executive Board based on their size and needs. The position titles and responsibilities of each additional Executive Board Member are as follows:

1. Vice President of External Relations
- a. Serves as a Council Delegate for the Chapter
 - b. Attends all Council meetings and reports information back to the Chapter
 - c. Forwards all Council emails to the relevant Chair
 - d. Leads Social Justice Discussion on a relevant topic according to the timeline provided by the Council
 - e. Attends events hosted by other organizations within the Sorority and Fraternity community on campus to improve campus relations

- i. Shall get as many other Sisters involved as possible
 - ii. Minimum number of events shall be dictated by individual Chapters
 - f. When this position is in used, she shall serve as the liaison between the University/Council and Chapter in place of the President*
- 2. Vice President of Scholarship
 - a. When this position is in use, she shall collect each Member's GPA for every academic term and report to the rest of the Executive Board if any Member fails to meet the GPA requirement as outlined in the Member Status Policy in place of the President**
 - i. If University policy contradicts this, the responsibility will remain with the President and will be considered by the NBoD for approval. Upon approval, the exception must be included in the Chapter's governing documents.
 - b. Hosts scholastic/study events monthly
 - i. Minimum number of events/hours shall be dictated by individual Chapters
 - c. Hosts one or more professional development event per year
 - i. The exact number shall be dictated by individual Chapters
 - d. Coordinates a scholastics incentive program, specific details shall be dictated by individual Chapters
 - e. Maintains a working knowledge of the academic resources on campus
 - i. Shall be familiar with these resources for when Members have questions
 - ii. Shall visit resource locations, when possible
 - f. Maintains a digital database for the "Academic Files System" where Members can submit academic resources for classes they have taken while following all University guidelines on academic resource sharing
 - g. Maintains a textbook library (e.g., campus storage space), where Members can donate and check out textbooks for commonly taken courses
- 3. Vice President of Risk Management
 - a. When position is in use, she shall review the Risk Management Policy with the Chapter once per academic term in place of the Vice President of Operations***
 - b. Shall attend University/Council/National Organization sponsored events on risk management topics and shall encourage participation and involvement from all Members of the Chapter
 - i. The exact number shall be dictated by individual Chapters
 - c. Offers risk management events each semester using Council or University resources
 - d. Coordinates the Sober Sister program and provides Sober Sisters with the necessary training
 - e. Maintains a list of the campus' mental health resources and other topics relevant to risk management
 - i. Shall be familiar with these resources for when Members have questions

- ii. Shall visit resource locations, when possible
- f. Shall be the Chapter “expert” on campus and community mental health resources for Members.
 - i. Considering Members are not trained/licensed mental health professionals, no formalized one-on-one risk management meetings shall occur, including providing any Members with direct mental health advice or counseling.
 - ii. Vice President of Risk Management shall provide the Chapter with up to date resources to be immediately available in the case of an emergency situation and/or contact appropriate resources if applicable.
- 4. If an Active Chapter feels it is necessary for the addition of any Executive Board positions to their individual Chapter that is not listed above, they may petition the NBoD for review on a case by case basis.
 - a. These must meet one of the requirements above and shall be clearly stated in the proposal
 - b. Petitions do not need to be in the form of a full position description document but a bulleted list, as they are written above

Revision Table

Revision Date	Reason for Revision
7-17-2020	Initial release.

ALUMNAE POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa Women in Technical Studies

Amended July 18, 2020

The purpose of this policy is to outline the process for an Active Member to join the Alumnae Chapter. The purpose of distinguishing between Associate and Professional Alumnae status is to provide the Alumnae Chapter with a core membership that is interested in participating on an active basis in the decision-making process of the group and provide a basis for determining quorum. It is not meant as a reflection of the worth of an Alumna Member.

Eligibility for Alumna Status

The following criteria will be used to determine whether an Active or Voluntary Inactive Member is eligible for Alumna status:

1. All debts they have incurred must be paid in full before the time of their Alumnae Ceremony, and
2. They must be graduating during the quarter or semester when they request Alumna status, or
3. They must be transferring to another academic institution, or
4. They must be otherwise leaving the institution, or
5. They has served as an Active Member for six quarters or four semesters, or
6. They has extenuating personal circumstances.

If an Active Member does not wish to be a part of the Alumnae Chapter, they may instead request deactivation status from the Organization. They shall inform the Active Chapter President of her decision and follow the deactivation procedure as outlined in the Member Status policy.

Requesting Membership to the Alumnae Chapter

Members who wish to join the Alumnae Chapter shall submit a completed Declaration of Alumna Status form to the Vice President of Communications within the semester the Member wishes to join the Alumnae Chapter. The Declaration of Alumna Status Form represents a formal request to join the Alumnae Chapter, and shall be submitted at least three weeks before the last regular meeting of the term. If a Member fails to submit the Declaration of Alumna Status Form by this deadline, late forms may be accepted at the discretion of the Executive Board. A vote to approve formal requests to join the Alumnae Chapter must happen during a closed meeting of the Active Chapter. The Executive Board is responsible for informing all Members of the date this vote will occur at least a week before its occurrence.

Voting Process

The discussion and voting process to approve requests for Alumna Status will be focused on determining whether the Member meets the above stated Eligibility for Alumna Status.

For Members who are immediately graduating from the institution, immediately transferring to a different academic institution, or are otherwise leaving the institution:

1. The Member requesting Alumna Status shall have the opportunity to comment on their involvement within the Active Chapter immediately prior to the vote to approve their Alumna Status. If the Member is unavailable, they may ask the Vice President of Communications to make comments on their behalf.
2. The Member requesting Alumna Status shall leave the room. The Chapter Members shall discuss and vote to approve the request.
 - a. The Member in question may be called in to the room to answer any questions posed to them, if they are available.
 - b. At no time during the discussion or voting shall their lack of holding a chair/officer position be held against them.
 - c. A simple majority is required to accept the request. It should be clarified, prior to ballots being cast, how a vote to abstain will count in the vote.

For Members who have served as an Active Member for six quarters or four semesters:

1. The Vice President of Communications of the Active Chapter shall read the service record of the member prior to discussion. The Member requesting Alumna Status shall have the opportunity to comment on their involvement within the Active Chapter immediately prior to the vote to approve their Alumna Status. If the Member is unavailable, they may ask the Vice President of Communications to make comments on their behalf.
2. The Member requesting Alumna Status shall leave the room. The Chapter Members shall discuss and vote to approve the request.
 - a. The Member in question may be called into the room to answer any questions posed to them, if they are available.
 - b. At no time during the discussion or voting shall their lack of holding a chair/officer position be held against them.
 - c. A favorable 2/3rds vote shall be required to accept the request. It should be clarified, prior to ballots being cast, how a vote to abstain will count in the vote.

Following the Vote

Should a Member's request for Alumna Status be approved, the Member shall take the oath of an Alumna during the Alumna Ceremony held in closed meeting. Should a New Alumna be unable to attend the ceremony, the Member may take the oath of an Alumna in the physical or virtual presence of an Alumnae Chapter Representative, designated by the Alumnae Chapter Executive Board, and at least one other Member who may be an Active or an Alumna. The Vice President of Communications shall ensure the Member's Declaration of Alumna Status Form is signed by both the current Vice President of Communications of the Active Chapter and the Alumnae Chapter Representative, designated by the Alumnae Chapter Executive Board, and turned in to the National Director of Records to be officially considered an Alumna.

Should a Member's request for Alumna Status not be approved, the Member shall retain Active/Inactive status. The President of the Active Chapter must notify their associated Alumnae Chapter Executive Board and the National Board of Directors within a week of the request not being approved. The Active Chapter Executive Board shall investigate the reasons Alumna status was not approved. This investigation may involve, but is not limited to, following up with Members present at the meeting where Alumna Status was requested. The President of the Active Chapter must compile documentation of this investigation and send it to their associated Alumnae Chapter Executive Board and the National Board of Directors within two weeks of the request not being approved. The Member may request a meeting with the Active Chapter Executive Board to discuss the reasons her request was not passed by the Active Chapter. This discussion should only include specific examples or reasons that the request was not passed and findings of the investigation conducted. It should not, however, directly or indirectly disclose the identities of Members who brought up or discussed examples or reasons for the request not passing or whose names appear in the investigation documentation. The Active Chapter Executive Board has the right to terminate this meeting should the discussion diverge from this purpose.

Re-Requesting Alumna Status

The process for Members whose initial request for Alumna Status was not approved and who are immediately graduating from the institution, immediately transferring to a different academic institution, or are otherwise leaving the institution is as follows:

1. The Member must meet with the Active Chapter Executive Board to discuss the reasons her request for Alumna Status was not approved by the Active Chapter.
2. After the President of the Active Chapter has compiled and distributed appropriate documentation of the investigation described above, the Member may reach out to the Alumnae Chapter Executive Board to re-request Alumna Status.
3. At the next Alumnae Chapter meeting, the Vice President of the Alumnae Chapter shall provide the service record of the Member along with the investigation documentation provided by the President of the Active Chapter. The Vice President of the Alumnae Chapter must be well-versed in this documentation at the time of its presentation and be prepared to answer any questions posed to them about its contents.
4. The Member will be given the opportunity to explain their reasons for requesting Alumna Status, comment on any of the documentation presented, and/or explain why they did not receive Alumna Status prior to that time. The Member may also discuss how they plan to contribute to the Alumnae Chapter.
5. The Member requesting Alumna Status shall leave the room. The Alumnae Chapter Members shall discuss and vote to

approve the request.

6. A favorable 2/3rds vote of Professional Alumnae Members participating in the vote, in accordance with the Alumnae Chapter's voting procedures, shall be required to accept the request.

If a vote of the Alumnae Chapter for the Member's request for Alumna Status passes and the Alumnae Ceremony for the current term has not yet occurred, the Member may choose to participate in the Alumnae Ceremony. The Member may also choose to participate in an Alumnae Ceremony facilitated by the Alumnae Chapter at a different date. If not at an Alumnae Ceremony, the Member is required to take the oath of an Alumna in the physical or virtual presence of an Alumnae Chapter Representative, designated by the Alumnae Chapter Executive Board, and at least one other Member who may be an Active or an Alumna. The Alumnae Chapter Executive Board will notify the Active Chapter Executive Board of the Member's decision regarding the Alumnae Ceremony and to ensure the Member's Declaration of Alumna Status Form is appropriately signed and submitted to the National Director of Records to be officially considered an Alumna.

If a vote of the Alumnae Chapter for the Member's request for Alumna Status does not pass, the Member will choose either to Deactivate or Disaffiliate through the processes described in the Member Status policy.

Members whose initial request for Alumna Status were not approved and are not immediately graduating from the institution, not immediately transferring to a different academic institution, or are not otherwise leaving the institution may re-request Alumna Status in the next semester from their Active Chapter. These Members should follow the process as outlined in the section "Voting Process", beginning by submitting a new Declaration of Alumna Status Form.

Requests by Disaffiliated or Deactivated Members

Any Disaffiliated Member who does not receive Alumna status through the Active Chapter may inform the Vice President of the Alumnae Chapter of their desire to request Alumna Status before the next Alumnae Chapter meeting, and shall adhere to the following process:

1. The Member requesting Alumna Status shall submit a completed Declaration of Alumna Status Form to the Vice President of the Alumnae Chapter prior to the next Alumnae Chapter meeting.
2. The Member will formally request a vote to be made for her Alumna Status at the Alumnae Chapter meeting.
3. The Vice President of the Alumnae Chapter shall read the service record of the Member. If any documented investigation is available as to why the Member did not previously receive Alumna Status, this documentation will also be presented. The Vice President of the Alumnae Chapter must be well-versed in this documentation at the time of its presentation and be prepared to answer any questions posed to them about its contents.
4. The Member will have the opportunity to share why they are considered a Disaffiliated Member and did not receive Alumna Status prior to that time. The Member may also discuss how they plan to contribute to the Alumnae Chapter.
5. The Member shall leave the room. Discussion and a vote shall follow.
6. A favorable 2/3rds vote of Professional Alumnae Members participating in the vote, in accordance with the Alumnae Chapter's voting procedures, shall be required to accept the request.

A Deactivated Member may not petition to become an Alumnae Member.

Associate, Professional, and Auxiliary Alumna Members

The benefits of being an Associate Alumna Member include:

1. Receiving the annual Founders' Day mailings include announcement of Alumnae Officer elections, invitation to Founders' Day Celebration and Chapter Meeting and an invitation to select Alumnae status.
2. Having the opportunity to attend any Alpha Sigma Kappa sponsored event or an event Alpha Sigma Kappa is invited to or involved in as a group.
3. Being able to attend meetings.
4. Being able to serve on any National Committee.
5. Being able to use Alpha Sigma Kappa as a reference that can be checked with the present officers.
6. All privileges of an Associate National Member of Alpha Sigma Kappa.

The benefits of being a Professional Alumna Member include:

1. Receiving any/and all mailings and newsletters pertaining to the Alumnae Chapter.
2. Having the opportunity to attend any Alpha Sigma Kappa sponsored or co-sponsored event or any event to which Alpha Sigma Kappa is invited.
3. Being able to attend Chapter and National meetings and the options of voting on issues that the bylaws dictate.
4. Being able to vote on all issues pertaining to the Alpha Sigma Kappa Educational Foundation.
5. Being able to use Alpha Sigma Kappa as a reference that can be checked with the present officers.
6. Being able to serve on any Alumnae Chapter Board, National Board, Foundation Board, or similar Chapter Boards that may be formed.
7. Being able to serve as a Leadership Consultant.
8. All privileges of an Associate Alumna Member of Alpha Sigma Kappa.
9. All privileges of a National Member of Alpha Sigma Kappa.

The benefits of being an Auxiliary Alumna Member include:

1. Receiving all mailings and newsletters pertaining to the National Organization.
2. Having the opportunity to attend any Alpha Sigma Kappa sponsored or co-sponsored event or any event to which Alpha Sigma Kappa is invited.
3. Being able to attend meetings to elect a delegate and discuss national issues for National Meetings, if there are at least 4 dues-paying Auxiliary Alumna Members.
4. Being able to use Alpha Sigma Kappa as a reference that can be checked with the National Board of Directors.
5. All privileges of an Associate Alumna Member of Alpha Sigma Kappa.
6. All privileges of a Professional Member of Alpha Sigma Kappa except in paying dues to an Alumnae Chapter.
7. All privileges of a National Member of Alpha Sigma Kappa, pending the Member has paid National Dues.

Deactivated Alumnae and Former Members not on the official Alumnae list:

1. Are not allowed to attend initiation, meetings, parties, or any other event sponsored by Alpha Sigma Kappa unless invited as a guest of an Active member when applicable.
2. Will not receive any mailings or invitations from Alpha Sigma Kappa.
3. May not claim to be an Alumna of Alpha Sigma Kappa. Alpha Sigma Kappa will keep records of the time spent in the group but with the specification that the Member did not choose Alumnae status.

Reason for change	Date
Statement of reason for alum status changed because it contradicted the Member status policy.	August 10, 2007
Amended to include new Auxiliary Alumna status benefits.	January 9, 2010
Amended to include what to do with the investigation document that is created.	July 10, 2010
Amended to include new voting guidelines for various circumstances and also more about the documentation to be presented in cases of investigations.	August 2, 2012
Updated procedure for a Member who did not receive Alumna Status from the Active Chapter. Also removed procedure for choosing Associate or Professional status as a member is automatically an Associate Alumna unless she pays dues as outlined in the National and/or Local Governing Docs.	August 1, 2014
Amended procedure for voting on Alumnae status requests.	2018
Added headings to document. Global rewording for clarity. Clarified Candidacy counts as one Active Semester. Amended procedure to request Alumna Status. Amended process and criteria to vote on a Member's request for Alumna Status.	July 18, 2020

Amended approval threshold for Members requesting Alumna Status due to personal extenuating circumstances. Added ability for a New Alumna to take the oath of an Alumna without attending an Alumna Ceremony. Replaced requirement for Vice President of the Alumnae Chapter to be present at the Alumna Ceremony with an Alumnae Chapter Representative. Added a more descriptive process for re-requesting Alumna Status if an original petition for Alumna Status does not pass. Rewrote the process for Disaffiliated Members requesting Alumna Status. Amended some of the privileges of Associate, Professional, and Auxiliary Alumna Members.	
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ATTENDANCE POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Approved: July 17, 2020

The purpose of this policy is to encourage attendance at all Alpha Sigma Kappa sponsored events through Sisterhood, friendship, and good feeling. Attendance at Alpha Sigma Kappa mandatory events is required. Attendance is highly encouraged for all other events. Designation of mandatory events is at the discretion of each Chapter or Colony. The National Organization understands that, as an individual's academic career progresses, priorities will change. Alpha Sigma Kappa wants each Member to give as much as possible without jeopardizing scholastic standing. This policy only applies to Colonies and Active Chapters.

If a Member has problems attending the events of the Organization, the Member may be asked to reevaluate the commitment they can give. If they feel they cannot give an appropriate level of commitment, they may change their status to Inactive or deactivate from the Organization.

1. If a Member is unable to attend a weekly meeting, they should convey to another Active Chapter Member or Active Colony Member any information they are responsible for presenting at the meeting. It is the absent Member's responsibility to become informed about the missed meeting from any Active Member of the Chapter or Colony.
2. **Active Member Weekly Meeting Attendance**
 - a. The Vice President of Communications is responsible for sending missed meeting minutes to any Active Member not in attendance at a weekly meeting.
 - b. After missing four total unexcused open and/or closed meetings, the Member shall be notified by the Vice President of Communications that missing two more meetings will result in Default Inactivation.
 - c. After missing six total unexcused open and/or closed meetings, the Member shall become Default Inactive. The Member in question may petition in closed meeting for reinstatement of voting privileges. The petition must be approved by a majority vote.
3. **Candidate Weekly Meeting Attendance**
 - a. The Vice President of Communications is responsible for sending missed meeting minutes to any Candidate not in attendance at a weekly meeting.
 - b. The Active Member overseeing New Member Education, along with the Candidate's Big(s), if they have any, are responsible for encouraging future attendance and keeping the Candidate informed on the activities of the Organization.
 - c. After missing two open Chapter meetings for which they are unexcused, the Candidate shall be notified by the Vice President of Communications that missing one more meeting for which their absence is unexcused will result in discontinuation of Candidate status.
 - d. After missing two Candidate meetings for which they are unexcused, the Candidate shall be notified by the Active Member overseeing New Member Education that missing one more meeting for which their absence is unexcused will result in discontinuation of Candidate status.
 - e. If a Candidate misses three open or Candidate meetings for which they are unexcused, their Candidacy will be discontinued. The Candidate may undergo the recruitment process again the following semester, if they wish.
4. **Colony Member Weekly Meeting Attendance**
 - a. The Vice President of Communications is responsible for sending missed minutes to any Colony Member not in attendance at a weekly meeting.
 - b. After missing 6 meetings for which a Colony Member is unexcused, the Member shall be notified by the Vice President of Communications that missing one more meeting for which they

are unexcused will result in termination of Colony Member status.

- c. After missing seven meetings for which a Colony Member is unexcused, the Member shall lose Colony Member status. The Member in question may petition in closed meeting for reinstatement of status and voting privileges. The petition must be approved by a majority vote.

5. RSVP Event Attendance

- a. For any event, the chairperson coordinating the event may choose to make the event an RSVP event.
- b. An RSVP event must be announced in an open or closed meeting a minimum of two weeks before the actual event. In the announcement, the chairperson coordinating the event is to state the deadline for Members to RSVP for the event as well as any fines associated with failing to RSVP or attend the event.
- c. It is the responsibility of each Member to RSVP before the deadline. If a Member fails to respond, they shall be subject to any fine that has been determined by the Chapter or Colony.
- d. If a Member signs up but fails to attend the event, they shall be subject to any fine that has been determined by the Chapter or Colony. They are also responsible for paying the full cost of their portion of the event, if any. Exceptions may be made by a majority vote of the Chapter or Colony's Active Membership.

Revision History

Date	Change	Reason
08/01/2014	Comprehensive technical review and reorganization by National Documents Review Committee; added Revision History	Review of all National Documents prior to Constitutional Convention
07/17/2020	Removed requirement for two sisters to call the absent Member to encourage future attendance. Added requirement for the Secretary to send meeting minutes to any absent Member. Removed forfeiture of vote Divided attendance responsibilities between the Chapter Secretary (keeps track of open meeting attendance) and the Member overseeing New Member Education (keeps track of Candidate meeting attendance). Changed "weeks" measurement to "meetings" measurement.	Keeps the Member in the loop, even if they don't take initiative. This is described as being a part of Default Inactive Status. Absences will be easier to keep track of this way.

STANDARD OPERATING PROCEDURE FOR THE AUXILLIARY CHAPTER OF ALPHA SIGMA KAPPA – WOMEN IN TECHNICAL STUDIES

Alpha Sigma Kappa – Women in Technical Studies

Amended: August 1, 2014

A. Definition:

1. The Auxiliary Chapter serves as a home for National Members lacking an associated Alumna Chapter, and is herein referred to as the Chapter. Alumnae Members with an associated Alumnae Chapter may not become Members of this Chapter.
2. This Chapter must contain at least one Member to be in existence.

B. Governance:

1. This SOP serves as the governing documents of this Chapter. Additionally, the Chapter is subject to all governing documents of the National Organization.
2. The National Board of Directors (NBoD) is considered the executive board for this Chapter, but the Directors are not necessarily Members.
3. The National Director of Records (NDoR) is in charge of maintaining a contact list for this Chapter.
 - a. The NDoR is also responsible for calling an election before each National Meeting to elect a delegate from the Auxiliary Membership.
 - b. The Chapter must consist of a minimum of four Members in order for their delegate to have voting privileges at National Meetings.

C. Benefits:

Auxiliary Chapter Members may be either Associate or Professional, as outlined in the Member Status Policy, and retain all the benefits afforded their chosen status. The benefits of being an Associate or Professional Alumnae Member are outlined in the Alumnae Policy. They are listed here for convenience. As of August 1, 2014 the Alumnae Policy states:

The benefits of being an Associate Alumna member include:

1. Receiving the annual Founders' Day mailings include announcement of Alumnae Officer elections, invitation to Founders' Day Celebration and Meeting, proxy ballot for election of Alumnae Officers, and an invitation to select Alumnae status.
2. Having the opportunity to attend any Alpha Sigma Kappa sponsored event or an event Alpha Sigma Kappa is invited to or involved in as a group.
3. Being able to attend meetings.
4. Being able to use Alpha Sigma Kappa as a reference that can be checked with the present officers.
5. All privileges of an Associate National Member of Alpha Sigma Kappa.

The benefits of being a Professional Alumna member include:

1. Receiving any/all mailings and newsletters pertaining to the Alumnae Chapter.
2. Having the opportunity to attend any Alpha Sigma Kappa sponsored or co-sponsored event or any event to which Alpha Sigma Kappa is invited.
3. Being able to attend meetings and the options of voting on issues that the bylaws dictate.
4. Being able to use Alpha Sigma Kappa as a reference that can be checked with the present officers.
5. Being able to serve on any Alumnae Chapter or National Chapter boards or similar Chapter Boards that may be formed.
6. All privileges of a National Member of Alpha Sigma Kappa.

CHAPTER DISCIPLINE POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Amended: September 4, 2020

The purpose of this policy is to state the responsibilities of the Colonies, Chapters, and the National Board of Directors (NBoD), and to define the penalties that may be issued for failure to meet the requirements as set forth by The National Organization. The first part of this policy addresses failures to meet requirements. The second part of this policy addresses failures to uphold the code of conduct.

This policy will also set forth guidelines for which circumstances warrant disciplinary action from The National Organization and the procedures to be followed in administering disciplinary action. Disciplinary action taken against an Active Chapter shall not automatically extend to their respective Alumnae Chapter and vice versa. The Official Inquiry Procedure shall occur prior to any disciplinary actions.

I. Chapter and Colony Responsibilities:

A. Fiscal Responsibilities

1. Colony Specific Requirements

- a. The Colony Fee must be submitted by the date of the Colony Ceremony.
- b. The Installation Fee must be submitted by the date of the Installation Ceremony.
- c. National Insurance, Budgets, and the Colony Update Report shall be submitted by the January 1 and June 1 deadlines in accordance with the Active Chapter submission requirements.

2. Dues and National Insurance

- a. Payments submitted shall have a posting date within seven days of the payment deadline.
 - i. If an Active Chapter's academic institution has rules that prevent the Active Chapter from meeting this deadline, the Active Chapter will provide the NBoD a written plan including an alternate deadline that can be met. Such a plan must document why payments cannot be posted in accordance with this policy.
- b. Any Chapter with an outstanding balance due to The National Organization in excess of the lesser value of twenty percent (20%) of its predicted annual national fees (National Active Fees, Candidate Fees, and Initiation Fees) or \$300.00 for more than seven days will be subject to the following penalties:
 - i. Seven days or more. Eligibility of the Chapter and its Members to participate in any national awards and honors programs shall be suspended, including scholarship programs.
 - ii. Thirty days or more. The Chapter shall be placed on probation and permission to initiate new Members shall be withheld or withdrawn. No Member materials will be released including, but not limited to, manuals, pins, badges, and Membership Certificates. In order for the probation to be lifted, the Chapter shall pay the entire balance due to The National Organization, submit a current balance sheet, and provide aged accounts receivable and accounts payable reports.
 - iii. Sixty days or more. The National Director of Finance (NDoF) shall refer the Chapter's status to the NBoD with a recommendation on suspension of the Chapter.
- c. The voting rights of the Chapter shall be suspended until all outstanding amounts are paid if not paid in full prior to the National Meeting. The Chapter is still required to have representation at all National Meetings.

3. Budgets:

- a. Budgets shall be done in a spreadsheet (e.g. Excel) and list all revenue, expenses, etc. for the Chapter. Active Chapter budgets shall be done for each semester and Alumnae Chapter budgets shall be done for the fiscal year.
- b. Budgets should be laid out similarly to that of the National Budget.
- c. Active Chapter budgets are due by January 1 and June 1 of each year.
- d. Alumnae Chapter budgets are due by June 1 of each year.
- e. Penalties for failure to turn in a budget:
 - i. One day or more. Written email reminder from the NDoF to submit budget.
 - ii. Seven days or more. Written letter of reprimand from the NBoD.
 - iii. Thirty days or more. The Chapter shall be placed on probation for the term of one National Meeting to the Next National Meeting.
 - a. This probation shall include loss of voting privileges and loss of Chapter Members' privilege of running for NBoD positions.
 - b. Probation shall not exclude the Chapter from having representation at National Meetings or from paying all appropriate dues and insurance to The National Organization.

B. Active Chapter Forms

1. Risk Management Forms

- a. Risk Management forms are due into the National Director of Records (NDoR) every term.
- b. These forms shall be emailed to the NDoR no later than 3 (three) weeks into the semester for Active Members and within seven days of the first Candidate Education class for Candidates.
- c. Penalties for failing to turn in these forms are as follows:
 - i. One day or more. Written warning from the NDoR and the Chapter will be ineligible for the Distinguished Pride Chapter Award that semester.
 - ii. Seven days or more. Written reprimand from the NBoD, the Chapter will be ineligible for the Pride Chapter Award that semester, and new membership materials will be withheld until the forms are received by the NDoR.
 - iii. Thirty days or more. The Chapter shall be placed on probation by the NBoD for the term of one National Meeting to the next National Meeting
 - a. This probation shall include loss of voting privileges and loss of Chapter Members' privilege of running for NBoD positions.
 - b. Probation shall not exclude the Chapter from having representation at National Meetings or from paying all appropriate dues and insurance to The National Organization.

2. Candidate Forms and New Initiate Forms

- a. These forms shall be submitted to the NDoR no later than 10 (ten) calendar days after the corresponding ceremony and shall be complete, accurate, and type-written. Failure to turn these forms in shall result in the following penalties:
 - i. One day or more. Written warning from the NDoR and the Chapter will be ineligible for the Distinguished Pride Chapter Award that semester.
 - ii. Seven days or more. Written reprimand from the NBoD, the Chapter will be ineligible for the Pride Chapter Award, and new membership materials shall be withheld until the forms are received by the NDoR.
 - iii. Thirty days or more. The Chapter shall be placed on probation by the NBoD for the term of one National Meeting to the next National Meeting.
 - a. This probation shall include loss of voting privileges and loss of Chapter Members' privilege of running for NBoD positions.
 - b. Probation shall not exclude the Chapter from having representation at National Meetings or from paying all appropriate dues and insurance to The National Organization.

3. Alumna, Notification of Voluntary Inactive Status, and National Discontinuation of Colony or Candidate Forms

- a. These forms shall be turned in no later than January 1 for fall semesters or June 1 for spring semesters to the NDoR and shall be complete, accurate, and type-written. Failure to turn these forms in shall result in the following penalties:
 - i. One day or more. Written warning from the NDoR and the Chapter will be ineligible for the Distinguished Pride Chapter Award that semester.
 - ii. Seven days or more. Written reprimand from the NBoD, the Chapter will be ineligible for the Pride Chapter Award that semester, and new membership materials shall be withheld until the forms are received by the NDoR.
 - iii. Thirty days or more. The Chapter shall be placed on probation by the NBoD for the term of one National Meeting to the next National Meeting.
 - a. This probation shall include loss of voting privileges and loss of Chapter Members' privilege of running for NBoD positions.
 - b. Probation shall not exclude the Chapter from having representation at National Meetings or from paying all appropriate dues and insurance to The National Organization.

4. National Notification of Member Deactivation Form and Deactivation Agreement

- a. These forms shall be turned in as soon as possible, but no later than 10 (ten) calendar days after received to the NDoR or the Active Chapter Secretary (or equivalent position) and shall be complete and accurate. Failure to turn in these forms shall result in the following penalties:
 - i. One day or more. Written warning from the NDoR and the Chapter will be ineligible for the Distinguished Pride Chapter Award that semester.
 - ii. Seven days or more. Written reprimand from the NBoD, the Chapter will be ineligible for the Pride Chapter Award that semester, and new membership materials shall be withheld until the forms are received by the NDoR.
 - iii. Thirty days or more. The Chapter shall be placed on probation by the NBoD for the term of one

- National Meeting to the next National Meeting.
 - a. This probation shall include loss of voting privileges and loss of Chapter Members' privilege of running for NBoD positions.
 - b. Probation shall not exclude the Chapter from having representation at the National Meeting or from paying all appropriate dues to The National Organization.
- 5. National Notification of Interim Candidate and Interim Active Member Status Forms
 - a. These forms shall be submitted to the NDoR as soon as possible, but no later than 10 (ten) days after the Chapter votes to grant an interim status in accordance with the National Member Status Policy. The forms shall be complete, accurate, and type-written. Failure to turn in these forms shall result in the following penalties:
 - i. One day or more. Written warning from the NDoR.
 - ii. Seven days or more. Written reprimand from the NBoD, and new membership materials shall be withheld until the forms are received by the NDoR.
 - iii. Thirty days or more. The Chapter shall be placed on probation by the NBoD for the term of one National Meeting to the next National Meeting.
 - a. This probation shall include loss of voting privileges and loss of Chapter Members' privilege of running for NBoD positions.
 - b. Probation shall not exclude the Chapter from having representation at National Meetings or from paying all appropriate dues and insurance to The National Organization.
- C. Reports and Officer Transitions
 - 1. Reports are due January 1 and June 1. Failure to submit these reports will result in the following penalties:
 - i. One day or more. Written warning from the NDoR and the Chapter will be ineligible for the Distinguished Pride Chapter Award that semester.
 - ii. Seven days or more. Written reprimand from the NBoD, the Chapter will be ineligible for the Pride Chapter Award that semester, and new membership materials shall be withheld until the forms are received by the NDoR.
 - iii. Thirty days or more. The Chapter shall be placed on probation by the NBoD for the term of one National Meeting to the next National Meeting.
 - a. This probation shall include loss of voting privileges and loss of Chapter Members' privilege of running for NBoD positions.
 - b. Probation shall not exclude the Chapter from having representation at the National Meeting or from paying all appropriate dues to The National Organization.
 - 2. Officer Transitions
 - a. Notification of all election results shall be submitted to the NBoD and updated online by January 1 and June 1. Failure to report or update election results will result in the following penalties:
 - i. Seven days or more. Written warning from the NDoR, and the Chapter will be ineligible for the Distinguished Pride Chapter Award that semester.
 - ii. Thirty days or more. Written reprimand from the NBoD, the Chapter will be ineligible for the Pride Chapter Award that semester, and new membership materials shall be withheld until the forms are received by the NDoR.
 - iii. Sixty days or more. The Chapter shall be placed on probation by the NBoD for the term of one National Meeting to the next National Meeting.
 - a. This probation shall include loss of voting privileges and loss of Chapter Members' privilege of running for NBoD positions.
 - b. Probation shall not exclude the Chapter from having representation at the National Meeting or from paying all appropriate dues to The National Organization.
 - b. Discipline Policy Acknowledgement Forms
 - i. Executive Board Members. All executive boards shall complete the Chapter Discipline Policy Acknowledgement Form and these forms shall be submitted to the NDoR by the Chapter President within fourteen (14) calendar days of the start of the executive board's term. Penalties for failing to turn in these forms are as follows:
 - a. One day or more. Written warning from the NDoR and the Chapter will be ineligible for the Distinguished Pride Chapter Award that semester.
 - b. Seven days or more. Written reprimand from the NBoD and the Chapter will be ineligible for the Pride Chapter Award that semester and new membership materials will be withheld until the forms are received by the NDoR.
 - c. Thirty days or more. The Chapter shall be placed on probation by the NBoD for the term of one

National Meeting to the next National Meeting.

1. This probation shall include loss of voting privileges and loss of Chapter Members' privilege of running for NBoD positions.
 2. Probation shall not exclude the Chapter from having representation at the National Meeting or from paying all appropriate dues to The National Organization.
 - ii. National Board of Directors. All NBoD Members shall complete the Chapter Discipline Policy Acknowledgement Form and will submit the form to the ASKOfficers Yahoo Group within fourteen (14) calendar days of the start of the NBoD's term. If Yahoo Groups are no longer utilized, this completed form shall be posted on the appropriate Members-only media. Failure to submit these forms may be considered as not fulfilling the duties of the positions of the NBoD.
 - c. One form may be submitted for multiple Members.
- D. Delegate Attendance
1. A Delegate must be in attendance at all National Meetings. If the Chapter is unable to send a Delegate they must designate a Proxy Delegate and submit the Proxy Designation Form.
 2. Penalties for failing to send a Delegate or a Proxy Delegate
 - i. 1st time. A written warning from the NDoR and the Chapter will be ineligible for the Distinguished Pride Chapter Award for one year.
 - ii. 2nd time. The Chapter shall be placed on probation by the NBoD for the term of one National Meeting to the next National Meeting.
 - a. This probation shall include loss of voting privileges and loss of Chapter Members' privilege of running for NBoD positions.
 - b. Probation shall not exclude the Chapter from having representation at the National Meeting or from paying all appropriate dues to The National Organization.
 3. To designate a Proxy Delegate the Chapter must complete the Proxy Delegate Form and submit to the NBoD by email and provide all results of votes to the NBoD on non-proposal actions. Refer to the National Proxy Designation Policy.
- E. Non-Standard Responsibilities
1. Active and Alumnae Chapters will adhere to all local, university, state, and federal guidelines in the event that situations (including but not limited to state and/or national emergencies) necessitate non-standard chapter operations. Non-standard operations include, but are not limited to changes in administrative and operational requirements for Chapters. The National Board of Directors may issue guidance and set requirements to facilitate non-standard operations for Chapters for the duration of such situations. The NBoD shall clearly communicate the duration of non-standard operations to Chapters, and shall share pertinent guidance and requirements with Chapters. Non-standard operational guidance and requirements may be approved by a vote of the delegation, however, the NBoD may also act independently. The NBoD may use flexibility when appropriate with regard to enforcement of non-standard responsibilities. It is expected that Chapters prioritize adherence to local, university, state, and federal guidelines over Chapter business, including but not limited to communication with the National Board of Directors and administrative business. Failure to adhere to local, university state, and federal guidelines or the NBoD issued guidance or NBoD issued requirements may result in the following penalties:
 - a. The Chapter may be placed on probation by the NBoD, without a prior reprimand.
 - b. This probation shall include loss of voting privileges and loss of Chapter Members' privilege of running for NBoD positions.
 - c. Probation shall not exclude the Chapter from having representation at the National Meeting or from paying all appropriate dues to The National Organization.
 2. The Chapter may be suspended by the NBoD in cases where a Chapter fails to fulfill a probationary agreement related to non-standard operations or for repeated instances of failure to adhere to non-standard operations requirements.
 - a. This suspension shall include the loss of recruitment privileges until the suspension is lifted or is downgraded to probation.
 - b. Loss of recruitment privileges shall include the loss of NBoD acknowledgement of Interim Candidate Statuses.
 - c. Suspension shall result in the loss of Initiation privileges, until the suspension is lifted or is downgraded to probation.
 - d. Loss of Initiation privileges shall include the loss of NBoD acknowledgement of Interim Active Statuses.

II. Actionable Discipline

A. Official Inquiry Procedure

1. The National Delegates and the NBoD shall interview all membership of the Chapter or Colony in question. The purpose of the interview will be clearly stated at the beginning of the interview. All transcripts of interviews shall be sent to all voting National Delegates. All National Directors and a majority of National Delegates are required to attend.
2. The National Delegation and NBoD shall convene a special National Meeting to discuss findings and determine the level of disciplinary action appropriate to the severity of the infraction.
 - a. Reprimand requires a 4/5 vote of the NBoD and results in the issuance of a formal written reprimand by the NBoD. Issuance of a reprimand does not require input from the National Delegation.
 - b. Probation requires a unanimous vote of the NBoD and results in the creation of a probation agreement to be determined by the NBoD and the Chapter or Colony in question. Issuance of a probationary period does not require input from the National Delegation.
 - c. Suspension requires a unanimous vote of the NBoD and results in the issuance of a specific disciplinary directive created by the National Delegation and the NBoD during the special National Meeting.
 - d. Expulsion requires a unanimous vote of the National Delegates and results in the dissolution of the Chapter or Colony in question.
 - e. Alternative discipline may be warranted when the voting requirements of the previous discipline levels are not met, but the National Delegation and NBoD decide and apply the form of intervention needed.
 - f. The Chapter President shall be contacted by phone and email after a decision is reached.

B. Disciplinary Action

1. Reprimand. A Chapter or Colony may receive a formal written reprimand upon a 4/5 vote by the NBoD. A reprimand can be issued for minor first time offenses against the National and/or Chapter Governing Documents. In the formal written reprimand, the Chapter or Colony will be warned that further offenses may result in the placing of the Chapter or Colony on probation. The Chapter will retain its entire National Delegate voting rights and privileges should it receive a reprimand. If the NBoD feels that the offense is too serious to warrant a reprimand, then they may consider probation for the Chapter or Colony in question.
2. Probation. Before voting on probationary status, the Chapter or Colony President shall be contacted by mail, email, or phone. The NBoD may impose probation on a Chapter or Colony by a unanimous vote. The NBoD will work with the Chapter or Colony in question to create a probation agreement. The probation agreement will outline the course of action, including specific tasks and timelines, which the Chapter or Colony will be required to complete. The Chapter or Colony in question will be required to remain in contact with a Member of the NBoD, to be determined in the probation agreement, while on probation. During probation, a Chapter will remain a Chapter of Alpha Sigma Kappa - Women in Technical Studies, but will have no National voting privileges. During probation, a Colony will remain a Colony of Alpha Sigma Kappa - Women in Technical Studies, but may not be installed as a Chapter until after probation is lifted. A Member of a Chapter on probation shall not be elected to the NBoD. Probation will be lifted upon fulfilling all terms in the probation agreement. Once probation is lifted from a Chapter, the Chapter will be notified and reinstated with full voting privileges. Once probation is lifted from a Colony, the Colony will be notified. Failure to comply with the probation agreement within the time specified will be grounds for suspension. The following cases are grounds for Probation:
 - a. Failure to maintain the minimum amount of members as required by the Chapter Charter.
 - b. First violation of the Alpha Sigma Kappa Risk Management Policy by the Chapter or Colony as a whole.
 - c. Deliberate failure to comply with the National and Chapter Governing Documents.
3. Suspension. Suspension may be imposed on a Chapter or Colony by a unanimous vote of the NBoD. While under suspension, a Chapter will have no National voting privileges, may not have a Member elected to the NBoD, may not conduct recruitment events and may not conduct Initiation Ceremonies. A specific disciplinary directive shall be outlined by the National Delegation and NBoD during the Official Inquiry Procedure, once suspension has been voted upon. The Chapter or Colony in question will have a period of no less than sixty (60) days to fulfill the requirements of the disciplinary directive. From the beginning of the initial suspension period a, hearing shall be scheduled by written notice to convene in not less than sixty (60) days and not more than ninety (90) days. At this hearing, a vote will be taken to determine if the Chapter or Colony will remain suspended pending fulfillment of the disciplinary directive, be downgraded to probation, be expelled, or fully reinstated with no further disciplinary action taken. This hearing shall take place in the city of the accused Chapter's residence. One National Board Member must be present at this hearing. Failure of the Chapter or Colony to appear at a hearing constitutes unwillingness on the part of the Chapter or Colony to operate in a manner consistent with the National and Chapter Governing Documents. Under this circumstance, The National Organization may recommend expulsion procedures. The following cases are grounds for suspension:

- a. Failure to comply with a probation agreement in the time provided and unwillingness to negotiate a new timeline.
- b. Second violation of the Alpha Sigma Kappa Risk Management Policy within two years. If the second violation by a Chapter or Colony occurs more than two years after the first violation, probation procedures will be recommended.
- c. Criminal charges being filed against the Chapter or Chapter members related to activities or events of the Chapter.
4. Expulsion. Expulsion may be imposed by a unanimous vote of the National Delegates, excluding the Chapter in question. Any Alumnae and Honorary members of an expelled Active Chapter shall not lose any rights or privileges as members of Alpha Sigma Kappa. A Chapter so expelled must return its Charter and cease all activities as a Chapter of Alpha Sigma Kappa - Women in Technical Studies. Under no circumstances may an expelled Chapter use the name of or represent themselves as a Chapter of Alpha Sigma Kappa - Women in Technical Studies. Active Members of an expelled Chapter may be granted Alumnae status at the discretion of the NBoD and associated Alumnae Chapter. The following cases will be considered for expulsion:
 - a. Third violation of the Alpha Sigma Kappa Risk Management Policy within three years.
 - b. Any violation of the Alpha Sigma Kappa Risk Management Policy where personal injury or serious property damage occurs.
 - c. Representation of status or authority other than that specified by the National and/or Chapter Governing Documents.
 - d. The failure and/or unwillingness to fulfill the conditions of the disciplinary directive as directed by the National Delegation and the NBoD.
 - e. The failure of a Chapter or Colony to select and maintain a Faculty Advisor within six months after being directed to do so by the National Board of Directors.
- C. Alternative Discipline. Alternative disciplinary measures to those described above may be imposed by the NBoD and the National Delegation, provided that circumstances warrant intervention on the part of the National Organization and the Chapter or Colony in question consents to such intervention. A failure or refusal to consent to this alternative discipline may result in expulsion of the Chapter or Colony. As outlined in Section II.4 of this policy, expulsion may occur with or without the consent of the Chapter or Colony in question. The range of disciplinary actions that the NBoD and the National Delegation may propose include:
 1. A directive that one or more officers resign or be removed from office.
 2. A directive that one or more of the members of the Active Chapter or Colony be removed from participation in activities of the Active Chapter or colony. These members will be considered Default Inactive within their individual Active Chapters or Colonies for a time to be determined by the NBoD.
 3. A requirement that the Chapter or Colony sponsor, present, and/or participate in remedial or educational programs which relate to the offense.
 4. A requirement that the Chapter or Colony withdraw from involvement in, or sponsorship of, any event or organization relating to the nature of the offense.
 5. A restriction on the recruiting activities of the Chapter or Colony.
 6. Voluntary re-education of the Chapter in question.
- D. Facilitation of Voluntary Re-Education. If a Chapter chooses to undertake voluntary re-education, the NBoD may modify deadlines or suspend disciplinary action in order to facilitate the re-education process. If the NBoD modifies deadlines or suspends disciplinary action, they must do so in writing.
- E. Recolonization. After expulsion, recolonization may occur after a minimum of five years and at the discretion of The NBoD.

Revision History		
Date	Change	Reason
08/01/2014	None.	Original document.
07/27/2018	<ol style="list-style-type: none"> 1. Consolidated sections with the same timelines and disciplinary measures. 2. Updated timelines given. 3. Made disciplinary measures more consistent. 4. Added sections regarding form submittal. 5. Added Colony discipline. 6. Added Discipline Policy Acknowledgement Form. 7. Added ability of NBoD to modify disciplinary actions in cases of voluntary re-education. 	<ol style="list-style-type: none"> 1. To reduce repetition. 2. Wanted more realistic timelines for requirements to be met. 3. Goal with this was to reduce confusion and provide more consistency. 4. The addition of form submittals to this document allows for it to be used as a checklist or to verify that a Chapter is submitting information on time. 5. Colony discipline was previously not accounted for. 6. This form was added to ensure that all board members are aware of their responsibilities. 7. Modification of disciplinary action was added to allow re-education of a Chapter to occur without inhibiting that Chapter's ability to move forward.

COLONY MEMBER STATUS POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Approved: July 27, 2018

Purpose: This policy describes the requirements for Colonies to function throughout their time as a Colony of Alpha Sigma Kappa – Women in Technical Studies. The policy provides detailed information in regards to the various statuses Colony Members may have over the course of the Colony's Colonization period. The policy also specifies the dues and responsibilities the Colony must fulfill above what is listed on the Expansion Policy – dues/fees, budgets and reports. If any changes to the type of Members or requirements within the Expansion Policy of the National Organization or National Documents are warranted, they shall be reflected here.

- I. A Colony Member at the time of Colonization shall be a(n):
 - a. Undergraduate student actively pursuing a major approved by the National Board of Directors (NBoD).
 - b. Graduate student actively pursuing a major approved by the NBoD.
 - c. Graduate with an undergraduate degree who is actively pursuing continued education at the University, with a goal of defining a graduate program within twelve (12) months. Prior approval by the NBoD is required for this status.
- II. Colony Members during the Colonization Period
 - a. A Colony Member shall not change her major to one that does not qualify as a technical major, as defined in Article II Section B of the Constitution of the National Organization, unless:
 - i. She has the approval of the NBoD and
 - ii. She has been an Active Member of the Colony for over one calendar year.
 - b. An Active Colony Member
 - i. Shall remain enrolled full-time at the Colony institution.
 - ii. Is responsible for adhering to the attendance policies, as outlined in the governing documents of the National Organization.
 - iii. Must attend all education sessions with the Expansion Representative, the Colony's Sisterhood Retreat and any other Colony events that she is able to attend (Academic, Philanthropy, etc.).
 - iv. Must attend the Colony Event/later Class Events, the Colony Test, Installation Ceremony and Alumnae Ceremony, unless she has made prior arrangements with the National Director of Expansion (NDoE).
 - c. A Member may be considered an Inactive Colony Member for the following reasons:
 - i. Graduation
 1. Colony Members taught by the Expansion Representative
 - a. Must attend all education sessions with the Expansion Representative, the Colony's Sisterhood retreat and any other Colony events that she is able to attend (Academic, Philanthropy, etc.)
 - b. Must attend or make prior arrangements with the NDoE for the Colony Event/later Class Events, the Colony Test, Installation Ceremony and Alumnae Ceremony
 2. Colony Members taught by the Candidate Educator
 - a. Must complete all education, events, gifts and tests prior to the Colony's Installation as a Chapter – if completed in more than one calendar year.
 - b. Must attend all education sessions with the Candidate Educator, the Colony's Sisterhood Retreat and any other Colony events that she is able to attend.
 - c. Must attend or make prior arrangements with the NDoE for the Colony Event/later Class Events, the Colony Test, Chapter Installation Ceremony and Alumnae Ceremony
 - ii. Transferring Universities
 1. This status must be approved by the NBoD prior to the Member transferring. Qualifying circumstances include, but are not limited to: transferring to a local community college, a university closer to home, etc.
 - a. The Inactive Member must retain the ability to attend all education sessions with the Expansion Representative in person.

- b. The Inactive Member must attend, or make prior arrangements with the NDoE for, the Colony Event/later Class Events, the Colony Test, Installation Ceremony and Alumnae Ceremony.
 2. If transferring to an institution with an Active Chapter, the Chapter may allow the transferring Colony Member to join their organization, but this is not guaranteed. The transferring Colony Member would begin as a Candidate with the next Candidate class.
 3. If transferring to a university that does not have a Chapter of Alpha Sigma Kappa, the Member shall be given the opportunity to found another Chapter. However, her time as a Colony Member starts over.
 - iii. Withdrawal from School/Part Time Enrollment
 1. This status must be approved by the NBoD. Qualifying circumstances include, but are not limited to: monetary issues, family issues, etc.
 2. The Inactive Member must attend all education sessions with the Candidate Educator, the Colony's Sisterhood retreat and any other Colony events that she is able to attend.
 3. The Inactive Member must attend, or make prior arrangements with the NDoE for, the Colony Event/later Class Events, the Colony Test, Installation Ceremony and Alumnae Ceremony.
 - d. A Member has the ability to discontinue Colony Member status if she is not able to fulfill these requirements.

III. Responsibilities of Colony Members

- a. Each Colony Member must complete the Initiation requirements of the National Organization.
 - i. The Founding Class Event shall be part of the Installation Weekend activities, such as an Installation Ceremony reception.
 - ii. The Founding Class Gift, given to the Sisterhood upon Chapter Installation, may be any project which directly benefits all Sisters of the new Chapter or an act of service which contributes directly to the National Organization.
 - iii. Founding Class determines the Signature Item for the future Chapter, including the option that future classes may choose their own.
 - iv. All later Classes must have a Chapter-specific Class Event and Project that is given to the Chapter upon their Initiation.
- b. Fiscal Responsibilities
 - i. The Colony Fee is a one-time, per-person fee - as set in the National budget - due at the time of the Colony Ceremony.
 - ii. A National Insurance Fee, as defined in the National budget, is due on January 1st and June 1st. This charge is a per-person fee which applies to both Active and Inactive Colony Members.
 - iii. The Installation Fee is a one-time, per-person fee - as set in the National budget - due at the time of the Installation Ceremony.
- c. Colony Responsibilities
 - i. The Colony must meet the requirements of an Active/Alumnae Chapter in terms of what is submitted in January and June.
 - ii. The Colony must submit a Colony Update on the status of the Colony. This report is similar to what is submitted by Active/Alumnae Chapters, though geared more to the Colony requirements.
 - iii. The Colony must submit a Budget. The Colony should use the same layout as an Active/Alumnae Chapter uses.

Revision History		
Date	Change	Reason
08/01/2014		
07/27/2018	<ol style="list-style-type: none"> 1. Comprehensive technical review and reorganization by National Documents Review Committee; added Revision History 2. Changed specified Founding Class Event and Gift 	<ol style="list-style-type: none"> 1. Review of all National Documents prior to Constitutional Convention 2. To allow for flexibility, creativity and meaning for Founding Sisters participating in the traditions without undue burden when fulfilling all Installation Requirements

NATIONAL COMMITTEE POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Approved: July 27, 2018

Each year our ten-year, five-year, and one-year goals are reevaluated and defined by the National Organization at National Convention. The purpose of this policy is to define the requirements for setting goals, to define the formation of committees to work towards goals, and to define the requirements for reporting the progress towards the goals of the National Organization.

National Goals

1. All of the previous year goals are reviewed during the Goal Setting Period of Open Meeting.
2. All Members of the National Organization are able to weigh in during this discussion period.
3. The Members present at Convention define the next year's goals.
4. Once the goals are defined, the expected deliverable(s) for each goal is defined.
5. The committee must be working toward a one-year, five-year, or ten-year National Goal(s).

Committee Creation

1. An official National Committee will be created for each goal at the National Convention if not previously established.
2. Defining Committee Members
 - a. One of the National Board of Directors will be selected to oversee the progress of the Committee at Convention if not previously established.
 - b. A Chairperson(s) will be selected at National Convention.
 - c. Participation from each Chapter and/or Colony is highly encouraged.
3. At National Convention, each National Goal will be defined as a committee with a Sister selected as Chair of that committee.
 - a. The committee shall meet during the goal setting period to define the initial scope of the goal for the year.
 - b. The committee shall schedule either the first meeting of the committee or a plan of setting the date.
4. Each committee's first meeting will be announced prior to the end of Open Meeting at National Convention.

Committee Communication

1. The Committee Chair(s) shall be invited to each sub-committee group.
2. The Committee Chair must submit an update to the National Organization by January 1 and June 1 each year.
 - a. The minimum information that must be presented:
 - i. Status of the goal
 - ii. Issues preventing goal completion
 - iii. Additional help needed
 - iv. Next meeting
 - b. Penalties for failure to turn in the Committee Report
 - i. Seven (7) days following the deadline the NBoD will send a written email reminder to the Chair(s)
 - ii. Thirty (30) days following the deadline a new Chairperson(s) will be chosen for the committee.

Committee Decisions

1. All major decisions must be approved by a majority of the participatory Committee Members present.
2. The Committee must keep supporting documentation for each major decision, including the committee voting results.
3. The Committee will keep a to-do list and update at each meeting.
4. A goal will be considered satisfied if it meets the deliverables as set in the scope statements at National Convention.

Committee Results

1. The Committee must report the results of the year at the following National Convention.
2. All Committee documentation must be stored and cataloged in a secure web location where all members may have access to the information.

Committee Scope Statement

Background/Justification: An overview of the organizational needs in relation to the goal.

Mission: One sentence description of what the committee is to accomplish for this goal.

Scope: A description of what is in scope and what is out of scope for this goal.

Deliverables: Quantifiable deliverables in terms of time and money that the committee must achieve to satisfy the goal.

Budget and Resources: Determine if monetary and any special personnel will be required to support this goal.

Revision History		
Date	Change	Reason
01/06/2007	<ol style="list-style-type: none"> Added requirement for chapter officers to keep their chapter informed of Committee Work. Added that the first meeting would be agreed upon at Convention. 	<ol style="list-style-type: none"> Many chapters do not have the members to be involved in the National Committee. Many Chapters need to focus on membership and internal issues and do have the ability to be productive at the National level. This way everyone, not just those at convention, can be part of scheduling the remainder of the committee meetings.
08/10/2007	Changed the requirement that the Committee Chair was to not have an active role to at her discretion she can	Committee meetings have generally been informal and according to Robert's Rules of Order, in informal committee meetings, chairs may be participate like any other member. Many times the Committee Chair has an ongoing interest in the goals of the National Organization and already has vested into the completion of the goals. It would be difficult (if not impossible) for her to be completely impartial while working to complete these goals.
8/31/2015	Bringing the document in line with current practices. Creation of the National Goal SOP.	The National Goals Committee has evolved from the currently approved format to what is shown. Also added the summation of all National Goals information as to not lose this information. Added the fact that there can be multiple chairpersons if multiple goals are being worked on.
7/27/2018	<ol style="list-style-type: none"> Removed 6-month goals. Updated and renamed policy to reflect changes from 2017 Convention. 	<ol style="list-style-type: none"> The National Organization no longer holds a National Meeting in January. National Goals Committee was eliminated at 2017 Convention; National Committee oversight moved to the NBoD.

CONTINUOUS EDUCATION PROGRAM SOP

Alpha Sigma Kappa — Women in Technical Studies

Approved: July 17, 2020

Purpose

This Standard Operating Procedure (SOP) will be used to outline the Continuous Education Program of the Alpha Sigma Kappa — Women in Technical Studies. This SOP is intended to ensure consistency in learning across all Chapters and Colonies, including New Member Education and optional education for Alumnae and Interest Groups. It also serves to keep Alumnae more actively engaged and involved in their Chapters and the National Organization. Implementation of this SOP is the responsibility of Chapter Presidents and the Leadership Consultants (LC), who aid in ensuring quality New Member Education for the Active Chapters as stated in the Leadership Consultant position description. Implementation of this SOP for Colonies is the responsibility of the Colony President and the National Director of Expansion (NDoE).

1. Introduction

The Continuous Education Program is designed to further Members' learning about the National Organization and commitment to the betterment of the National Organization. The Continuous Education Program is targeted at the growth of every Member regardless of membership status (e.g., Active Member, Colony Member, Alumnae Member). As Alpha Sigma Kappa - Women In Technical Studies continues to expand and grow, the Continuous Education Program will simultaneously grow through development of new modules aimed to enhance present and future Members' knowledge of and commitment to the National Organization.

2. Scope & Applicability

The scope of the Continuous Education Program is to target improvement of education to every Member. The program contains modules that highlight the history, the foundation, and the expansion of the organization. Additionally, it provides modules on the workings of the National Organization. It highlights how the National Board of Directors (NBoD) works for the National Organization and further provides explanation for each director's position. Modules will serve as a resource for Active Chapters and Colonies to continue to educate all Members of national bylaws and policies. The modules will allow the information to be presented consistently from Chapter to Chapter and among Colonies, allowing for consistent understanding and autonomy. As the organization continues to expand, so will the modules within the program. The Continuous Education Program will be a resource for Sisters to use as they grow as a Member and continue to dedicate themselves to Alpha Sigma Kappa — Women in Technical Studies.

3. Equipment & Supplies

The supplies used for the Alpha Sigma Kappa — Women in Technical Studies Continuous Education Program will be supplied to all Members of the Organization by the National Committee.

a. Monthly Educational Module Materials

The monthly educational module materials will consist of videos, slideshow presentations, and/or another form of media.

Any physical supplies for learning activities that are not provided by the National Organization will be on a list provided with each set of monthly educational module materials. These supplies are consumables including, but not limited to, paper products and writing instruments.

- b. The equipment used to present said module is up to the discretion of each Active Chapter and Colony. Examples of appropriate presentation are as follows:
 - i. Projected to the entire group for presentation by the appropriate officer (Refer to section 4C for guidelines)
 - ii. If no projection system is available, Members will follow along on their personal devices (e.g., cell phones, tablets, laptop computers) as the appropriate officer presents the provided module.

4. Personnel Qualifications & Responsibility

The personnel involved in the Continuous Education Program and their roles are as follows:

- a. National Committee

This committee is responsible for creating any new module materials provided to the individual Chapters and Colonies.

- b. Leadership Consultant (LC)

The LC is responsible for selecting the appropriate modules for each of their respective Chapters to complete, ensuring all Chapters have the module materials, and addressing any of their Chapters' questions or concerns. They are also responsible for any follow up and/or corrective action for Members and Chapters who do not comply with this SOP. The LC will work with the Chapter executive team to determine what each Chapter's participation rate should be if 90% is not appropriate based on Chapter Membership.

- c. Chapter and Colony Presidents

It is the responsibility of each Chapter and Colony President to ensure all Members receive the material in a timely manner. Chapter and Colony Presidents are also responsible for presenting modules to their Chapters/Colonies. Chapter Presidents can elect to delegate the responsibility to another position in their Chapters. If a delegate is chosen, the title of this position and an updated position description must be submitted to their LC or the NDoE (for Colonies only) by the end of the first term of delegating the responsibility.

5. Procedure

- a. Module materials, instructions, and a list of physical supplies will be provided to all applicable Chapters and Colonies.

- b. Presentation and Distribution of the Modules

All Active Chapters and Colonies will present the materials provided during their weekly meeting on a designated week of the month, as pre-determined by their respective LCs or the NDoE. Modules shall be presented at the next scheduled meeting in the event the designated week falls on a University Holiday.

- c. Chapter and Colony Follow-Up
Chapter and Colony Presidents will be responsible for sending a copy of Chapter or Colony attendance to their Leadership Consultant or the NDoE (for Colonies only) to confirm 80% Chapter or Colony participation in each module.
- 6. Selecting Learning Topics for Modules
 - a. The LC are responsible for selecting and disseminating appropriate modules, in addition to required modules, from the bank of modules listed below, to the Chapters they oversee. The LC shall work with their Chapter Presidents and Executive Teams to determine which modules the Chapter would most benefit from. Modules for each academic term shall be selected by the LC prior to the start of that academic term.
 - b. Selection of appropriate modules for Colonies will be up to the discretion of the NDoE. Modules for each academic term shall be selected by the NDoE prior to the start of that academic term. If a Colony installs as a Chapter of the National Organization, the NDoE will communicate with the National Director of Operations (NDoO) on the modules to be completed by the Chapter for the remainder of the academic term. NDoO shall then relay this information to the Chapter's new LC.
 - c. All Active Chapters and Colonies are required to complete a total of eight modules for the academic year. A schedule for the modules will be sent out in August and January for the date of completion for the respective term, all changes to the schedule must be communicated to either the LC or NDoE. No modules are required to be completed by the Active Chapter and Colony during the months of June or July. Modules for the Chapter Discipline Policy, Member Status and Alumnae Policies, Board of Directors 101 & Structure of the National Organization, and Recruitment 101 are required by each Active Chapter and Colony. It is up to the LC for Active Chapters and NDoE for Colonies to determine which term these required modules should be completed. The remaining 4 modules will be determined by the LC or NDoE in collaboration with their respective Active Chapters or Colonies.
 - d. The following is a list of module topics that have pre-developed materials:
 - i. Chapter Discipline Policy (Required Module)
 - ii. Member Status Policy & Alumnae Policy (Required Module)
 - iii. Board of Directors 101 & Structure of the National Organization (Required Module)
 - iv. Recruitment 101 (Required Module)
 - v. Bylaws 101
 - vi. Chapter Health Activities
 - vii. Convention
 - viii. How to Get Involved as an Alumna: National Expansion, Committees, & More!
 - ix. Facilitating Candidate Education 101
 - x. National Constitution Overview
 - xi. Professional Development for Active & Alumnae Sister
 - xii. Alpha Sigma Kappa National Foundation
 - e. New module topics can be suggested and/or developed by the NBoD, LC, or any Member of the National Organization. Suggestions should be submitted in writing to the LC, when applicable, or to the NDoO. If the suggested module is determined by

the NDoO to be a relevant topic that would benefit the National Organization, including Chapters and Colonies, then Continuous Education materials are to be developed by the National Committee.

7. Technology

The module materials are to be housed online, where the LC and NBoD can access and will be made accessible to any Alumnae and Interest Groups interested in viewing the materials. Any necessary updates to the modules shall be completed by the National Committee. For completion of modules, Members require access to an electronic device (e.g., computer, phone, tablet) connected to the internet. The modules are to be disseminated via email to the Active Chapter and Colony Presidents. Module materials will then be presented to the Active Chapter and Colony, as outlined in Section 5B.

8. Distribution of Modules

LCs and NDoE shall distribute via email module materials to the Active Chapter and Colony Presidents. The email, which shall be sent on the first of each month, will contain a brief description of the module topic and the module itself. Active Chapter and Colony Presidents will be responsible for presenting the module to their Members, as outlined in Section 5B. Prior to the academic year starting, the Active Chapter and Colony President will receive the module schedule from their respective LC or the NDoE with instructions and expectations for the Continuous Education Program.

9. Monitoring Learning Programs

As the needs of the National Organization and each individual Active Chapter and Colony evolve, the Continuous Education Program shall make necessary adjustments and changes. Chapter's and the Colony's attendance list will be sent to their respective LC or NDoE to ensure the participation completion rate of the Active Chapter and Colony. As each Active Chapter and Colony completion rate is evaluated, the LCs and NDoE will communicate with the Active Chapter and Colony President regarding expectations and completion rates. Additionally, the LCs and NDoE shall solicit and collect feedback for improvements to the program and evaluate the growth of each Member of Alpha Sigma Kappa — Women in Technical Studies.

10. Forms and Templates to be Used

Modules will consist of a combination of video and/or slideshow presentations created by the National Committee, as outlined in Section 6E. There will not be a required format for modules, but all module materials will be viewable on all types of electronic devices.

11. Budget

No budget is required for the Continuous Education Program, as membership on the National Committee is on a volunteer basis, and the technologies used to create the modules are free to use.

12. References

The National Committee refers to the unknown National committee that will be

determined at Convention 2020 to take over development of new module materials and maintaining the current modules.

Revision Table

Revision Date	Reason for Revision
7-17-2020	Initial release.

NATIONAL CONVENTION PLANNING POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Adopted July 31, 2015

The purpose of this policy is to define the planning process of the annual National Convention.

I. Selection of Host Chapter:

Chapters interested in hosting National Convention shall turn a bid in by the proposal deadline two conventions prior to the convention they desire to host. The bid shall include, but is not limited to: Location – City and State, attractions, chapter support, and transit options. A presentation may be given to the delegation during open meeting.

A vote will be taken of the National Delegates at Convention to determine the host chapter. If more than two bids are received, the potential host chapter receiving the fewest votes will be eliminated and re-vote until one bid receives a majority of the votes.

II. Host Chapter:

The Host Chapter shall form a committee at the time of selection. The Chair of this committee shall be the liaison to the National Board of Directors (NBoD). Interested Sisters from other Chapters shall be allowed to join the Convention Committee. The NBoD shall serve as advisors to ensure convention plans are making adequate progress and to pass knowledge from convention year to year. The Convention Committee shall be responsible for setting up the registration website, providing online/mail in payment options, providing transportation for attendees from and to the airport, blocking a set of hotel rooms and assigning attendees to rooms, determining meal locations or catering for each meal, setting social and sisterhood activities and preparing delegate packets.

III. Planning Timeline

1. To be presented by the Convention Committee to the National Delegates at the Convention prior –
 - a. An estimated budget
 - b. Registration Fee
 - c. Housing Location and Price
 - d. Meeting Location
 - e. Convention Dates
 - f. Any additional expenses not covered by registration fee (tours, meals, etc.)
2. To be submitted by the Convention Committee to the NBoD by January 15 of the year of Convention.
 - a. Tentative Itinerary
 - b. Transportation Plan
 - c. Meal Options
 - d. Any changes to the plan presented at Convention.
3. Registration shall open no later than 4 months prior to the start of convention. A late fee may be charged at the discretion of the Convention Committee. Convention Registration shall close at the discretion of the Convention Committee. All deadlines shall be posted at the time registration is opened.
4. The Convention Committee shall distribute to the attendees no later than one week prior to the start of convention:
 - a. Transportation information for out of town attendees
 - b. Contact list of all attendees and planners including cell phone numbers and emails
 - c. Official final itinerary with addresses and contact numbers.
 - d. Hotel information with roommates listed.

IV. Registration Fee

The registration fee shall include at minimum:

1. Meeting Rooms
2. Delegate packets to include all proposals for meetings
3. Awards Banquet
4. Local Transportation
5. Sisterhood Rededication Ceremony materials
6. May cover additional meals or attendee gifts at the discretion of the Convention Committee.

The Convention Committee may offer meals or activities a la carte for guests or attendees not attending the full convention. The Convention Committee may have swag available for purchase, however none is required.

V. Finances

All registration fees shall be deposited into an account owned by the Host Chapter or The National Organization to ensure proper controls. The Committee Chair shall work with the National Director of Finance (NDoF) to determine which account would best be used in each circumstance. At the discretion of the NDoF, funds may be advanced to the Host Chapter to pay deposits or purchase items before funds are received from registrations. Funds for convention shall be accounted for separately and not used for the regular operating costs of the Chapter or the National Organization. A final budget of actual convention expenses, including receipts from purchases and registration totals, shall be returned to the NDoF and in the case of additional funds from registration fees, the surplus retained by the National Organization and set aside to offset the cost of future conventions.

VI. Convention Itinerary

Convention shall be three days in length – typical Thursday – Saturday. Hotel rooms should be available one day prior and one day after the official convention. The Convention Committee and the NBoD shall work together to determine meeting lengths and needs of the Organization. The National Director of Administration (NDoA) shall set the meeting agendas. A typical convention may look like the following:

Day 0

Hotel check-in, informal meet and greet

Day 1

AM Office Hours (meetings with individual Chapters/Colonies/groups with NBoD, scheduled by NDoA) Required attendance: Chapter Delegate and NBoD.

12:00 pm – 1:30 pm NBoD Luncheon (NBoD ONLY)

Afternoon – Office Hours, continued

6:00 pm Dinner

7:30 pm – 9:30 pm Delegate's Meeting (required attendance: Chapter Delegates and NBoD, optional for everyone else) NBoD shall outline voting procedures and meeting etiquette. Informal discussion on proposals may happen at this time.

7:30 pm – 9:30 pm Optional Social Activity for other attendees

Day 2

7:00 am Breakfast

8:00 am National Foundation Annual Meeting (open to all; Professional Alumnae have voting rights)

9:00 am Open Meeting - Proposals

12:00 pm – 1:30 pm Lunch

1:30 pm Open Meeting - Goal Setting

3:00 pm Sisterhood Rededication Session (Initiated Sisters only)

4:00 pm Social Activity

6:00 pm Dinner

8:00 pm Office Hours, continued as needed

Day 3

9:00 am Open Meeting – Budget
11:00 am Open Meeting – Elections, miscellaneous business
12:00 pm – 1:30 pm Lunch
1:30 pm Open Meeting – Roundtables
3:00 pm Closed Meeting (Initiated Sisters only); Oath
4:00 pm prepare for Banquet
6:00 pm Awards Banquet

Day 4

Checkout and return home!

VII. Convention Dress Code

1. Travel Days shall be casual dress.
2. Social Activities, Delegates' Meeting, Office Hours, and most meals shall be casual dress. The Convention Committee shall advise if appropriate footwear is needed for walking to, from, and around locations.
3. Open Meetings, Closed Meeting, and Sisterhood Rededication shall be business casual. This shall include dress pants, skirts, dresses, Alpha Sigma Kappa letter shirts, etc. This shall not include other writing on t-shirts or jeans/denim pants. Knee length, non-denim shorts are okay. Recognition pins, lavaliers, badges, or candidate pins are encouraged.
4. Awards Banquet shall be cocktail or semi-formal. This shall include cocktail style dresses, fancy skirts and blouses, and nice pants outfits. Recognition pins, lavaliers, badges or candidate pins are highly encouraged.

Convention Policy Approval	Date
Initial approval	July 31, 2015

CREST USE POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Approved: July 17, 2020

The purpose of this policy is to provide guidelines for the use of the Crest. The Crest is to be used only by Initiated Members to communicate pride and respect for the National Organization within the boundaries of good taste and National policies.

The purpose of the Crest is to represent the beliefs of the National Organization and its Members.

Use of the Crest is encouraged on official documents, jewelry, ceremonial articles including stemware and platters, and other items of significance or importance because they show pride and representation of the National Organization.

Use of the Crest is discouraged on small paraphernalia such as car stickers, pens, keyrings, etc. The significance of the Crest is preserved by preventing overuse.

Use of the Crest is cautioned on clothing and other possible advertising implements including, but not limited to, Recruitment tools and advertisements. When the Crest appears as an advertising tool, it shall be used in moderation and within the limits of good taste and National policies. The Crest represents Initiated Status and therefore may only be worn by Initiated Members.

An electronic copy of the current Crest, which is maintained by the National Director of Expansion (NDoE), may be obtained by request.

Revision History

Date Change	Reason
8/13/05	Original document
7/27/18	Formatting, added information regarding access to electronic copy of the Crest.
7/17/20	Moved the policy's purpose statement to the head of the document to match the format of other policies. Changed wording for clarity. Removed sentence about logo, as it is not applicable in the Crest Use Policy.

DEACTIVATION PROCEDURES OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Approved: July 27th, 2018

The purpose of this policy is to define how a Member may be deactivated from Alpha Sigma Kappa – Women in Technical Studies. Deactivated Member is defined in the Member Status Policy. As stated in the Member Status Policy, she “...shall return her membership certificate, Recognition pin, Member handbook, and officer notebook to the Chapter Secretary or National Director of Records (NDoR) and shall receive any deposit for the articles. She shall be asked to fill out a National Notification of Member Deactivation form and to sign a Deactivation Agreement, relinquishing any rights as a Member of Alpha Sigma Kappa.”

Involuntary Deactivation

1. Any Member may suggest to the Executive Board that a Member is not fulfilling the requirements of membership, which include the spirit and ideals of sisterhood as well as the requirements defined in the National Constitution, National Policies, Chapter Bylaws, and Chapter Policies. The Executive Board shall review the allegation within 10 days of receiving the allegations and document all charges.
2. Should the Executive Board determine that the Member is not fulfilling the requirements of membership, the Member shall be notified in writing by the Executive Board that she is being recommended for Deactivation. The notification must be sent at least 10 days prior to deactivation hearing, and the Member is expected to acknowledge the notification as soon as she receives it. Also stated in the notification is that her membership rights will be suspended until the deactivation is resolved.
3. There are two potential routes for a deactivation hearing, which should depend on the nature of the situation.
 - a. The suggested deactivation route is a Chapter hearing in closed meeting. The allegations shall be brought to the Active Membership in closed meeting. The Member shall be given the opportunity to speak and/or have other Initiated Members of Alpha Sigma Kappa speak on her behalf. All voting Members shall be given notice at least seven (7) days in advance of the meeting that a question of deactivation is to be considered. A closed discussion that does not exclude the Member in question and secret ballot vote shall follow. A Member shall be deactivated by a 9/10 vote of a quorum of the Active Membership of the Chapter, regardless of their voting status, not including the vote of the Member in question. The meeting shall be mandatory for all Members. Proxy votes shall not be permitted. The deactivation meeting may be called separately from a regularly scheduled meeting. This meeting must be called within 30 days of notification to the Member. If this is not possible due to school being out of session, or extenuating circumstances, including but not limited to documented bullying or harassment, a National Deactivation will proceed.
 - b. The alternative deactivation route is deactivation by unanimous vote of the National Board of Directors (NBoD) as requested either through unanimous vote of the Executive Board or in writing by the Member in question. This route is expected in cases when the Member or the Executive Board feels that the Chapter deactivation hearing would cause severe emotional or mental distress, due to the allegation being related to a traumatic memory or other personal and serious extenuating circumstances, including but not limited to documented bullying or harassment, to the Member or to the Chapter. This route may also be used if the Member is accused of solely violating the National Governing Documents. The Member and her Chapters (both the Active and Alumnae Chapters) shall be given written notice of the charges and the time and place of the next regular meeting of the NBoD at which the Member shall be given a hearing. The notice shall be given at least 30 days prior to such meeting.

4. If the Member is not deactivated, she shall be given two (2) weeks to satisfy the requirements of membership. During this period, the Member shall not be allowed to vote or run for an elected office. At the end of this period, the Executive Board shall review her performance. The outcome of this review shall be brought up in closed meeting (for Chapter deactivation) or among the NBoD (for NBoD deactivation) for further discussion or to put the matter to rest.

Voluntary Deactivation

1. A Member may seek a voluntary termination of membership in The National Organization by submitting a written request to the National Director of Records and the President of the associated Chapter. The request for termination shall state the reasons for such a request. The Active President and Alumnae President shall interview the Member seeking deactivation. Voluntary deactivation will be recommended to the NDoR upon the finding that the deactivation would be to the mutual benefit of the Member and Alpha Sigma Kappa. The recommendation to terminate membership and supporting information shall be forwarded to the NDoR along with a certification that the Member has no outstanding financial obligations to Alpha Sigma Kappa.

Revision History		
Date	Change	Reason
08-/01/2014	Initial Release	
07/27/2018	Deactivation by NBoD route in situations of emotional distress for the accused added	Ensure that deactivation process does not harm Sister

Dress Code Policy of the National Organization
Alpha Sigma Kappa – Women in Technical Studies
Amended July 18, 2020

The purpose of this policy is to outline the standard for Members when wearing Alpha Sigma Kappa paraphernalia, apparel or jewelry to ensure that Members are representing the Organization respectfully. This policy is not meant to emphasize a Member's appearance; rather, to express pride in Alpha Sigma Kappa.

Members should be cognizant that they represent the Organization even when not wearing Alpha Sigma Kappa paraphernalia or apparel.

Chapter Meetings

Members are strongly encouraged to wear presentable attire to Chapter Meetings. The Chapter President may request or require Pin Attire at Chapter Meetings.

Letter Representation

Merchandise exclusively displaying the Alpha Sigma Kappa Greek letters or logo can be purchased only by or on the behalf of Alpha Sigma Kappa Actives, Inactives, Alumnae, Candidates and Colony Members, Candidates, Colony Members or Honorary Members. If Alpha Sigma Kappa clothing is purchased for a person outside of the group, the respective member is responsible for informing the person of the pertinent policies.

When wearing apparel exclusively displaying the Organization's letters, behavior that is representative of our Organization should be used. Inappropriate behavior includes, but is not limited to, speaking in a derogatory manner about a person or organization and/or behaving in a promiscuous manner. Pins may be worn during non-excessive consumption at an event where the requested dress is semi-formal or formal.

Recognition Pin

The Recognition Pin shall be worn by the Member above the heart and below the left ear. The Recognition Pin is to be worn above any other organizational pin, badge or jewelry. Members are encouraged to wear the Recognition Pin at any Alpha Sigma Kappa event or meeting or at any event where the requested dress is semi-formal or formal. The Recognition Pin is a requisite attire at any Ceremony of Alpha Sigma Kappa.

Lavalier

Wearing the Lavalier is an informal way of representing Alpha Sigma Kappa. A lavalier is appropriate attire at any time when a Member positively represents Alpha Sigma Kappa.

Badge

The Badge shall be worn by the Member above the heart and below the left ear or around the neck. The Badge may replace the Recognition Pin at a Ceremony of Alpha Sigma Kappa. A Member who chooses to wear both the Recognition Pin and the Badge will wear the Recognition Pin higher on the chest than the Badge. Members are encouraged to wear the Badge at any Alpha Sigma Kappa event or meeting or at any event where the requested dress is semi-formal or formal. The Badge may be purchased by or on behalf of Initiated Members via request through the National Director of Finance.

Candidate Pin

The Candidate Pin will be given to each Candidate during the Candidate Ceremony. The Candidate Pin will be given also to all Colony Members at their Colonization or Candidate Ceremony. The Pin shall be worn by the Candidate above the heart and below the left ear. Wearing of the Candidate Pin is strongly encouraged at all times during the Candidate or Colony development period, especially at any Alpha Sigma Kappa event or meeting or any event where the requested dress is semi-formal or formal. If the Candidate Pin is lost or damaged during Candidacy, a replacement must be purchased at cost by the Candidate. The Candidate Pin shall be exchanged for a Recognition Pin upon the Member's Initiation.

EMAIL GROUP POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa - Women in Technical Studies

Amended, August 1, 2014

The purpose of this policy is to define and provide guidelines for the use of the Alpha Sigma Kappa National Organization email groups.

The National Director of Records (NDoR) shall oversee the maintenance of several email groups for the National Organization to assist in communication within the membership. The groups shall require authorization for subscription and only allow authorized members to post to the list.

Email Group Administration

The email group administration shall be defined as the Sisters who manage and maintain the subscriptions and the workings of the group. The email group administration shall be a voluntary position with no term limit. The National Board of Directors (NBoD) shall comprise the group administration for the ASK-National group.

The email group administration shall coordinate and maintain current subscriptions to the groups with the Active Chapter Secretaries and Alumna Chapter Secretaries.

Several groups are maintained for the organization. Check the ASK-National Yahoo! group for a current listing. Email ASK-National-subscribe@yahoogroups.com if you need access to the group: a group administrator will add you. All members upon initiation shall be added to ASK-National group.

Guidelines for Posting

- Respect your Sisters' opinions and concerns.
- Voice your opinions and concerns.
- Use good judgment.
- Consider the audience of your post. If the post is applicable to the audience of the list, reply to the list. If the post is applicable to only a single person, reply only to that person.
- Change the subject of the message when the content no longer reflects the current subject.
- Trim and remove any unnecessary headers, signature files, and extra text from the body of the letter when posting a reply to the list.
- Identify yourself, your email address, and your office (if applicable) in posts.
- Refrain from sending humor, chain letters, and junk email to the lists.
- Remember that some delay in email delivery does occur (expect a 15-30 minute delay between the time you send the message and the time it is delivered).
- Notify admin of any change of email address or subscription requests (email list-name-owner@yahoogroups.com).
- Remember that email is not 100% safe. Email to the lists may be misrouted or intercepted.
- Closed information may not be sent electronically.

EXPANSION POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa - Women in Technical Studies

Amended August 1, 2014

The purpose of this policy is to: outline the guidelines for choosing a campus on which to expand; describes the requirements for Expansion Representative(s); and outline the procedure and requirements for Colony, Active Chapter, and Alumnae Chapter establishment.

ACTIVE CHAPTER EXPANSION

Expansion Site Criteria

1. A qualifying campus must allow sororities that are not members of the National Panhellenic Council to become a student organization on campus.
2. A qualifying campus must award four-year degrees in technical studies. These degrees are based on the core courses of Calculus, Physics, Chemistry, Biology, et cetera, as outlined in the National Constitution.
3. A qualifying campus must be within a six-hour drive of an Alumna or other Chapter.
4. The campus must have at least 200 women in technical majors.
5. The campus must have other Greek organizations, however, each prospective campus for expansion shall be evaluated by the National Board of Directors (NBoD) on a case by case basis.

Interest Group

An Interest Group is a collection of women formed to learn more about Alpha Sigma Kappa and actively participate in the establishment of a Colony with the goal of establishing an Active Chapter on their respective campus.

National Director of Expansion

The National Director of Expansion (NDoE) shall be responsible for overseeing all aspects of expansion. She shall have authority as stated in the National Constitution.

Expansion Representative

The Expansion Representative(s) shall be responsible for helping the Interest Group through its Colony period, and to become a Chapter. An Expansion Representative shall:

- a. be an initiated sister of Alpha Sigma Kappa – Women in Technical Studies;
- b. live no more than six hours from campus;
- c. stay current with the activities, goals and purpose of the organization;
- d. be willing to renew her knowledge of the National Organization and its governing documents; and
- e. be willing to make a commitment of one to two years as the colony grows from an interest Group to a Chapter.

Procedure for Colony Establishment

The procedure for forming a Colony shall be as follows:

1. Notification of Intent: Establishment of a Colony shall commence when the Interest Group declares its intention to become a Colony to the NDoE.
2. Verification of Eligibility: The NDoE shall verify that the campus fulfills the criteria for an expansion site.
3. Selection of Expansion Representative(s): The NDoE shall notify all known alumnae near the campus where interest has been shown of the Interest Group's intent. Any Sister that fulfills the requirements above may become an Expansion Representative. There may be more than one Expansion Representative at each Colony. If there are multiple sisters interested in becoming an Expansion Representative, the NDoE will choose one to be the Primary Expansion Representative (PER).
4. NDoE Visit to the Campus: The NDoE shall coordinate a trip to the prospective campus. During that visit, the following actions shall be taken:
 - a. An organizational meeting with the Interest Group shall be held to ensure the group understands and agrees with the activities, purpose, and goals of Alpha Sigma Kappa - Women in Technical Studies. At this meeting, a temporary Chairperson and Secretary shall be elected. The event should be advertised on campus beforehand.
 - b. The NDoE and/or the Expansion Representative(s), and representative(s) of the established organization or Interest Group shall meet with school administration, as a group, to introduce the sorority, find out the school requirements for starting a sorority on campus, and gain the support of the administration.

5. Requirements to Become a Colony: Upon petitioning for Colonization, the Interest Group shall have a minimum membership of ten women.
6. Petitioning to Become a Colony: The Interest Group shall submit a petition for colonization to the NDoE containing the following, as outlined in the Colony Petition Form:
 - a. the campus name and address, Interest Group membership size, and a brief history of the petitioning group;
 - b. an explanation of why the group wishes to be a Colony of Alpha Sigma Kappa – Women in Technical Studies;
 - c. a brief profile or biography of each petitioning member;
 - d. a brief summary of Greek life on campus, i.e. National Sororities and Fraternities, Local Sororities and Fraternities, and the attitude towards and reputation of Greeks on campus;
 - e. a list of proposed majors for membership, including a copy of the degree requirements for each major on the list;
 - f. a statement that the group has received a copy of the Expansion Policy and understands the privileges and responsibilities; and
 - g. a dated signature of the presiding Chairperson or President.
7. Notification of Petition Acceptance: The NBoD will review the petition for Colony status. The petitioning group will be notified in writing of the NBoD's decision. If the petition is denied, the Interest Group may appeal to the National Delegation for a vote of acceptance.
8. Preparation of Expansion Representative(s): The NDoE is responsible for training the Expansion Representative(s). The Expansion Representative(s) will receive a Colony handbook at least four weeks before the Colony installation.
9. Expansion Representative Visit to Campus: The Expansion Representative(s) will meet with the Interest Group at least once before the Colony Installation to become familiar with the Interest Group members and to ensure that the Interest Group is ready to become a Colony.
10. Colony Ceremony Preparations: Upon acceptance of the colonization petition, the Colonization Ceremony will be arranged by the NDoE, the Expansion Representative(s), and the Colony President. A Colony Installation fee must be paid to The National Organization by each of the petitioning members before the Ceremony. The petitioning group will be provided a budget of the items covered in the fee in advance.
11. Colony Ceremony: The Expansion Representative(s) and the NDoE will conduct the ceremony. Each Colony member will receive a Candidate pin, a member handbook, and the National Governing Documents. The Candidate pins will be on loan to each Colony member and must be returned to the Expansion Representative at the Chapter Installation. The Ceremony will be followed with a celebration. Privileges of a Colony shall commence upon completion of the Colony Installation Ceremony.

Privileges of a Colony of Alpha Sigma Kappa – Women in Technical Studies

1. A Colony will be called “the [Greek letter designation] Colony of Alpha Sigma Kappa – Women in Technical Studies”.
2. A Colony may use the Alpha Sigma Kappa – Women in Technical Studies name at all Alpha Sigma Kappa –Women in Technical Studies functions. A Colony may wear Alpha Sigma Kappa – Women in Technical Studies merchandise as specified in the National Dress Code Policy.
3. A Colony may rely on the NDoE and its Expansion Representative(s) for information and advice.
4. A Colony may attend the Alpha Sigma Kappa – Women in Technical Studies National Convention. A Colony may provide input on all national issues.

Procedure for Active Chapter Establishment

1. Period of Colonization: The standard period for Colonization shall be one calendar year. A Colony must follow the National Governing Documents and Colony Bylaws, and strive to attain the Quality Goal of Alpha Sigma Kappa - Women in Technical Studies. Members of a Colony hold equivalent status of an Active Chapter Candidate.
2. Role of the Expansion Representatives: Under the supervision of the NDoE, the Expansion Representative(s) will teach the Colony members about Alpha Sigma Kappa and quiz the Colony members during their education period. The Expansion Representative(s) will monitor Colony progress and ensure that the Colony requirements are fulfilled. The

Expansion Representative(s) will have access to email and correspond with the Colony on a regular basis and work closely with the National Director of Expansion.

3. The Requirements for Active Chapter Charter: During the colonization period the Colony shall:
 - a. become a registered student organization;
 - b. obtain a faculty advisor;
 - c. write Bylaws to be approved by the NBoD;
 - d. place a copy of the National Constitution and Colony Bylaws on file at the Colony's school, as required;
 - e. establish a budget and member dues;
 - f. hold weekly meetings;
 - g. provide weekly meeting minutes to the Expansion Representative(s) within one week of each meeting;
 - h. assure that its members familiarize themselves with the activities, purpose, goals, structure, and other Chapters of Alpha Sigma Kappa - Women in Technical Studies;
 - i. assure that its members familiarize themselves with each other;
 - j. complete one of each of the following required projects: Recruitment, Scholastic, Publicity, Social which promotes Sisterhood, and Philanthropy;
 - k. submit a progress report on the status of fulfilling Colony requirements to the NDoE and Expansion Representative(s) once each term;
 - l. maintain weekly contact with its Expansion Representative(s); and
 - m. apply for an Employer Identification Number (EIN) with the IRS and provide it to the National Director of Finance (NDoF).
4. Petitioning for Active Chapter Charter: Upon completion of the preceding requirements, a Colony may petition for an Active Chapter Charter. Upon petitioning, it must be recognized as a Colony of Alpha Sigma Kappa - Women in Technical Studies for a minimum of one calendar year and have a minimum of ten members. The Colony shall submit a petition to the NDoE, according to the Chapter Petition Form, containing:
 - a. the campus name and membership size;
 - b. a brief profile or biography of each petitioning member due to potential membership changes during the Colonization period;
 - c. an outline and summary of programs for Recruitment, Financial, Scholastics, Publicity, Social, Philanthropy, and continued development of the bond of Sisterhood within the group;
 - d. a copy of the proposed Chapter Bylaws;
 - e. a summary of the Colony's activities to fulfill the requirements for Active Chapter Charter; and
 - f. a dated signature of the presiding Chairperson or President.
5. Voting on the Petition: The petition shall be voted on by the delegates from each Chapter at the next National Meeting. A simple majority is required to grant an Active Chapter Charter. If the NBoD deems necessary, it may call a special online meeting to vote.
6. Acceptance of the Petition: Once a petition for chapter charter has been accepted, the petitioning group will be notified in writing of its acceptance.
7. Chapter Installation Ceremony Preparations: The NDoE, Expansion Representative(s), and Colony President shall make arrangements for the Chapter Installation Ceremony. Any lost or damaged pins must be paid for in advance of the Ceremony.
8. Chapter Installation Ceremony: The Expansion Representative(s) and the NDoE will conduct the Ceremony. Each Colony member must return her Candidate pin to the Expansion Representative(s). Each Colony member will receive a certificate, a Recognition pin, and the meaning of the name, oath, symbols, all rituals, ceremonies, and traditions of Alpha Sigma Kappa - Women in Technical Studies. The new Chapter will receive an Active Chapter Charter. The Ceremony will be followed with a celebration.
9. Privileges and Responsibilities of an Active Chapter: Once the Chapter has been installed, national dues for each member must be paid to The National Organization. All Chapter members will be members of The National Organization. Privileges of an Active Chapter such as attending closed portions and voting at the National Meeting shall commence upon completion of the Chapter Installation Ceremony.

Extension of Colony Status

If the Colony is making sufficient progress but is unable to petition for a Chapter Charter before the Colonization period expires, the Colony may file a request with the NDoE to extend the Colony period for one academic year. The request must be submitted to the NDoE a minimum of one month before the Colonization period expiration date. The request must include the following:

1. Specific reason(s) for requesting the extension.
2. An outline of the planned procedure to complete the requirements for Active Chapter Charter.
3. A dated signature of the presiding Colony President.

ALUMNAE CHAPTER EXPANSION

The formation process of an Alumnae Chapter of Alpha Sigma Kappa shall occur in the following order:

1. Form an Alumnae Group.
2. Complete requirements for Alumnae Chapter Charter.
3. Submit petition for Alumnae Chapter Charter.
4. Issue Alumnae Chapter Charter upon petition approval.

Definitions and petition requirements are outlined below.

Requirements for Alumnae Chapter Charter

An Alumnae Group consists of two or more Alpha Sigma Kappa Alumnae actively pursuing the establishment of an Alumnae Chapter from a campus containing an Active Chapter.

Requirements for Alumnae Chapter Charter

1. An Alumnae Group must have a minimum membership of two women. Before petitioning for an Alumnae Chapter Charter, there shall be a minimum of six women holding Professional Alumna status in the group.
2. An Alumnae Group must elect the following Alumnae Officers: President, Vice President, Treasurer and Secretary. All additional positions shall be elected as required per the proposed Alumnae Chapter Bylaws.
3. An Alumnae Group must hold a joint meeting with their respective Active Chapter to outline the role of each organization and develop a plan for effective communication.
4. An Alumnae Group must establish a budget.
5. An Alumnae Group must write Bylaws to be approved by the NBoD and the respective Active Chapter.
6. An Alumnae Group must apply for an Employer Identification Number (EIN) with the IRS and provide it to the NDoF.

Petition for Alumnae Chapter Charter

There is no minimum time requirement for the existence of an Alumnae Group prior to filing a petition for an Alumnae Chapter Charter. An Alumnae Group may file a petition any time after completing the requirements for an Alumnae Chapter Charter.

A petition for an Alumnae Chapter Charter from an Alumnae Group must be filed with the NDoE and include the following, as outlined in the Alumnae Chapter Petition Form:

1. The campus name and address of the corresponding Active Chapter.
2. The name and location of a Sister within the Alumnae Group for contact purposes.
3. A brief profile or biography of each petitioning Alumna member including previous involvement with Alpha Sigma Kappa.
4. A summary of short and long term goals.
5. A copy of the proposed Alumnae Chapter Bylaws.
6. A summary of the Alumnae Group's activities to fulfill the requirements for Alumnae Chapter Charter.
7. A dated signature of the presiding President.

Alumnae Chapter Petition Acceptance

An Alumnae Chapter Charter shall be awarded immediately following petition approval at the National Meeting. All privileges of an Alumnae Chapter such as voting at the National Meeting shall commence at this time.

FINANCE POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa - Women in Technical Studies

Approved: August 1, 2014

Purpose: This policy will be used in accordance with Article V of the Constitution. The policy will provide more in-depth information in regards to the workings of the Finances of the National Organization. If any changes to the workings of the Finances of the National Organization are warranted, these will be reflected here.

Dues to the National Organization

- A. The National Board of Directors (NBoD) may submit an invoice to any Chapter when it has reason to believe fees are or may be due on account of activities of the Chapter, which may not have been reported.
- B. Active Chapters & Dues
 - a. Active Chapters shall pay National Dues to the National Organization, for each Active member of the Chapter.
 - b. The collection and levying of the dues onto each Active member shall be the responsibility of the Chapter.
 - c. National Dues for new initiates shall be determined based on the term in which they are initiated.
 - d. National Dues will include a fee for National Liability Insurance.
 - e. For amounts and deadlines associated with Active Chapter fees, Insurance fees, and dues see the guidelines in the National Finance Standard Operating Procedure (SOP) under Article I, Article IV, and Article V.
- C. Alumnae Chapters & Dues
 - a. Alumnae Chapters shall pay National Dues to the National Organization for each Professional Member.
 - b. Associate Alumnae Members may pay voluntary National Dues.
 - c. The collection and levying of the dues onto each Professional member shall be the responsibility of the Chapter.
 - d. All Alumnae Chapter officers must pay dues to the National Organization in order for the Chapter to be considered in good standing.
 - e. All Alumnae Chapters must have at least four professional executive members.
 - f. Alumnae Chapters will be charged for National Liability Insurance.
 - g. For amounts and deadlines associated with Alumnae Chapter fees, Insurance fees, and dues see the guidelines in the National Finance SOP under Article II, Article IV and Article V.
- D. If payment of National Dues is not received, the Chapter will be fined a fee amount equal to one National membership as determined by the current fiscal year budget.
 - a. If dues are not paid for the preceding term, no member materials will be released including, but not limited to, membership handbooks, paraphernalia, and membership certificates.
 - b. All interests from late fees will be applied towards travel grants to defer costs for Members to attend National Convention.
 - c. For amounts and deadlines associated with late fees and fines see the guidelines in the National Finance SOP under Articles V.

Fees to the National Organization

- A. The National Organization shall have certain items purchased in bulk, such as Candidate Pins, Recognition Pins, Formal Badges and Membership Handbooks. These shall be sold with a reasonable markup to cover related costs. Chapters may order these items as needed through the NDoF and may recoup their cost from individual Members by charging them directly, or in the case of a new Member, with a Chapter Initiate fee.

- a. In the event of a new Colony a National Initiate Fee, to cover the above and initiation related costs, is paid to the National Director of Finance (NDoF).
- b. The Initiate Fee may be refunded with the return of the National Handbook and Recognition Pin to the Initiating Chapter in addition to the return of the Membership Certificate to the National Director of Records (NDoR) or designated representative upon termination of Membership.
- c. This fee shall be waived for Chapter and National Honorary Members or for those Members Initiated posthumously.
- d. For amounts and deadlines associated with the National Pins and Handbook orders see the guidelines in the National Finance SOP Article VI

National Audit Committee Membership Guidelines

- B. Shall consist of at least two Professional Alumnae, in good standing and not current members of the NBoD
- C. Their names shall be nominated by the NDoA and their committee appointment approved by the National Legislature.
- D. The findings of the audit by either the Certified Accountant or the Audit Committee shall be sent to the NBoD within six (6) weeks of the end of the Summer National Meeting.
 - a. These findings shall be distributed to the National Legislature via the Chapters Treasurers prior to Winter National Meeting.
 - b. The findings shall be posted for all members to read after discussion on them at the January National Meeting.
 - c. Any discrepancies determined during this audit need to be addressed prior to end of that fiscal year.
- E. The members of the Audit Committee may serve for three audit cycles and then must be removed for at least one cycle.

National Account Management

- A. Checking Account Management
 - a. The NDoF shall deposit any checks or money within one month of receiving it.
 - i. If a problem arises, with the deposit, she shall immediately notify the Sister(s) or Chapter(s) who submitted the checks.
 - b. In the event that the NDoF is unable to make a deposit(s), she shall give the checks to another member of the NBoD, who will then deposit them immediately or she may mail them to the bank.
- B. Receipts
 - a. The NDoF or any other National Director will write a receipt for any and all cash payments made to the National Organization, or if requested. Canceled checks may serve as the receipt.
 - b. If needed, a receipt shall be given immediately when dues or other monies are paid.
 - c. If the receipt book is unavailable, then no cash transactions are to be made.
 - d. Donations to the National Organization are to have receipts and each donation logged with the following information: donor, amount and purpose of the donation. If no purpose is stated, the monies are to be dispersed by the discretion of the NBoD within the National Budget.
- C. Residency Issues
 - a. If both the NDoF and the NDoA reside further than two (2) hours from a banking location where the National Organization account(s) reside:
 - i. The NDoA and NDoF together shall appoint another National Director to act in their stead giving them direct access to the National Organization account(s) as necessary, or consider changing banks.
 - ii. The NDoF and the NDoA must approve all transactions of this third party in writing.
 - b. Only the NDoF and NDoA may sign National Organization checks.

- i. Only the NDoF and NDoA may lawfully enter into financial contracts on behalf of the National Organization.
 - ii. Every time a transaction is made, it must be recorded in the ledger.
- c. All direct withdrawals must have the signature of the NDoF and the NDoA on each withdrawal receipt, signifying that they are both aware of the transaction.
- D. Checking, Savings and Investments
 - a. At each National Meeting, a Financial Report will be given.
 - i. If there is a discrepancy in the account, the NDoF shall notify the NDoA immediately.
 - ii. The financial accounts of the National Organization shall be transferred to the newly elected NDoF and NDoA within one month of the officers taking office.
 - b. The NDoF and NDoA shall audit all receipts and expenditures annually.

NBoD and Their Yearly Budgets as Encompassed within the National Budget

- A. All NBoD shall submit an estimate of their coming year expenses and incomes related to the National Organization.
 - a. Estimates must be submitted by a date determined by the NBoD each year.
 - b. The NBoD shall develop a timeline to submit estimates to ensure a proposed budget is prepared by the deadline for submitting items for the National Meeting Agenda.
 - c. These estimates will be incorporated into the budget as much as possible.
- B. The NDoF will inform each NBoD should there be any discrepancies between the estimates and budget amounts for the proposed budget.
 - a. All NBoD need NDoF authorization for expenses over \$200.00 which did not appear in the approved budget.
 - b. Any disbursement from checking accounts over \$500 not in the approved budget must receive a majority vote of the National Legislature.

Reimbursements

- A. Reimbursements to Sisters and/or Chapters shall not be applied towards National Organization Dues.
- B. For reimbursements, a receipt must be submitted within one (1) month of purchase with the National Reimbursement form to the NDoF. All reimbursements shall be made to a Sister and/or Chapter within one month of submittal of a National Organization Reimbursement Form and the receipt by a check written by the NDoF.
- C. All reimbursements must be approved by the NDoF, in accordance with the Annual National Budget, or by majority quorum vote of the National Legislature.
- D. Any items bought for the National Organization must be in its appropriate and unused condition and the National Organization shall own the item exclusively (this includes photographs and negatives).
- E. The NDoF shall reimburse a Sister and/or Chapter up to 5% above the budgeted amount (not to exceed \$100) of an item. Above that amount shall require a majority quorum (3/4) vote of the National Legislature before reimbursement. This vote shall exclude the member seeking reimbursement if she is a member of the NBoD.

FINANCE SOP OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa - Women in Technical Studies

Accepted: July 18, 2020

The purpose of this Standard Operating Procedure (SOP) is to provide detailed information in regards to the amounts and procedures of the Finances of the National Organization. This SOP will be used in accordance with Article V of the Constitution and the National Financial Policy of Alpha Sigma Kappa – Women in Technical Studies. If any changes to the workings of the Finances of the National Organization are warranted, these will be reflected here.

- I. National Dues
 - a. National dues for Active Sisters in the organization are to be set by the National Delegation each year in the approved budget. Dues for each Active, Inactive, and new Initiate must be submitted by the Active Chapter Treasurer by January 1st and June 1st of the fiscal year.
 - b. National dues for Professional Alumnae Sisters in the organization are to be set by the National Delegation each year in the approved budget. Dues for Professional Alumnae Sisters must be submitted by the Alumnae Chapter Treasurer by January 1st for the fiscal year to receive full benefits of Membership including the national newsletter.
- II. National Colony & Installation Fees
 - a. Each Colony will be charged a one-time fee for colonization of the Colony and a one-time fee for Installation of the Chapter, with the fee being dependent on the number of members.
 - b. This fee covers items related to Colonization including Pins, Member Education Handbooks, and any other incidentals seen fit by the National Board of Directors.
 - c. These fees are to be set by the National Delegation each year in the approved budget.
- III. National Liability Insurance Fee
 - a. This fee is charged as a part of National Dues and will be evaluated annually after June 1st. Any proposed changes will be presented at National Convention.
 - b. All Initiated Sisters in Active Chapters will pay half the total amount determined by the National Delegation for National Liability Insurance on January 1st and June 1st of each year.
 - c. All Alumnae Chapters will be charged a flat rate equal to four times the total amount determined by the National Delegation, since the National Liability Insurance covers the Alumnae Executive Board positions due January 1st.
 - d. The National Organization shall budget to pay the National Liability Insurance for the National Board of Directors because their positions are also covered by the policy.
 - e. Colonies shall be insured beginning at the date of Colonization. All Colony Members, regardless of status, will pay half the total amount determined by the National Delegation for National Liability Insurance on January 1st and June 1st of each year. Discontinued Colony Members are not required to pay this fee. A Colony will be required to begin paying for National Liability Insurance following the first full semester as a Colony.
 - f. All Candidates will pay half the total amount determined by the National Delegation for National Liability Insurance on January 1st and June 1st of each year.
- IV. Late Fees
 - a. Late fees will be assessed on all Active and Alumnae dues and fees that are received after the respective deadlines, January 1st and June 1st of the fiscal year.

- b. The late fee shall be equal to one annual membership.
- V. Item Orders
 - a. The following items may be ordered by contacting the current National Director of Finance (NDoF) via e-mail.
 - i. Formal Badge
 - ii. Candidate Pin
 - iii. Recognition Pin
 - iv. Membership Handbook
 - v. Lavalier and Chain
 - b. The order request should include:
 - i. Requested Item(s).
 - ii. Number of each item requested
 - iii. Projected date needed
 - iv. Shipping Address
 - c. NDoF Response
 - i. Once the NDoF receives a request she will reply with a final cost within 10 business days, which is to include both the item and shipping costs. Amounts charged for orders will cover expenses at cost. Payment must be received prior to items being shipped.
 - ii. The NDoF will fulfill the order for the requested items within 30 days.
- VI. National Convention Travel Grants
 - a. All requests for travel grants for National Convention must be submitted to the National Board of Directors by email two weeks prior to the registration deadline.
 - b. Requests should include the reason a request is being made as well as expected method of travel and estimated cost/budget.
 - c. Notification of grants will occur one week prior to the deadline for National Convention registration.
 - d. If funds are still available after grants have been awarded, late requests may be fulfilled.
 - e. Chapters shall be encouraged to include travel and registration expenses in their own Chapter Budgets to cover the costs of their delegate and additional members attending convention.

Alpha Sigma Kappa – Women in Technical
Studies National Dues Short Explanation for
Treasurers

Active Chapters Due January 1st and June 1st Mail to the current
National Director of Finance by the Chapter Treasurer

Submit payment of \$40 each term for each Member of your Chapter for the prior term. **Do not** pay for Members that are Alumnae as of or before beginning of the term **Do** pay for Members that are Alumnae as of the end of the term **Do not** pay for current Candidates. **Do** pay for Members that were Initiated prior to the due date. **Do** pay for Inactive and Active Members of your Chapter. Include a list of Members with your payment. Check list against number reported in Chapter report and explain any discrepancies. \$40 includes \$20 for National Membership and \$20 towards National Insurance.

Alumnae Chapter Due January 1st Mail to the current National
Director of Finance by the Chapter Treasurer

Submit payment of \$40 for each Professional Member and \$160 per Chapter. Include a list of Members with your payment. Check list against number reported in Chapter report and explain any discrepancies. \$40 is for National Membership and \$160 is for National Insurance.



Alpha Sigma Kappa - Women in Technical Studies National Goals SOP

2013 National Goals

6 month to 1 year goals:

1. Chapter Traditions
 - *Deliverables*: a document showing chapter traditions with information on when established, when do, etc.
 - *Chair(s)*: Andrea Dvorak and Epsilon Active
2. 25th Anniversary Convention
 - *Deliverables*: the 2014 Convention
 - *Chair(s)*: Mary Matthews & Michelle Williams
3. Trademark
 - *Deliverables*: a trademark of Alpha Sigma Kappa - Women in Technical Studies. Work with new lawyer to finish cleaning up holes
 - *Chair(s)*: Rebecca Bartlett

1 year to 5 year goals:

1. Foundation
 - *Deliverables*: lawyer review of current approved documents by August 2014 (1 year sub deliverable)
 - *Chair(s)*: Jessica Reese McIntyre and Allison Quiroga
2. Recruitment Strategies
 - *Deliverables*: a plan to document and discuss (1 year sub deliverable)
 - *Chair(s)*: Allie Panichella and Dale Proctor
3. Leadership Training
 - *Deliverables*: narrow down what the weekend will be and have an outline (1 year sub deliverable)
 - *Chair(s)*: Allie Panichella and Dale Proctor (temporary)
4. Member Retention
 - *Deliverables*: a survey with results on how to re-involve alums
 - *Chair(s)*: Erin Weese

Standing Committees:

1. Scholarship
 - *Deliverables*: An annual scholarship handed out to an Active Sister after application process
 - *Chair(s) + committee members*: Mary Matthews, Nikki Waldrop



Alpha Sigma Kappa - Women in Technical Studies National Goals SOP

2014 National Goals

6 month to 1 year goals:

1. ASK Documents Review
 - *Deliverables:* a minimum of 10 proposals against the Constitution for 2015 Convention + other proposals against other Policies
 - *Chair(s):* Erin Cooper
2. Website Committee
 - *Deliverables:* Improvements to our current website/new website that encompasses the Yahoo Groups functions
 - *Chair(s):* Jenifer Henslee Peck
3. Financial Stuff
 - *Deliverables:* an Active Chapter Budget Template, explanation of National Budget, etc.
 - *Chair(s):* Danielle Shipley
4. New Bank
 - *Deliverables:* A bank that is convenient to any BoD/Foundation member regardless of where they live.
 - *Chair(s):* Jessica Reese McIntyre
5. Interest Group Manual
 - *Deliverables:* A handbook/manual that can be given to prospective Interest Groups so they understand all that they have to accomplish prior to becoming a Colony. A step-by-step guideline.
 - *Chair(s):* Allison Quiroga

1 year to 5 year goals:

1. Leadership Training
 - *Deliverables:* narrow down what the weekend will be and have an outline (1 year sub deliverable)
 - *Chair(s):* Florianne Rivera Lundgren
2. Member Retention
 - *Deliverables:* a survey with results on how to re-involve alums
 - *Chair(s):* Paige Murray

Standing Committees:

1. Scholarship
 - *Deliverables:* An annual scholarship handed out to an Active Sister after application process
 - *Chair(s) + committee members:* Mary Matthews, Nikki Waldrop

Standing Discussion Groups:

1. Recruitment Strategies
 - a. Facebook group for Active Chapter VP of Recruitment (current and immediate past) can pass information about strategies that have worked/not worked across the Organization.



Alpha Sigma Kappa - Women in Technical Studies
National Goals SOP

2015 National Goals

Chairs: Veronica Kinn (Theta), Michelle McDonald (Alpha)

6 month to 1 year goals:

1. Elevator Expansion Speech
 - a. *Deliverables:* Video or elevator speech or brochure.
 - b. *Chair(s):* Allison Quiroga (Beta)
 - c. *Members:* Kelle Hartjen, Anisha Kameesha, Natalie Lusk
2. Public ASK Motto
 - a. *Deliverables:* 6-month goal to ask for submissions and feedback and 1yr goal of delivering to National Organization.
 - b. *Chair(s):* Christine Lay(Zeta)
 - c. *Members:* Halima Doka, Samantha Coffman
3. Development of a running list of potential Founding class contributions for the National Organization.
 - a. *Deliverables:* A list of items that have been done, both nationally and locally, and a list of potential items. 6-month deliverable all chapters send suggestions/past contributions to NDoE. 1-yr deliverable of the listings to the National Organization.
 - b. *Chair(s):* Allison Quiroga(Beta)

1 year to 5 year goals:

1. Member Retention
 - a. *Deliverables:* 1-5yr continuation with a 6-month – 1yr goal to get a list of recommendations and ideas
 - b. *Chair(s):* Christine Lay (Zeta)
 - c. *Members:* Daniel Couch, Nicole Keeney, Elise McCarthy
2. Leadership Training
 - a. *Deliverables:* Some form of leadership training at conventions going forward. Continuing work on documentation and how to find resources
 - b. *Chair(s):* Amber Tieman (Epsilon)
3. On-going Membership Education
 - a. *Deliverables:* 6 month goal, determining needs of Active Chapters to begin to create the documentation. 1yr goal of 1-2 lesson plans available to the organization. Launch pad for NDoO position.
 - b. *Chair(s):* Allison Quiroga (Beta)
 - c. *Members:* Halima Doka, Nicole Keeney, Jenifer Henslee Peck
4. A national event for DonorsChoose
 - a. *Deliverables:* 1-2yr deliverable of a list of finalist ideas.
 - b. *Chair(s):* Michelle McDonald(Alpha)

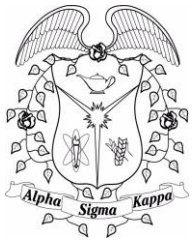


Alpha Sigma Kappa - Women in Technical Studies National Goals SOP

- c. *Members:* Anisha Kameesha, Michelle McDonald(chair), Kelle Hartjen, Mary Matthews
- 5. Closed Goal – Looking into additional Rituals –
 - a. *Deliverables:* Eternal Chapter (for deceased members). Additional creation of a public retirement ceremony for ASK materials or involvement/acknowledgment of a Sister who has passed.
- 6. An ASK Shop (longer term) /Marketplace (short term)
 - a. *Deliverables:* 5-10 year goal for the shop. 6-month goal set up of Facebook group or similar with a listing of available and past items in google doc form for the marketplace.
 - b. *Chair(s):* Mary Matthews (Epsilon)
 - c. *Members:* Jenifer Henslee Peck, Erin Cooper

Standing Committees:

- 1. Website Committee
 - a. *Deliverables:* sub goal send welcome letter new members asking to register. Docs only on website. In the next year – welcome letter for new members within 30days of member creation in database. A google form for chapter report. Presentation of options for moving forward with website at next convention. Career resources a sub goal.
 - b. *Chair(s):* Erin Cooper (Beta)
 - c. *Members:* Jenifer Henslee Peck, Michelle Williams, Allie Hamon, Christine Lay, Veronica Kinn
- 2. Document Review Committee
 - a. *Deliverables:* Moving chapter discipline from constitution to policy. Standard formal bid template. 6-month goal to get examples from chapters with a 1-yr deliverable of a template card. Revitalization of Candidate education material.
 - b. *Chair(s):* Erin Cooper (Beta)
 - c. *Members:* Mary Matthews, Michelle Williams, Jenifer Henslee Peck, Veronica Kinn.
- 3. PR/Social Media Committee
 - a. *Deliverables:* A support group for the NDoO and creating standards for the committee.
 - b. *Chair(s):* Kelle Hartjen(co-chair), Katlin Seagraves (co-chair)
 - c. *Members:* Elise McCarthy
- 4. National Awards Committee:
 - a. *Deliverables:* Lifetime achievement award as a 1-5 yr goal, with continuing deliverables of each year's awards at convention.
 - b. *Chair(s):* Mary Matthews(Epsilon)



Alpha Sigma Kappa - Women in Technical Studies National Goals SOP

- c. *Members:* Allison Quiroga, Jenifer Henslee Peck, Michelle Williams

Standing Discussion Groups:

1. Recruitment Strategies

- a. *Deliverables:* Move groups to newer platforms such as GroupMe and create similar for other purpose like officers. Creation of GroupMe's for various officer positions, such as Risk Management, Presidents, Recruitment. To fall under the NDoO and to be completed by labor day.
- b. *Chair(s):* Amber Tieman (Epsilon, co-chair), Anisha Kamesha(Alpha, co-chair)
- c. *Members:* Allison Quiroga, Katlin Seagraves

LEADERSHIP CONSULTANT SOP

Alpha Sigma Kappa — Women in Technical Studies

Approved: July 18, 2020

A. Purpose

The purpose of the Leadership Consultant (LC) position is to provide materials to Chapters and be a direct support to individual Chapters. The LC will be a dedicated National resource to executive board leadership development and assisting with goal setting, hosting quality recruitment, educating the Chapter, advising in programming, and writing bylaws.

The LC is to assist the National Board of Directors (NBoD), particularly the National Director of Operations (NDoO), to focus on the most pressing issues within Active Chapters and serve as the liaison between the NBoD and Chapters. In addition, this will allow the NBoD to dedicate more time to other priorities essential to the longevity of the National Organization such as supporting Alumnae Chapter health, expansion, and other strategic planning.

B. Position Description

The LC relays information between the NBoD and Chapters, and acts as support for Chapters (e.g. answering questions, handling and navigating challenging situations). When necessary, the LC will enlist the NBoD for additional direct support for the Chapters. The LC will regularly update the NBoD on the current status and well-being of the Chapters. The LC will schedule one overnight visit with each Chapter they oversee. Additionally at the end of each term, the LC will complete a report. These reports will be provided to the LC and due January 1st and June 1st.

As support for Active Chapters, the LC will have Chapter Chats with each of their Chapters six times per academic year (i.e., three times during each half of the academic year). Prior to recruitment, the LC shall plan one of the Chapter Chats to discuss recruitment. One of the required Chapter Chats can occur during the overnight visit. The LC will manage any Chapter conflict, mediate any delicate situations, and involve the NBoD when needed. The LC will ensure the Chapters' calendars are updated and properly distributed. The LC will confirm that all Active Members have the calendar for the term and the Alumnae Chapter has received the calendar. Additionally, the LC will confirm that the Chapter has documented and shared the Ceremony dates with the National Director of Records. The LC shall monitor the Chapter's social media activities to ensure the Chapter is adhering to the policies of the National Organization.

The LC ensures Chapters are submitting all required documentation (e.g., Chapter reports, budgets, forms) and dues to the NBoD by the deadline or in a timely manner if no deadline is assigned. The LC is to help with editing Chapter documents and submitting them to the NBoD. Prior to submission, The LC is to ensure documents of the Chapter and National Organization are consistent. The LC is also available to Chapters to review and provide guidance on any documents of the National Organization (e.g., Policies, Standard Operating Procedures).

The LC facilitates leadership development through learning modules, collaborative lessons, and open communication with Members in leadership positions. The LC collaborates with the Active Chapter's New Member Educator before any lessons are conducted. The LC is to ensure the New Member Educator has the necessary tools and resources to facilitate active and engaging lessons. Throughout New Member Education, the LC will be available to navigate any issues.

During the spring mid-term Chapter Chat, the LC will discuss the National Convention with their Chapters. Discussion must include: location, dates, general time of meetings, elected Delegate, and travel arrangements. The LC must ensure that Chapters understand the responsibilities of their Delegates and their obligations to review proposals to be voted on at the National Convention.

C. Responsibilities

The LC is committing the following responsibilities from the time of their appointment:

1. The LC shall participate in a training session led by the NDoO over video conferencing no later than two (2) weeks following the National Convention in which they are appointed and approved
2. The LC shall host six (6) Chapter Chats throughout the academic year with each of the Active Chapters they oversee
 - a. Three (3) Chapter Chats shall be conducted in each half of the academic year. The LC shall appropriately schedule Chapter Chats throughout each half. Typically, Chapters Chats shall be held in August, October, December, January, March, and May.
3. The LC shall provide the continuing education materials to Chapter executive boards or present continuing education over video conferencing
4. The LC will schedule one overnight visit to each Chapter they oversee to dedicate to a sisterhood retreat, continuing education, recruitment clinics, assisting with recruitment, and/or workshopping bylaws
5. The LC will serve as the coordinator for all bylaw and standard operating procedure updates for the Active Chapters they oversee
 - a. Active Chapters will send any edited documents to their LC. They shall review the changes and provide feedback back to Chapters within no more than three (3) weeks of receiving any given document. Once they have no more comments, they will pass the document(s) on to the National Director of Administration (NDoA) for the NBoD to approve.
6. The LC will complete two reports for each Chapter updating the NBoD of Chapter health, recruitment, bylaw changes, sisterhood, and other concerns. These reports will be provided to the LC and will be due January 1st and June 1st.

D. Leadership Consultant Terms and Appointment

1. The LC will be appointed by the NBoD and approved by the Delegation. The LC will hold their position for an entire year, starting August 1st following the National Convention at which they are approved. The application and interview process is outlined below:

- a. Applications for the position will be open no later than January 15th and will be open for a minimum of three months.
 - b. After completion of the application, there will be an initial interview. The first interview will be conducted by the NDoO.
 - c. If the candidate is qualified, they will be asked to participate in a secondary interview. The secondary interview will consist of two or more of the remaining members of the NBoD.
 - d. The most qualified candidates shall participate in a conversation with all active LC to ensure that the prospective LC understands the responsibilities.
 - e. The NBoD will hold a vote and each LC will be appointed by a unanimous vote by the NBoD.
 - i. The NBoD will consider the feedback from the Active Chapters on the LC's service when voting on appointment
 - f. Each appointed LC will be voted on for approval by the Delegation.
2. The NBoD has the right to remove and replace any LC at any time during their appointment if they are not performing their duties as outlined in the Constitution. In the event that a position needs to be filled midterm, the selected alternate LC will fill the vacant position. Should there be no remaining alternates, there will be an expedited appointment process. This expedited process shall take no longer than five weeks to complete. The process is outlined below:
 - a. The application will be open for two weeks.
 - b. Interviews will consist of the NDoO and two other members from the NBoD.
 - c. The NBoD will appoint a temporary replacement LC no later than one week after the interviews are closed.
 - d. The temporary replacement LC will go through the training process and begin duties within a week of their appointment.
 - e. The temporary replacement LC will be provided the opportunity to be formally confirmed by the Delegation at the next National Meeting, if they desire to continue as an LC.
3. In the event that the NBoD must utilize the expedited process to fill the Leadership Consultant roster prior to the beginning of the Fall term due to a failed confirmation of one or more appointed LCs:
 - a. An unconfirmed LC must wait until at least the next application cycle to reapply for the position. They shall not be considered for the expedited process unless no other satisfactory candidates apply.
 - i. Failed confirmation shall not prohibit a Member from applying to future LC cycles, and shall not be considered as exclusive grounds to disqualify them from future consideration for the LC or other positions.
4. In the event that no satisfactory applications are received within the appropriate time frame:

- a. The NBoD may submit probationary terms for an unconfirmed LC to serve for approval by a special vote of the Delegation. Probationary appointment terms must incorporate Chapter, LC, and NBoD input. The terms must include timeline(s) for a probation evaluation.
 - i. Probation shall not last for more than half of the LC term of office. The evaluation must occur during the probation period.
 - ii. Once terms are set, the Delegation shall vote on the confirmation of the LC appointment with terms of the probationary appointment.
- b. In the event of failure to reach appropriate probationary terms, the NBoD may temporarily appoint a Professional Alumnae to ensure continuity of the program.

E. Leadership Consultant Requisites

1. The LC shall be Professional Alumnae
2. The LC shall not be a Member of the NBoD, Alumnae Chapter Executive Boards or the Alpha Sigma Kappa National Foundation Board
3. Whenever possible, geographic location of the LC will determine the territory they will cover
4. Whenever possible, the LC will not be assigned to the territory of their own Chapter

F. Active Chapters Requirements

1. Participating in six (6) Chapter Chats with the LC as a replacement for the Chapter Chats with the NDoO
2. Extending an invitation to regular Chapter activities at no cost and treating your LC as a Sister during the time period they are visiting
3. Providing housing to the LC with an Active Sister or Alumna, if required
4. Allowing the LC up to 15 minutes of open meeting time for the monthly continuous education session or circulating the materials to Active members, when applicable
5. Provide the NBoD with feedback on the LC's service throughout their term of service by no later than May 1st of that year in the form written communication

G. Training Process

Training each year for the LCs will be through a virtual meeting, which will include the following:

1. Review expectations outlined from the NBoD and NDoO
2. Review the demographics of each Chapter (size, location, university, etc.)
3. Review the current state of each Chapter
4. Review Leadership Consultant SOP, Leadership Consultant Position Description, Continuous Education Program SOP, and National Constitution
5. Review bylaw review process at the National level
6. Establish a comfort level with all National Documents
7. Review and discuss the NBoD and LC reports for the previous year

H. Budget

Each LC will be provided a budget for travel costs to Chapter visits. Any leftover money at

the end of the semester may also be used for travel costs to the National Convention. This money should first be used for travel expenses. Any expenses related to activities or materials provided to the Chapter for the purpose of the visit can be funded through the NDoO Chapter health line item at the discretion of the NDoO.

Revision Table

Revision Date	Reason for Revision
7-18-2020	Initial release.

MEMBER STATUS POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Approved: September 4, 2020

The purpose of this policy is to define and establish the various stages of involvement in Alpha Sigma Kappa. Interim Member statuses were added to this policy to utilize during the 2020-2021 academic year as required by the National Organization in response to COVID-19.

Potential New Member

Definition: A woman who is interested in learning more about Alpha Sigma Kappa. She familiarizes herself with Alpha Sigma Kappa and its members.

Procedure: A woman may be considered a Potential New Member by showing interest in Alpha Sigma Kappa by attending Active Chapter events and meetings. She should meet the guidelines regarding the major field of study as specified in the Bylaws of the Active Chapter. This woman can obtain more specific information from the Vice President.

Privileges: A Potential New Member may attend open meetings of the Active Chapter. She may attend any recruitment event. She may attend any event to which the chapter chooses to invite Potential New Members to attend. A Potential New Member has no voting privileges.

Candidate

Definition: A woman who meets the requirements set forth by the Scholastic Policy, is seeking Active membership in the Active Chapter, and is pursuing an accepted technical major as defined in the Active Chapter Bylaws. She must also be approved for Candidacy by a simple majority vote of the Active Chapter.

Procedure: A woman must attend three Chapter events in three weeks in order to have the opportunity to become a Candidate. An interview or questionnaire shall be completed by the Potential New Member before the Candidate Ceremony, where she can express her interest in the Chapter. She must attend the formal Candidate Ceremony and pay the appropriate Candidate dues as determined by the Active Chapter. During the Candidate period, she familiarizes herself with Alpha Sigma Kappa and its members. She also becomes educated about the Constitution, Bylaws and Policies of the organization through Candidate Education sessions put on by the Active Chapter.

Privileges: A Candidate may attend open meetings of the Active Chapter. She may attend all Candidate events and Candidate meetings. She may attend any Chapter-sponsored or Colony-sponsored event. She may hold a Candidate class office. A Candidate has no voting privileges.

Interim Candidate

Definition: A woman who meets the requirements set forth by the Scholastic Policy, is seeking Active membership in the Active Chapter, and is pursuing an accepted technical major as defined in the Active Chapter bylaws. She must also be approved for Interim Candidate status by a simple majority vote of the Active Chapter and have her name submitted to the National Director of Records.

Procedure: A woman must attend three Chapter events in three weeks in order to have the opportunity to become an Interim Candidate. An interview or questionnaire shall be completed by the Potential New Member where she can express her interest in the Chapter. She must pay the appropriate Candidate dues as determined by the Active Chapter. During the Candidate period, she familiarizes herself with Alpha Sigma Kappa and its members. She also becomes educated about the Constitution, Bylaws and Policies of the organization through Candidate Education sessions put on by the Active Chapter.

Completion of the Candidate Ceremony or attendance at in-person events shall not be required to obtain Interim Candidate status.

Privileges: Interim Candidates have all the same responsibilities and privileges as Candidates.

Active Colony Member

Definition: A woman who meets the requirements set forth by the Scholastic Policy, is seeking Active membership in the Colony, and is pursuing an accepted technical major as defined in the Colony Bylaws. She must also be accepted for membership as outlined in the Expansion documentation.

Procedure: A woman must attend three Colony events in three weeks in order to have the opportunity to join the Colony. An interview with the Expansion Representative will be scheduled before the Candidate ceremony. She must attend the formal Candidate ceremony and pay the appropriate Colony dues as determined by the Colony. During the Candidate period, she familiarizes herself with Alpha Sigma Kappa and its members. She also becomes educated about the Constitution, Bylaws and Policies of the organization.

Privileges: An Active Colony Member may attend meetings of the Colony, but may not attend closed meetings held by a Chapter or the National Organization. She may attend any Colony sponsored events. She may hold a Colony office. A Colony member has voting privileges within the Colony unless forfeited by the Attendance Policy.

Interim Colony Member

Definition: A woman who meets the requirements set forth by the Scholastic Policy, is seeking Active membership in the Colony, and is pursuing an accepted technical major as defined in the Colony Bylaws. She must also be accepted for membership as outlined in the Expansion documentation and have her name submitted to the National Director of Records.

A woman must attend three Colony events in three weeks in order to have the opportunity to join the Colony. She is required to pay the appropriate Colony dues as determined by the Colony. During the Candidate period, she familiarizes herself with Alpha Sigma Kappa and its members. She also becomes educated about the Constitution, Bylaws and Policies of the organization.

Completion of the Installation Ceremony or attendance at in-person events shall not be required to obtain Interim Colony Member status.

Privileges: Interim Colony Members have all the same responsibilities and privileges as Candidates.

Inactive Colony Member

Privileges: An Inactive Colony Member may attend meetings of the Colony. She shall be invited to Candidate Ceremonies and Founder's Day Celebrations. She may only attend other Colony-sponsored events to which Inactive Members have been specifically invited. She may not hold office. She shall have no voting privileges, with the exception of Colony elections.

Active Chapter Member

Definition: A woman that has completed the Candidate process and has accepted the Active Chapter's invitation to participate in the formal Initiation Ceremony. She is responsible for attending weekly meetings, participating in committee activities, attending Chapter events, and paying the appropriate Active Member dues as determined by the Active Chapter. She is strongly encouraged to attend study groups, participate in social events, and establish relationships with other members. To remain eligible for Active Membership she must meet the requirements as set forth by the Scholastic Policy and Attendance Policy and pay all dues owed to the organization.

Procedure: A Candidate must be approved by an 8/10 vote of the Active Membership of the Chapter represented in person or by proxy vote, regardless of voting status at a regular closed meeting of the Active Chapter before being initiated. A Candidate may be initiated after a minimum of five weeks of Candidate status.

Any Candidate who is unable or ineligible to proceed with Initiation shall be reevaluated. To be invited to continue her Candidate status, she must be approved by a 3/4 vote at a regular closed meeting of the Active Chapter.

Initiation shall take place after the Candidate class has fulfilled the requirements of the Active Chapter and the National Organization. Also, the National Notification of Members Initiated form must be submitted to the National Organization.

Privileges: An Active Member may attend open and closed meetings of the Active Chapter. She may attend meetings of the Executive Board. She may hold an Active Chapter office as described in the Chapter Bylaws. She may attend any Chapter-sponsored or Colony-sponsored events. She may propose amendments to the Constitution, Bylaws, or Policies. She shall receive all written correspondence of the Active Chapter. She shall have access to all Chapter academic resources in accordance

with university policy. She shall have full voting privileges in the Active Chapter unless forfeited under the Attendance Policy. She shall have National Membership. She may hold office on the National Board of Directors (NBOD). She may become an Alumna.

Interim Active Chapter Member

Definition: A member who has completed the Candidate or Interim Candidate process. She is responsible for attending weekly meetings, participating in committee activities, attending Chapters events, and paying the appropriate Active Member dues as determined by the Active Chapter. She is strongly encouraged to attend study groups, participate in social events, and establish relationships with the other members. To remain eligible for Active Membership she must hold Candidate or Interim Candidate status for a minimum of five weeks, meet the requirements as set forth by the Scholastic Policy, complete the education requirements as set forth by the Chapter documents, and pay all dues owed to the organization.

Procedure: A Candidate or Interim Candidate must be approved by an 8/10 vote of the Active Membership of the Chapter at a regular closed meeting of the Active Chapter before being eligible for Interim Active Chapter Member status.

Any Candidate or Interim Candidate who is unable or ineligible to proceed with promotion to Interim Active Chapter Membership shall be re-evaluated. To be invited to continue her Candidate or Interim Candidate status, she must be approved by a $\frac{3}{4}$ vote at a regular closed meeting of the Active Chapter.

Completion of the Initiation Ceremony or attendance at in-person events shall not be required to obtain Interim Chapter Member status. She must have her name submitted to the National Director of Records.

Privileges: Interim Active Members have all the same responsibilities and privileges as Active Chapter Members. Interim Active Members are eligible to become Alumnae Members as defined below, or may transition to Active Chapter membership upon completion of the Initiation Ceremony.

Inactive Chapter Member

Definition: A woman who has previously been initiated as an Active Member. She chooses to give up Active Member privileges for a term for personal or scholastic reasons or because she failed to meet the scholastic or financial requirements of the Organization. After a term of Inactive status, the member may choose to become Active the following term provided she meets the academic and financial requirements. There are two types of Inactive status: Voluntary Inactive and Default Inactive.

Procedure for Voluntary Inactive: A woman shall obtain Voluntary Inactive status for a term under the following conditions.

1. The member is responsible for notifying the Active Chapter President before the third weekly meeting of each term (or the last weekly meeting of the spring term for the summer) of her intent to become an Inactive member. She shall notify the President immediately if she is ineligible for Active Membership because she fails to meet the academic requirements. Notification also entails submitting the Notification of Voluntary Inactive Status form.
2. The Inactive Member is responsible for contacting the President or another Active Member for information regarding the events, speakers, and other happenings of the term.
3. A member may be Voluntary Inactive for three consecutive quarters or two semesters. She may be Voluntary Inactive a total of four quarters or three semesters throughout her entire college career. At the discretion of the Chapter, the summer may be considered a quarter or semester for Inactive status.

Procedure for Default Inactive: Failure to notify the President of intention to become an Inactive Member will result in Default Inactive status. Failure to acknowledge ineligibility for Active Membership can also result in Default Inactive status. Unexcused absences at 6 open and/or closed meetings will result in Default Inactivation unless a majority vote of the Chapter reinstates her. A member will be Deactivated after two terms of Default Inactive status.

Members choose at the end of their last permissible Inactive term to become an Active Member, Deactivate, or become an Alumnae Member. The member in question must notify the President of her intent or she will become Disaffiliated from the Organization.

Exceptions may be made by the Active Chapter for special circumstances as stated in Chapter Bylaws.

Privileges of an Inactive Member: An Inactive Member may attend open and closed meetings of the Active Chapter. She shall be invited to Chapter Initiations and Founders' Day Celebrations. She may only attend a chapter-sponsored event to which Inactive Members have been specifically invited or to which she is invited as the guest of an Active Member. She may become an Alumnae Member. She shall have access to all Chapter academic resources in accordance with university policy. She shall have no voting privileges with the exception of Chapter elections. She may not hold office.

Disaffiliated Member

Definition: A woman who has previously been initiated as an Active Member and after the maximum allowed period of Inactive terms has not chosen to become an Alumna of the Chapter or has not chosen to deactivate from the National Organization. A Disaffiliated Member is not considered to be in good standing with the National Organization.

Procedure: If at the end of her last permissible Inactive term a Member has not chosen to become an Active Member, Deactivate, or become an Alumnae Member, then the Member shall become disaffiliated from the National Organization. The Chapter must submit a National Notification of Disaffiliation form to the National Organization.

The Member shall have the option to petition for reinstatement as a full Member in the National Organization and her associated Chapter, provided that she fulfills the requirements as set forth by the NBoD and the Executive Board of the Chapter in question.

Privileges: Disaffiliated Members may attend open and closed meetings. She shall have no voting privileges and may not hold office. She may not have access to Chapter materials. She may only attend a Chapter sponsored event to which she has been invited, with the exception of Founder's Day Celebrations.

Alumna

Definition: A woman who has previously been initiated as an Active Member and has chosen to become an Alumna of the Active Chapter. Any Alumna whose Active Chapter lacks an associated Alumnae Chapter is a Member of the Auxiliary Chapter. There are two types of Alumnae status: Professional and Associate.

Professional - An Alumna Member who has contributed the yearly suggested minimum donations to The National Organization and her respective Alumnae Chapter for that year.

Associate - An Alumna Member who has chosen not to contribute the yearly suggested minimum donations to The National Organization and her respective Alumnae Chapter for that year.

Procedure: A woman who has been initiated and has previously been an Active Member expresses her intention to become a member of the Alumnae Chapter. An Alumna Member forfeits her Active Chapter Membership. The National Declaration of Alumna Status form must be submitted to the National Organization.

Privileges: An Alumna shall have the privileges outlined in the Alumnae Policy.

Honorary Member

Definition: A woman who meets one of the following criteria:

1. She has distinguished herself as an engineer or scientist through outstanding service in teaching, professional practice, or research for at least five years, or
2. She has been working within a school of engineering or science for the betterment of engineering students and their education for at least five years, or
3. She has provided support financially or through physical effort, or both, to a Chapter of Alpha Sigma Kappa.

Procedure: A nominated woman must be willing to accept Honorary Member status in Alpha Sigma Kappa. The application for Honorary Membership shall be submitted to the National Director of Records (NDoR). The application shall include a description of the fulfillment of the criteria above and a letter of approval, indicating a 2/3 favorable vote, from the sponsoring Active or Alumnae Chapter. A Candidate for Honorary Membership may be elected by a 2/3 favorable vote at the National Meeting or a unanimous vote of the NBoD.

An Honorary Member shall be initiated in a like manner as an Active Member. The initiation shall be performed by the sponsoring Active or Alumnae Chapter following election.

Privileges: An Honorary Member may attend open and closed meetings of Alpha Sigma Kappa. She may attend meetings of the Executive Board. She may attend any Chapter-sponsored or Colony-sponsored event. She shall have access to all Chapter materials. She shall have no vote and shall be exempt from all dues. She shall not hold office in an Active or Alumnae Chapter or on the NBoD.

National Member

Definition: A woman who has previously been initiated and is an Active Member of an Active Chapter or who is a Professional Alumna.

Procedure: A woman who meets the requirements of an Active or Alumna Member.

Privileges: A National Member shall receive all National Correspondence. She shall be invited to attend all National Meetings. She may act as the National Delegate of her Chapter. She may convey to the National Delegate her feelings on any National issues.

Associate National Member

Definition: A woman who has previously been initiated and is an Associate Alumna or an Honorary Member.

Procedure: A woman who meets the requirements of an Associate Alumna or Honorary Member.

Privileges: An Associate National Member can attend all National Meetings. She may convey to the National Delegate her feelings on any National issues.

Deactivated Member

Definition: A woman who has voluntarily or involuntarily terminated her membership in Alpha Sigma Kappa.

Procedure: The procedure for Voluntary and Involuntary Deactivation is outlined in the Deactivation SOP.

A woman who is voluntarily or involuntarily deactivated shall return her membership certificate, Recognition pin, member handbook, and officer notebook to the Chapter Secretary or NDoR and shall receive any deposit for the articles. She shall be asked to fill out a National Notification of Member Deactivation form and to sign a Deactivation Agreement, relinquishing any rights as a member of Alpha Sigma Kappa.

Privileges: A Deactivated Member may only claim to be a member of the organization for those terms in which she was an Active or Alumna Member. She shall not be a National Member. She shall not attend meetings of the Chapter or organization. The Chapter or Organization shall not invite her to any event. She shall receive no correspondence.

Discontinued Member

Definition: Any Candidate Member who has discontinued her candidacy in Alpha Sigma Kappa.

Procedure: All Alpha Sigma Kappa affiliated materials given to the Candidate must be returned to the Active Chapter or Colony upon discontinuation. The National Discontinuation of Colony or Candidate status form must be sent to the NDoR.

Privileges: A Discontinued Member retains no privileges in the Chapter, Colony or National Organization.

Revision History		
Date	Changes	Reason
08-09-2008	Added to Alumna Privileges.	
08-07-2009	Updated to bring in line with the new Constitution and to elaborate and add new statuses.	
08-01-2014	Updated Alumna Status definition.	
07-27-2018	Made consistent with other documents and forms and some university policies; accounted for growing chapter sizes.	Clarity and consistency
09-04-2020	Added interim member statuses for Colony, Candidate, and Active Member statuses.	In response to COVID-19 university operations where in-person meetings and ceremonies are not allowed.

ORDER OF THE LIONESS PROGRAM OF THE NATIONAL ORGANIZATION
Alpha Sigma Kappa - Women in Technical Studies
Amended August 14, 2004

The purpose of this program is to recognize non-members, both women and men, who have given time and materials to Alpha Sigma Kappa – Women in Technical Studies, to Chapters or The National Organization. This document will outline how a person shall be nominated for this distinction and how he or she shall be inducted into the Order of the Lioness. No benefits and obligations are involved.

Nomination Procedures

1. Any Active or Alumnae member in good standing may nominate a female or male for induction into the Order of the Lioness.
2. Nominees should have performed substantial service to the respective Chapter or The National Organization. Types of service can include but are not limited to: substantial monetary donations for Chapter use or physical effort on behalf of the Chapter.
3. A nomination form must be filled out completely and presented to the nominating body for a vote.
4. A simple majority is required to approve the nomination and have it forwarded to the National Delegates.
5. The National Organization shall review the application once per year during the National Convention. A $\frac{3}{4}$ favorable vote from the National Delegates is required to induct a nominee into the Order of the Lioness.

NOMINATION FORM FOR THE ORDER OF THE LIONESS

Date: _____

Name of Member submitting this nomination: _____

Chapter: _____

Chapter Address: _____

Name of Nominee: _____

Address of Nominee: _____

Please explain in detail why the nominee should be inducted into the Order of the Lioness:

Nominating Member Signature _____ Date _____

PETITIONING POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Approved: July 27, 2018

The purpose of this policy is to provide a means for Members to petition the National Board of Directors (NBoD) to address situations not covered by the National Constitution or Policies. It will allow for issues to be temporarily resolved in the interim between Conventions. The Chapter President should exercise caution to avoid excessive use or abuse of the Petitioning Policy.

Petitioning Process:

1. The Member submitting the petition must fill out the National Petition Form found at the end of this policy. The petition must be approved with a majority vote by her Chapter.
2. The Petition Form shall be submitted in writing to the National Director of Records (NDoR) by the petitioning Chapter's President. The NDoR is responsible for submitting the petition to the NBoD and the President of each Chapter within seven (7) days of its receipt. The NBoD may choose to include a dissenting opinion not exceeding three hundred words in length.
3. The Chapters have three (3) weeks to discuss and vote on the petition. They must immediately notify NDoR upon receipt. A majority vote is needed to pass within each Chapter. Each Chapter President must notify the NDoR of her Chapter's decision within three (3) weeks of her receipt of the petition.
4. The petition must be approved by 2/3 of the Chapters. Should a Chapter fail to meet the deadline, its vote will not count in calculating the 2/3 majority.
5. The NDoR will notify all Chapter Presidents of the outcome of the petition.
6. The NBoD will form a committee to include the sponsor of the petition. The committee shall investigate the situation that required the petition. If necessary, the committee shall draft Constitutional or Policy changes for the next National Convention.
7. If the petition passes and other comparable cases arise before it is possible to amend the National Constitution at the next National Convention, the NBoD may authorize the use of the same actions proposed in the original petition without going through another petition process. This may be done only until there is opportunity to amend the National Constitution.

Revision History		
Date	Changes	Reason
07/27/2018	Capitalization to match National Documents, update location of Petitioning Form, removed repeated step in petitioning process, added printed name sections to form.	Clarity and consistency

PETITIONING FORM OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Adopted, August 4, 2001

Name of Sponsor: _____

(Printed)

(Signature)

President of Sponsor's Chapter: _____

(Printed)

(Signature)

(To be signed only if petition receives a majority vote from any sponsor Chapter)

Chapter: _____

Date: _____

Specific parts of the National Constitution that are in conflict with the actions proposed in the petition:

Actions Proposed:

[illegible]

Reasons for Actions:

Please submit a typed statement of no more than 300 words explaining the reasoning for this petition.

PHILANTHROPY POLICY
Alpha Sigma Kappa - Women in Technical Studies
Amended, August 1, 2014

The purpose of this policy is to define all aspects of how Alpha Sigma Kappa – Women in Technical Studies supports our National Philanthropy. The National Philanthropy of Alpha Sigma Kappa – Women in Technical Studies is DonorsChoose, specifically the Math and Science requests. DonorsChoose.org is a non-profit online charity that ties its donors with public schools with a need. DonorsChoose.org allows groups to create a page at donorschoose.org to designate certain projects to help fund. Hereafter “page” shall refer to one of these such pages.

Chapter’s Responsibility

1. Chapter Donation Page

- a. Each Chapter shall have its own page.
 - i. Each page shall have one password to get into it.
 - ii. The password shall be shared with the President and Treasurer of each chapter.
 - iii. The Chapter shall decide as a group what will be placed on their page.

2. Chapter Goals

- a. The Chapter shall designate which local (to them) school requests they are going to help support.
- b. The Chapter shall advertise their page so that others may help them support those requests.
- c. The Chapter shall raise the money to fulfill the requests in a manner that does not violate any National Policy.

3. Donations

- a. The Chapters may collect donations on behalf of DonorsChoose.org. For every donation in support of a particular request, a donation form shall be filled out and a copy kept for the donor and Chapter’s records.
 - i. The donation record shall be kept electronically within the Chapter as a total for the semester.
 - ii. Each donor shall keep a record however is best for his/her for tax purposes.
 - iii. Donations can be in any dollar amount that Sister/Friend/Chapter/etc. wants them to be.
- b. Donations may be made electronically directly to DonorsChoose. The Chapter’s Treasurer shall monitor these amounts to include in the Chapter’s Fundraising total, but does not have to keep track of these donations individually.

National Organization’s Responsibilities

- 1. The National Organization shall have a page. The National Board of Directors (NBoD) shall maintain the page and determine the projects to support.
- 2. The National Organization shall advertise its page and Chapters’ pages on the National Website so that others may help out with our National Philanthropy.
- 3. The National Organization shall verify that all Chapters are supporting DonorsChoose.org. Each chapter shall report its total of donations (\$) and projects support in each Chapter Report.
- 4. The National Director of Finance (NDoF) shall report at each National Meeting, the amounts donated at the National Page.

Revisions to the Philanthropy Policy

Revision	Description of Change	National Org Approval Date
Initial	Initial Document – release of National Philanthropy Policy	January 11, 2013

Grammar and Updates on DonorsChoose.org pages.	Simplification of the record keeping process.	August 1, 2014

Proxy Designation Policy of the National Organization

Alpha Sigma Kappa – Women in Technical Studies

Amended: July 18, 2020

The purpose of this policy is to allow a Chapter Delegate unable to attend National Convention or Meeting the ability to designate a proxy. This policy will outline the requirements for a Proxy Holder, the steps to designate that proxy, and the rules to which the Proxy Holder will abide.

Requirements for Proxy Holder

1. The Proxy Holder shall be a National Member in good standing.
2. The Proxy Holder shall not hold any vote other than her proxy vote.
3. The Proxy Holder must attend the National Convention or Meeting.
4. If the Proxy Holder must make a decision on behalf of the absent Chapter, said Chapter will accept her decision without further review.

Proxy Designation Procedure

After determination of a Chapter's inability to send a Delegate to a National Convention or Meeting, a representative of said Chapter must:

1. Contact a Chapter of her choice and determine if the contacted Chapter has a member willing and able to fulfill requirements set forth in this policy to be a Proxy Delegate.
2. Contact the National Board of Directors, inform them of the absence, and explain the circumstances requiring a proxy designation. The National Board of Directors shall be informed of the Sister who will be holding the absent Chapter's Proxy.
3. Provide the Proxy Holder with the Chapter's expressed viewpoints and summarize these viewpoints in the Proxy Designation Form.
4. Ensure the Proxy Holder receives a completed Proxy Designation Form.

Rules for Proxy Holder

After accepting the proxy designation for a Chapter, the Proxy Holder must abide the following rules:

1. The Proxy Holder must submit the completed Proxy Designation Form prior to the National Convention or Meeting.
2. The Proxy Holder must vote according to the expressed wishes of the absent Chapter as they are outlined in the Proxy Designation Form.
3. The Proxy Holder may abstain or vote according to her best judgement in any vote where the Chapter has no expressed wishes.

If the absent Chapter is unable to provide the completed form in a timely manner to the Proxy Holder, the form may be emailed to the National Board of Directors to be given to the Proxy Holder at the National Convention or Meeting.

If the absent Chapter is unable to designate a proxy prior to the National Convention or Meeting, the Chapter may email the form to the National Board of Directors who will locate a Member at the National Convention or Meeting to serve as that Chapter's Proxy Holder.

Revision History

Date	Change
08/2006	Initial Release – Brand New Document
07/27/2018	Clarification of sections
07/18/2020	Formatting, rewording for clarity, added requirement for a Chapter Member to inform the Proxy Designate how the Chapter feels about issues which will be discussed at the Convention/Meeting she is proxying for, changed wording for what happens if a Chapter cannot send a completed Proxy Designation Form prior to the Convention/Meeting, added procedure for a Chapter who is unable to designate a proxy prior to the Convention/Meeting.

Designation of Proxy Form

I, the undersigned, being a representative of the _____ Chapter do hereby designate _____ of the _____ Chapter as proxy for the _____ meeting. They have been informed of our intentions and desires for the aforementioned Meeting as provided in the “Chapter Viewpoints and Expressed Wishes” section below. Any vote that they make on our behalf will be accepted without review by our Chapter.

Absent Chapter Signature _____ Date _____

I, the undersigned, do hereby accept the responsibility of Proxy Delegate for the absent Chapter. I have been informed of their intentions and desires and will vote accordingly. If a situation arises not covered by the expressed wishes of the absent Chapter, I will use my best judgment or abstain on their behalf.

Proxy Holder Signature _____ Date _____

Chapter Viewpoints and Expressed Wishes

Issue

Chapter Opinion

[illegible]

RECOLONIZATION POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Adopted: August 1, 2014

The purpose of this policy is to provide guidelines as to the manner in which a closed Chapter may be reopened and issues which may be associated with the reestablishment of the Chapter.

Any closed Chapter, regardless of Voluntary or Forced closure, will not be recolonized within 5 calendar years.

1. If the National Board of Directors (NBoD) has been contacted by an Interest Group at the academic institution of a closed Chapter:
 - a) The NBoD will not engage the Interest Group in expansion discussions before 4 years and 6 months after the Chapter's closing date.
 - b) The Interest Group may be recolonized as early as the 5th anniversary of the closing date of the closed Chapter.
2. If the NBoD is interested in pursuing proactive recolonization at the academic institution of a closed Chapter, no effort will be made to contact students or administrators at that institution until the 5th anniversary of the closing date of the closed Chapter has elapsed.

All recolonization efforts will directly follow the steps outlined in the Expansion Policy.

The colony will have the same Greek letter Chapter designation as the previous Chapter. Candidate Classes will be named by the same scheme as all new Chapters (i.e. Founder, Alpha, etc.). Designation between previous and recolonized Chapter Members will be made via National ID numbers.

1. Chapter members will follow the scheme outlined in the National Membership Certificate Naming Key SOP. (Chapter Designation-Candidate Class Designation-Three Digit Candidate Class Number: Zz001)
2. Recolonized Chapter Members will follow a slightly modified scheme. (Chapter Designation-Candidate Class Designation-One Digit Reboot Number-Three Digit Candidate Class Number: Zz1001)

Members of the previous Chapter(s) who remain in good standing with the National Organization are encouraged to assist with the new Colony/Chapter.

Re-Education Weekend Policy of the National Organization
Alpha Sigma Kappa – Women in Technical Studies
 Approved August 1, 2013

The purpose of this policy is to allow a Chapter who has recently completed a rebuilding the ability to request a re-education weekend from a Professional Alumna Sister. This policy will outline the requirements for requesting a re-education weekend, the requirements for the Sister providing the re-education, the steps to designate that weekend and the rules to which the re-education weekend will abide.

Requirements for Requesting a Re-education Weekend:

1. The requesting Chapter shall have recently completed a re-building period.
2. The Chapter shall be in good standing with The National Organization.
3. The period of time that a Re-education weekend is available is within twelve (12) months of receiving good standing.
4. The Chapter shall be prepared to educate their Candidates themselves unless otherwise noted on the form.

Requirements for the Sister providing the Re-education:

1. The Sister requested shall be a Professional Member of her Chapter or the Auxiliary Chapter.
2. She shall not be a current National Board Member.
3. She shall be expected to pay her own transportation costs (airfare, gasoline, etc.) for the weekend.
4. She will be current on all National Documents and procedures.
5. She shall have the ability to provide a minimum of two weekend choices availability within a two month window for the Re-education.

Steps to designate the weekend:

After determination of a Chapter's request for Re-education, a representative of said Chapter or corresponding Alumna Chapter will take the following steps:

1. Contact the Alumnae Sister of Chapter's choice and determine if the contacted Sister is willing to provide said education to requesting Active Chapter.
2. Contact the National Board of Directors (NBoD), inform them of the request for re-education, the weekend chosen for the education and explain the reasoning behind such request. The NBoD shall be informed of the Sister providing the re-education.
3. Ensure the Sister providing the re-education receives a copy of the completed form.

Rules for Re-education Weekend:

After acceptance of the Re-education weekend, the Sister providing the Re-education, the Chapter must abide the following rules:

1. They must provide a list of names, and classes of each Sister receiving the re-education.
2. They must provide their own material (i.e. copies of the National Documents) for each Sister participating.
3. They must provide an adequate location for the re-education.
4. The Sister providing the re-education shall follow the guidelines laid out in the Expansion Representative Manual for the education of the requesting Chapter.
5. The re-educating Sister must provide a written report of the activities of the weekend, within fourteen (14) calendar days to the National Director of Expansion (NDoE).
6. No National Exam shall be undertaken as all receiving and providing the re-education are Sisters.
7. A copy of the Re-education Form filled out by the Chapter requesting, the Sister providing, and the date of the weekend must be kept on file with the Chapter and the NBoD. The copy of the form may be mailed, faxed, or emailed to the NBoD.

Revisions to the Re-Education Weekend Policy

Revision Date	Changes in Revision
2013-08-01	Initial release of Policy

RISK MANAGEMENT POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa - Women in Technical Studies

Amended July 31, 2015

The purpose of this policy is to reduce the legal risk to Alpha Sigma Kappa and its Members by preventing negligent or illegal actions. The purpose is also to ensure that the behavior of all Members is ethical and reasonable. It is expected that all Members and Candidates use common sense and good judgment while attending a Chapter-sponsored or promoted event. This document will also serve as a reassurance to the Prospective Candidates and Candidates of Alpha Sigma Kappa that at no time is hazing condoned.

A Chapter sponsored event shall herein be defined as any event held, financed, or planned by Chapter Members on behalf of Alpha Sigma Kappa which may or may not be co-sponsored by, or held as a joint event with, other organizations. Any event hosted on Chapter premises shall be defined as a Chapter-sponsored event. A Chapter-promoted event shall herein be defined as any event sponsored solely by one or more organizations or persons where all Members of Alpha Sigma Kappa are invited to attend.

The Members of Alpha Sigma Kappa shall abide by this policy at all Chapter-sponsored or Chapter-promoted events. When an event is planned with another organization the groups may add other requirements, but this policy must be followed in its entirety. Alpha Sigma Kappa reserves the right to ask anyone acting in a negligent manner to leave the Chapter-sponsored event and to determine and enforce the appropriate consequences. Alpha Sigma Kappa will herein be referred to as the Chapter.

Alcohol

- 1) The possession, use, and/or consumption of alcoholic beverages, while on Chapter premises, during an official Chapter event, or in any situation sponsored or endorsed by the Chapter, must be in compliance with all applicable laws of the state, county, city, and university.
- 2) When alcohol is served at a Chapter-sponsored event, one of the following two procedures must be observed:
 - a) Service of alcohol on a no-host, cash bar basis by a professional bartender, where all persons are carded, and distinguished for the remainder of the event by a hand stamp, wrist band, or other comparable method. If an event is not classified as Bring Your Own Bottle (BYOB), then all alcohol must be provided by the professional bartender. Any alcohol from outside sources is prohibited.
 - b) A BYOB event may be held at which only Members, Candidates, and invited guests may bring and consume alcohol. Participants will immediately surrender their alcohol to Members working at the "bar", who are responsible for disbursing alcohol to its respective owner 1 can or bottle of beer, 1 wine cooler, or 1 mixed drink at a time. At every BYOB Chapter sponsored event, the Chapter shall distinguish between persons under legal drinking age and persons of legal drinking age by hand stamping or a comparable method.
- 3) The following shall be observed at all Chapter-sponsored events where alcohol is present to prevent excessive consumption of alcohol:
 - a) There will be a specific time, established and notified in advance, when service of alcohol will be cut off.
 - b) No drinking games will be allowed.
- 4) The Chapter shall supply unsalted food and non-alcoholic beverages to those attending Chapter sponsored event where alcohol may be present. Food helps to reduce the effects of alcohol. Non-alcoholic beverages shall serve as an alternative for those who choose not to drink.
- 5) No alcoholic beverages may be purchased through the Chapter treasury nor may the purchase of same for Members or guests be undertaken or coordinated by any Member in the name of or on behalf of the Chapter. The purchase and/or use of a bulk quantity of alcoholic beverages, i.e. kegs, is prohibited.
- 6) No Chapter Members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under legal drinking age.
- 7) The Chapter may not co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) or where alcohol is given away, sold, or otherwise provided to those present.

- 8) The Chapter may not co-sponsor or co-finance any event where alcohol is purchased by any of the host Chapters, groups, or organizations.
- 9) All Recruitment activities associated with the Chapter will be a dry Recruitment function. No alcohol shall be present at any Candidate function.
- 10) Open parties sponsored by the Chapter, meaning those with unrestricted access by non-Members of the Chapter without specific invitation, where alcohol is present, shall be prohibited.
- 11) Invitations to non-Chapter sponsored events where alcohol is present, shall be restricted to before or after weekly meetings, to reduce liability to the Chapter by preventing the misconception that it is a Chapter-sponsored or Chapter-promoted event.
- 12) Members or guests arriving intoxicated to a Chapter-sponsored event will not be admitted. Should a Member arrive to a Chapter promoted event intoxicated or in a similar condition that might jeopardize their ability to positively represent the Chapter, every Member is responsible for addressing the situation by confronting the Member and alerting the highest ranking officer and/or Sober Sister in attendance to determine the appropriate course of action. The Executive Board will also be informed, as soon as possible, and will determine and carry out the appropriate consequences.
- 13) It is recommended that Chapters educate the entirety of their Membership about alcohol safety at least once per year, especially if the Chapter plans on sponsoring or promoting an event where alcohol will be present.

Admittance to Parties

Parties will be conducted by at least one of the following formats:

1. **Guest List:** All guests will be required to be on a guest list in order to be admitted to the party sponsored by the Chapter. Each guest's name will be accompanied by a Chapter Member's name with the exception of a membership list of an invited organization.
2. **Invitations:** Invitations distributed for a party will be required to have a Member's signature in order to be valid for the party. Any invitation without a Member's signature will not admit a guest to a party.

Guests will be required to show a picture ID proving the guest is at least 18 years of age, and 21 years of age for identifying those of legal drinking age, before being admitted. A Member is responsible for informing her guest of the rules, and ensuring compliance with the policy, and the Member will be contacted and disciplined if a violation occurs.

Safety at Parties

At every party, a Chapter-sponsored event where alcohol is present, there will be at least two Sober Sisters serving as monitors. Depending on the size of the Chapter-sponsored event, a Chapter may designate more Sober Sisters as needed. It is recommended that the Sober Sisters designated for each semester are properly trained for possible situations during the event at the discretion of the Risk Management Chair (if applicable) and the Executive Board. Sober Sisters for each event shall be announced to the attendees at least 24 hours prior to the event. The Sober Sisters shall clearly designate themselves so as to be easily recognized. The Sober Sisters will not drink alcohol and are responsible for making sure that all Sisters, Candidates, and Prospective Candidates at the party arrive home safely. This may include arranging safe rides home with a sober driver or a safe walk home accompanied by as many Sisters as required so that no one will have to walk alone. At least one Sober Sister must remain at the party for its duration. Each Chapter will determine before choosing Sober Sisters when the party will officially end; Sober Sisters will not be required to stay at the party location past the official duration.

Sober Sisters will be designated for each Chapter-sponsored event on the social calendar at the beginning of each term. The names of the designated Sober Sisters associated with each sponsored event shall be included on the social calendar. Sober Sisters will be chosen first by asking for volunteers and then by a random drawing. Those women selected by the random drawing and unable to attend the party may exchange dates with another Sister for a different party or may enter the random drawing again at a later date. Once a woman has been a Sober Sister for a party, she will not be required to be a Sober Sister again that term. Anyone who is not picked to be a Sober Sister but will be attending a party and not drinking can be an additional Sober Sister.

At Chapter promoted events, it is also strongly encouraged that there be at least one Sober Sister present.

Members who are asked to leave an event by a Sober Sister for any reason, including but not limited to inappropriate behavior or level of intoxication, must comply. If the Member refuses to leave the event, the Sober Sister must report the Member's actions to the Chapter's Executive Board. The Executive Board will determine if the Member should be disciplined.

Drugs and Controlled Substances

The possession, sale, and/or use of any illegal drug or controlled substance by any Member of the Chapter or by anyone at any event or at a Chapter house which might be associated with the Chapter is strictly prohibited.

Sexual Abuse

The Chapter will not tolerate or condone any form of sexually abusive behavior on the part of its Members, whether physical, mental, or emotional. This is to include any actions that are demeaning to women or men including, but not limited to, any form of sexual assault, unwanted sexual behavior, or verbal harassment.

The Chapter will not sponsor or participate in any activity, including competitive games and philanthropic endeavors which are abusive or demeaning to human beings sexually or otherwise.

The Chapter will educate its Members on the issue of sexual assault and harassment. This shall be conducted every Fall term by the President.

Sporting Events

Participants at sporting event sponsored or promoted by the Chapter shall be aware of the increased risk of accidental personal injury associated with athletic participation. The Chapter accepts no responsibility, financially or otherwise, for personal injury caused by or during athletic participation.

Transportation

Persons responsible for transporting Members to and from Chapter sponsored events shall be required to be properly insured according to the laws of the state in which the vehicle is registered. If the event falls under a committee, it is the committee chairperson's responsibility to discover each person's insurance status.

Hazing

The Chapter is dedicated to maintaining a safe and comfortable environment, free from the threat of hazing. Hazing is defined as any action taken or situation created recklessly or intentionally, either on or off Chapter premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Victims of hazing may include Prospective Candidates, Candidates, Actives, or Alumnae. Hazing is never condoned by the organization.

Mental discomfort shall include, but not be limited to, any activity except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Physical discomfort shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug, controlled dangerous substance, or other substance or any other forced physical activity which could adversely affect the physical health or safety of the individual.

Any person who suspects that hazing has occurred shall submit a written report of the act to an Executive Board Member. The written notification should be signed so that the person may be contacted if further details are necessary. This information will be kept confidential. Upon notification of hazing practices, the Active Chapter or Colony President, Alumnae President of the associated Alumnae Chapter (if applicable), and the National Board of Directors (NBoD) will be informed immediately. The Active Chapter or Colony President will investigate the allegations. She will bring her findings before a majority of the voting

Executive Board. At that time, the voting Executive Board shall enforce and take appropriate disciplinary action. The Active Chapter or Colony President shall deliver a written report of the incident and subsequent disciplinary action to the Alumnae President of the associated Alumnae Chapter (if applicable) and the NBoD. The Active Chapter or Colony President shall include an evaluation of Chapter practices, which may have led to the incident and an action plan to address those practices. Any person who has knowledge of hazing but fails to submit a report can and may be held personally legally liable in the event of legal action.

The following is a non-exclusive list of acts that constitute hazing:

- forcing, requiring, or endorsing the consumption of alcoholic beverages or any other drug
- paddling in any form
- creating excessive fatigue
- creating physical and psychological shocks
- participating in treasure hunts or scavenger hunts that require members to collect trivial and embarrassing items
- requiring road trips (excluding voluntary car pool transportation to Chapter-sponsored events)
- wearing public apparel which is conspicuous and not normally in good taste
- engaging in public stunts and buffoonery
- participating in morally degrading or humiliating games and activities
- requiring the ingestion of any undesirable, unwanted substances
- depriving one of sleep
- participating in any type of servitude
- harassing one verbally
- requiring Members to walk or march in formation
- creating deception or threats formed to convince the new candidate that she will not be initiated

Fire, Health, and Safety

Chapter houses shall, prior to, during, and following occupancy, meet all local fire and health codes and standards.

Chapter houses must have emergency numbers for fire, police, and ambulance posted by all common phones and evacuation routes posted on the back door of each sleeping room and in common areas.

All Chapter houses must comply with engineering recommendations as reported by the insurance company.

The possession and/or use of firearms or explosive devices of any kind within the confines and premises of a Chapter house is strictly prohibited.

Implementation of this policy shall include, but not be limited to, the following actions:

1. All Candidates shall be introduced to this policy during the first two weeks of candidate education, where it shall be outlined and explained in its entirety. The Candidate Educator shall be available at that time to answer any questions regarding this policy.
2. Chairpersons and Members shall use this policy as a guideline when planning Chapter-sponsored events.
3. By no later than the third week of every term, the President will conduct a review of this policy during open meeting of the Chapter to refresh Members of the details in this policy.
4. All violations of this policy will be discussed first by the Executive Board, and then discussed by the Chapter during closed meeting, where disciplinary actions will be determined.
5. All infractions shall be reported to the National Director of Records (NDoR).
6. A Statement of Understanding must be signed each term by Active Members and Candidates by the third week of the term and submitted to the NDoR.

SCHOLASTIC POLICY OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Approved: July 18, 2020

This policy applies to the Colony Members, Candidates, and Active Members (hereafter referred to as “Members”) of Alpha Sigma Kappa. The purpose of this policy is to outline the minimum grade and enrollment requirements for every Member. Individual Chapters or Institutions may add other requirements, but this policy must be followed in its entirety.

Active Members

Active Members must carry at least half the credits of a full-time student, as defined by the college or university. A Member who is a graduate student and is not required to maintain a minimum number of credits by the university may retain Active Member status if she is considered continuously enrolled and in good academic standing with her degree program and university. All Active Members must also maintain a minimum cumulative and previous semester grade point average equivalent to a 2.0 on a 4.0 scale. Each Chapter shall have a Designated Member who will confirm these minimum requirements are met by all Active Members by the third week of each academic term.

If an Active Member does not maintain the minimum GPA for one term, she will meet with the Designated Member. At this meeting, the Designated Member will ensure the Member is aware of the requirements set forth in this policy. The Designated Member will also provide resources and recommendations to aid the Member in meeting the requirements set forth in this policy. These resources and recommendations may include but are not limited to monthly check-ins, studying with other Members, or reducing course loads or commitments. The Member will maintain Active status if permitted by university and Chapter policy. Failure to maintain the minimum GPA for two terms in a row will result in Default Inactivation. The Designated Member will maintain communication with the Member regarding her membership status and continue to provide resources and recommendations as the Member sees fit.

Failure to comply with this policy will result in Default Inactivation of the Member after the fourth week of the term. The Member may submit a formal request for review to the Active Chapter Executive Board if the Member believes Default Inactivation should not occur.

Potential New Members and Candidates

Potential New Members must carry at least half the credit of a full-time student at the beginning of their Candidacy, as defined by the college or university. A Potential New Member who is a graduate student and is not required to maintain a minimum number of credits by the university must be considered continuously enrolled and in good academic standing with her degree program and university to establish Candidacy. Potential New Members must also hold a minimum cumulative and previous semester grade point average equivalent to a 2.0 on a 4.0 scale. If the Potential New Member is in her first semester at the university, the grade point average from her previous institution will be considered for this requirement. The Chapter’s Designated Member will confirm these minimum requirements are met by all Potential New Members prior to their Candidate Ceremony. Following the Candidate Ceremony, Candidates will be responsible for maintaining the minimum requirements set forth in this policy. Failure to do so may result in termination of Candidacy, extension of Candidacy into the next semester, etc., at the discretion of the Chapter Executive Board.

Colony Members

Colony Members must carry at least half the credits of a full-time student, as defined by the college or university. A Colony Member who is a graduate student and is not required to maintain a minimum number of credits by the

university may retain Colony Member status if she is considered continuously enrolled and in good academic standing with her degree program and university. All Colony Members must also maintain a minimum cumulative and previous semester grade point average equivalent to a 2.0 on a 4.0 scale. If the Colony Member is in their first semester at the university, the grade point average from their previous institution will be considered for this requirement. Each Colony shall have a Designated Member who will confirm these minimum requirements are met by all Colony Members by the third week of each academic term.

If a Colony Member does not maintain the minimum GPA for one term, she will meet with the Designated Member. At this meeting, the Designated Member will ensure the Colony Member is aware of the requirements set forth in this policy. The Designated Member will also provide resources and recommendations to aid the Colony Member in meeting the requirements set forth in this policy. These resources or recommendations may include but are not limited to monthly check-ins, studying with other Members, or reducing course loads or commitments. The Designated Member will inform the Expansion Representative if a Colony Member fails to comply with the Scholastic Policy. The Expansion Representative will then inform the National Director of Expansion (NDoE).

Revision History		
Date	Change	Reason
January 06, 2007	Changed Scholastic Chair to Vice President	Scholastic Chair is not a required officer and therefore some chapters do fill this position.
August 1, 2013	Added in Colony specific information. Updated GPA requirements.	Colony Members have a slightly different chain of command. GPA requirements now reflect University or Chapter/Colony specific requirements.
July 31, 2015	Updated definition of Active Member who is a graduate student.	Some universities do not have a minimum number of required credit hours for a graduate student to be considered in half or full time standing.
July 27, 2018	<ol style="list-style-type: none"> 1. Clarified cumulative and semester GPA 2. Improved SOPs involving the Vice President 	<ol style="list-style-type: none"> 1. Remove uncertainty in policy enforcement 2. Improve chances of interaction with VP actually helping the Sister improve grades; ensure that VP meets Scholastic requirements
July 18, 2020	Total revision	Made overall changes to meet current practices. Added flexibility to the policy to allow for Chapters who already have their own standing Scholastic Policies (ex: changed "Vice President" to "Designated Member", left some decisions at the discretion of Chapter Executive Board). Divided Candidate and Colony Member sections.

SOBER SISTER GUIDELINES OF THE NATIONAL ORGANIZATION

Alpha Sigma Kappa – Women in Technical Studies

Approved: July 18, 2020

Sober Sisters serve as monitors at all Chapter-promoted events where alcohol is present. Sober Sisters are not to drink any alcohol prior to or during the event that they are monitoring. Their purpose is to ensure safety during and after an event. At least one Sober Sister must be an executive officer.

This policy is to be presented to and signed by all Sober Sisters assigned to an event at least 2 days prior to the event by the Risk Management chair or designated Executive Board Member.

1. Requirements of Sober Sisters
 - a. Sober Sisters will not be under the influence of any alcohol, drug, or illegal substance for the duration of the event they are assigned to monitor.
 - b. Sober Sisters are responsible for maintaining a safe and appropriate environment when alcohol is present. They are to:
 - i. monitor alcohol intake by those over 21 to prevent excessive consumption,
 - ii. ensure that there is no underage drinking, and
 - iii. take whatever action necessary to correct the situation if she notices inappropriate alcohol use or behavior in general, including the presence of any illegal substance.
 - b. At any event requiring a Sober Sister, at least one designated Sober Sister will remain at the event for its duration.
 - c. At least two designated Sober Sisters will monitor during each Chapter-sponsored event where alcohol is served. Chapters may choose to have more Sober Sisters at an event.
2. Before Serving as a Sober Sister
 - a. Be familiar with this document, their Chapter's Risk Management Policy, and the National Risk Management Policy.
 - b. Be prepared to handle a variety of situations that may occur at an event where alcohol is consumed.
 - c. Have easy access to contact information of the Chapter Executive Board and emergency numbers.
3. Sober Sister Guidelines
 - a. Before the Event
 - i. Compile a list of each Member at the event and take attendance at the beginning of the event.
 - ii. Remember that many Members in attendance of the event are your Sisters. Sober Sisters should always look out for their well-being.
 - b. During the Event
 - i. Consistently monitor attendees of the event for its duration, focusing specifically on those consuming alcohol.
 - ii. Ensure that Members and other guests at the event are acting in a safe and appropriate manner.
 - iii. Be easily identified by their clothing
 - iv. Be available if any Member attending the event has any concerns.
 - v. Immediately address and attempt to resolve any issues that arise during the event in an appropriate manner, which may include underage drinking, excessive alcohol consumption, and inappropriate behavior while consuming alcohol.
 - vi. Focus on maintaining appropriate Member behavior rather than punishing inappropriate behavior.
 - vii. Encourage consumption of food and non-alcoholic beverages provided by the Chapter.
 - c. After the Event
 - i. Take attendance and ensure all Members who were present at the beginning of the event

- have been accounted for.
 - ii. Ensure all Members, Candidates, and Guests arrive home safely. This may include arranging safe rides home with a sober driver or a safe walk home accompanied by as many Sisters as necessary so that no one will have to walk alone.
- 4. Sober Sister Training
 - a. By no later than the third regular meeting of the semester, the Risk Management Chair or designated Executive Board Member will provide Sober Sister training to the entire Chapter. Training will include a review of:
 - i. National Risk Management Policy
 - ii. Chapter Risk Management Policy
 - iii. Sober Sister Guidelines,
 - iv. Discussion for how to handle common scenarios (i.e., addressing excessive alcohol consumption).
 - b. Alcohol Education training is encouraged for Sober Sisters prior to the event.
- 5. Addressing Inappropriate Behavior
 - a. Sober Sisters have the authority to ask Members, Candidates, and Guests to leave an event for any reason, including but not limited to inappropriate behavior or level of intoxication. Those asked to leave by a Sober Sister are required to comply.
 - b. The Sober Sister must report a Member's actions to the Chapter Executive Board if a Member behaves inappropriately or refuses to leave the event after being confronted by the Sober Sister.
- 6. Additional Information for Sober Sisters
 - a.
 - b. Sober Sisters serve as figures of authority. Do not let another Member's age or position in or out of the Chapter affect your course of action. Do not be afraid to give directions to an older Member, or one with a higher position, or to ask them to leave if they are acting inappropriately.
 - c. Sober Sisters should refer to the highest ranking Member in attendance, or contact the Risk Management Chair or designated Executive Board Member, if they have concerns during the event.
 - d. Sober Sisters should contact emergency services if the situation becomes unsafe.

I understand the responsibilities I will hold as a Sober Sister at the Designated Event. I acknowledge that this policy has been presented to me in its entirety and that I have met and fulfilled all of its requirements.

Designated Event: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Revision History

Date	Change and Reason
07/27/2018	Edits to make consistent with National Risk Management Policy
07/18/2020	Added requirement for Sober Sisters to be sober at the event. Reorganized Sober Sisters Responsibilities section into Before, During, and After the event. Wording all brought in from other places in the document. Global rewording for clarity. Added acknowledgement statement to end of document prior to signature space. Added requirement for policy to be presented to and signed by Sober Sisters prior to an event.