

Alpha Lambda Delta

Bylaws



Revised September 2021

Alpha Lambda Delta, Inc. Bylaws

June 2021

ARTICLE I. NATIONAL SOCIETY

SECTION 1. The name of this Honor Society is: Alpha Lambda Delta, Inc. (referred to as the “Society,” or “Alpha Lambda Delta”). As established by the Articles of Incorporation, the purpose of the Society is to encourage superior academic achievement among students in their first year in institutions of higher education, to promote intelligent living and a continued high standard of learning, and to assist members in recognizing and developing meaningful goals for their roles in society.

SECTION 2. The Society consists of the Board of Directors, honorary members, chapter advisors, alumni, and active members.

SECTION 2. The legislative and fiduciary responsibility of the Society is vested in the Board of Directors, the Society’s governing board.

SECTION 4. A Headquarters is maintained to execute the administrative and clerical responsibilities as designed by the Board of Directors. An Executive Director and other staff shall be employed as necessary to function under the direction of the Board of Directors.

SECTION 5. The Society does not discriminate on account of race, color, national or ethnic origin, age, religion, disability, sex, gender identity, sexual orientation, political beliefs, or military or veteran status in the invitation and initiation of individual members.

ARTICLE II. BOARD OF DIRECTORS

SECTION 1. The Board of Directors serves as the Society’s governing board. It is composed of the Officers, four Professional Members at Large and three Student Members at Large. The Society seeks to engender broad participation in the Council such that it is preferred that no more than one council member shall represent the same institution at the same time.

SECTION 2. At each annual Council meeting, the Board President shall appoint a Nominations and Bylaws Committee from members of the Board of Directors. At the following Council meeting the Committee shall present nominations for the Board Officers and for Professional Members-at-Large.

SECTION 3. Professional Members-at-Large shall be elected by ballot to all chapters for a three-year term and shall hold office until their successors are duly installed. They shall be selected from current chapter advisors. The name of the nominee for the Professional Member-at-Large shall be placed on a ballot to be sent to the chapters on or before September 1. Professional Members-at-Large are eligible for re-election after an interim of three years. They may, however, be elected at any time as officers. Professional Members-at-Large are limited to two terms. Retiring Members-at-Large shall deliver to their successors all books, records, papers, and other property of the Society.

SECTION 4. Student Members-at-Large shall be undergraduate students elected by a ballot to all chapters to serve a two- and one-half year term and attend three Board of Directors meetings. The Student Member-at-Large must be enrolled in an institution with an active chapter during their entire term of office. In January of the year following the Council meeting, the committee shall select a Student Member-at-Large nominee. The name of the nominee for the Student Member-at-Large shall be placed on a ballot to be sent to the chapters on or before March 1st.

SECTION 5. Each chapter shall have one vote for each member at large position. Each chapter shall determine its voting procedure. Chapters not returning ballots shall be considered to have cast a positive vote for the proposed nominees.

SECTION 6. Members-At-Large shall participate fully in Board of Directors meetings; shall serve on and/or chair committees as appointed by the President; shall interact with individual chapters and advisors as requested; shall represent the Society at installations, conferences, and other special events and shall serve in any other capacity useful to the Society.

SECTION 7. The Board of Directors shall have the authority to fill all vacancies in all positions occurring in its membership, regardless of method of election, between the years designated for election of officers and Members-at-Large. Upon completion of a partial term, a Professional Member-at-Large shall be eligible immediately for election to a full term. An individual who fills a vacancy for more than one-half of the time remaining in a term will be considered to have served for the whole term for purposes of calculating eligibility for reelection and term limits.

SECTION 8. Each member of the Board of Directors shall submit a report with recommendations at each annual meeting of the Board of Directors.

SECTION 9. The annual election rotation schedule of Board of Directors members shall be as follows: a. President, two Professional Members-at-Large and one Student Member-at-Large. b. Vice President for Chapter Relations and Expansion, one Professional Member-at-Large, and one Student Member-at-Large. c. Vice President for Finance and Long Range Planning, one Professional Member-at-Large, and one Student Member-at-Large, President-Elect, if incumbent President is completing tenure.

SECTION 10. The Board of Directors shall meet annually for the transaction of business, the time and place to be determined by the Board Officers. The President may call a special meeting upon two weeks' notice to discuss certain specific announced items. The quorum for decisions by the Council is a majority of Council members then in office. Council members may participate in meetings in person or, when such arrangements are made or approved by the President, by telephone or other means of communication.

SECTION 11. The Council may act on one or more matters without a meeting provided that they unanimously approve such matters in writing.

SECTION 12. The Board of Directors shall determine the detailed specifications of the coat-of-arms and other insignia of the Society, and contract for the manufacture of the same. It shall also make and enforce regulations concerning the manufacture, the sale, and the distribution of the insignia of the Society.

SECTION 13. The Board of Directors shall have control of the financial affairs of the Society and shall provide for the collection and distribution of revenue.

SECTION 14. Enactments of the Board of Directors shall be classified as statutes if they are of a permanent character, and as resolutions if they are of a temporary character.

ARTICLE III. OFFICERS

The Officers of the Society shall be the Board President, a Vice President for Finance and Long Range Planning, a Vice President for Chapter Relations and Expansion, and a President-Elect during the last year of the incumbent President's term (together the "Officers"). If the President-Elect is a current member of the Board of Directors, with a year or more remaining in that member's term, the President-Elect may choose to serve in the dual role for that year or resign the Board of Directors position at the beginning of the year of service as the President-Elect.

SECTION 4. Officers shall be elected by the Board of Directors for a three-year term, with the exception of President-Elect who shall serve for one year only and shall hold office until their successors are duly installed. Re-election of officers is permissible. Officers are limited to two terms. Officers must have served on the Board of Directors. Retiring officers shall deliver to their successors all books, records, papers, and other property of the Society.

SECTION 1. The PRESIDENT shall be the official head of the Society; shall call and chair the meetings of the Board of Directors and Executive Committee meetings as deemed necessary; shall sign and issue all charters, certificates of membership, and official documents of the Society; shall submit to the Board of Directors such recommendations as seem beneficial to the Society; and shall appoint committee chairs and members as prescribed in these Bylaws.

SECTION 2. The VICE PRESIDENT FOR FINANCE AND LONG RANGE PLANNING shall perform the duties of the President in the absence of the President, if senior to the Vice President of Chapter Relations and Expansion; shall work with the President and the Executive Director in reviewing society finances and recommending budget proposals for Board of Directors action at the Annual Meeting; shall examine the Society's long-term financial position and recommend methods for improvement; shall chair the Finance/Budget Committee and involve Board of Directors members in the planning process; shall work with Executive Director on long range and strategic planning.

SECTION 3. The VICE PRESIDENT FOR CHAPTER RELATIONS AND EXPANSION shall perform the duties of the Board President in the absence of the Board President, if senior to the Vice President for Finance and Long Range Planning; shall oversee meritorious service and other Society awards; shall chair either Chapter Relations or the Expansion Committee; shall keep the Board of Directors informed about expansion work and shall sign all charters.

SECTION 4. The PRESIDENT-ELECT shall participate fully in Board of Directors meetings; shall serve on and/or chair committees as appointed by the President; shall represent the society and serve in any capacity as assigned by the President. In determining candidates for President-Elect, preference is given to current or former council members who have served in an officer position.

ARTICLE IV. COMMITTEES

SECTION 1. The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees and their members. Each committee, to the extent provided in said resolution, shall have and exercise the authority of the Board in the management of the Corporation, except that no such committee shall have the authority of the Board in reference to: amending, altering, or repealing the Articles of Incorporation or Bylaws; electing, appointing or removing any member of any committee or any Director or officer of the Corporation; adopting a plan of merger, dissolution, consolidation, or approving the sale, exchange, mortgage, or distribution of all or substantially all of the property and assets of the Corporation; revoking proceedings for dissolution; or amending, altering or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board or any individual Director of any responsibility imposed thereon by law. Except as noted, all the Committee Chairs and members are appointed by the President.

SECTION 2. The Officers comprise the Executive Committee. To the extent set forth in a Resolution of the Council, the Executive Committee shall be empowered to engage in the immediate oversight of the management of the business affairs of the Society, and shall be authorized to meet, interpret policy, and make decisions as necessary in the interim period between Annual Meetings.

SECTION 3. AD HOC COMMITTEES will be appointed by the President as needed.

SECTION 4. All Committees must be chaired by Council members, but committee members may be appointed from outside the Council from former Council members and current and former Chapter Advisors of Alpha Lambda Delta chapters.

ARTICLE V. EXECUTIVE DIRECTOR

SECTION 1. An EXECUTIVE DIRECTOR shall be appointed by the Board of Directors and shall attend all Board of Directors meetings.

SECTION 2. The EXECUTIVE DIRECTOR shall establish and maintain a Headquarters where all monies due or donated to the Society will be received and held, and all bills of the Society shall be processed and paid with dispatch. He or she shall furnish annually to the Board of Directors a complete statement of the finances of the organization; a C.P.A. audited account of the receipts and disbursements; and annual budget developed along with the President and Vice President for Finance and Long Range Planning for approval by the Board. The Executive Director shall sign all membership certificates, and shall supervise the accurate accounting of all members, mailing of initiates' jewelry, ordering of insignia, distribution of The Flame and handling of other Society documents and materials. The Executive Director shall uphold the provisions of the Constitution, Bylaws, and Statutes of the Society.

SECTION 3. The EXECUTIVE DIRECTOR shall have a prominent role in chapter relations and expansion for the Society through chapter campus visits and campus expansion visits; and shall recommend annually the chapters, advisors, and chapter presidents worthy of recognition and methods for recognition.

SECTION 4. The EXECUTIVE DIRECTOR shall make arrangements for Board of Directors meetings and provide for the recording and distribution of Board minutes.

SECTION 5. The EXECUTIVE DIRECTOR shall perform such other duties as assigned by the Board of Directors.

ARTICLE VII. HISTORIAN

SECTION 1. A HISTORIAN may be appointed for a three-year term by the incoming President with the confirmation of the Board of Directors. The HISTORIAN researches, summarizes, and narrates the history of the Society. The HISTORIAN, if any, shall attend the Board of Directors annual meeting as an ex-officio non-voting member in the final year of a President's term.

ARTICLE VIII. ELIGIBILITY FOR MEMBERSHIP IN THE SOCIETY

SECTION 1. The members of Alpha Lambda Delta are those persons who have been duly initiated to the ritual of the Society and who remain in good standing. Membership in the Society shall be based upon superior academic achievement by students during their first year in college. Only credit hours that count toward an associate's or a bachelor's degree can be used to determine Alpha Lambda Delta eligibility. Advanced placement and other credits earned prior to high school graduation, however, are not counted in determining Alpha Lambda Delta eligibility. An invitation for membership can only be received from an active chapter.

SECTION 2. The student must be registered in a course of study leading to an associate's or a bachelor's degree for an amount of work equal to a full load as defined by student's institution. Questions regarding eligibility arising from exceptional circumstances affecting an individual student must be referred to the Headquarters for a decision.

SECTION 3. The minimum academic average required for membership is a grade exactly half-way between grades A and B, or the equivalent thereof, and is not subject to reduction by an individual chapter. (For example, a 3.5 when A = 4, or 3.5 when A = 4, or 4.5 when A = 5, B = 4. The decimal should be a .5 or above, and not a .49. Other variations in grading

systems shall be approved by the Board of Directors.) The student may also rank in the top 20% of his/her class. A chapter may petition to the Board of Directors to raise the minimum academic average required for membership in their chapter. The inclusion of grades and credits earned by examination during the student's first year of enrollment will be determined by institutional policy.

SECTION 4. Academic eligibility shall be obtained on the grades of one full curricular period, i.e., semester, trimester, quarter, or term. Thereafter, the cumulative average of the total hours earned must be considered. Eligibility is limited to the first year of enrollment. Initiation must occur no later than the school year following the student's initial eligibility. a. Summer school session equivalent to a full curricular period may be used to meet the academic requirement. b. Any courses taken during a summer session prior to the completion of the first year shall be part of the cumulative grade point average.

SECTION 5. Transfer students may be eligible for membership provided that they meet the requirements as stated below. a. Transfer students who attained eligibility for membership in an institution in which there is a chapter of this Society may be initiated during their first year of residence upon certification by their previous institutions. b. transfer students from institutions that do not have an Alpha Lambda Delta chapter, to be eligible for membership must have the required Alpha Lambda Delta grade point average on the courses taken during the first full curricular period in the institutions to which they transfer. In addition, the cumulative average of the student's transfer credits combined with the grades in the institution in which the student is currently enrolled must equal the Alpha Lambda Delta academic grade requirement.

SECTION 6. Questions of interpretation or adjustments pertaining to eligibility should be referred to the Headquarters.

ARTICLE IX. HONORARY MEMBERS

SECTION 1. Faculty members or administrative staff may be elected to honorary membership by a local chapter with the approval of the Chapter's Advisors. Any exception must be approved by the Executive Director in consultation with the Board President.

SECTION 2. The Board of Directors may elect to honorary membership individuals who have made outstanding contributions to the field of education.

ARTICLE X. INITIATION

SECTION 1. The chapter may hold an initiation for students, currently enrolled on the main campus or in its centers or branches, who have met the membership requirements, provided the chapter: a. has submitted a list of names to the Executive Director for inclusion on the Roll. b. has forwarded membership fees to the Executive Director or used Alpha Lambda Delta's membership management system to invite and accept student memberships.

SECTION 2. Honorary members may be initiated by the chapter in accordance with the procedures prescribed in Section 1 of this Article. No membership fees shall be charged for an honorary member.

SECTION 3. If candidates for initiation, either at main campuses or branches, are unable for reasons approved by the Chapter Advisors to be initiated with the class, they may be initiated by the chapter officers in the presence of a Chapter Advisor.

ARTICLE XI. ACTIVE CHAPTERS

SECTION 1. Active chapters are those that are chartered and installed in regularly incorporated colleges and universities, and that are invited into membership because they are determined to meet the requirements of these Bylaws.

SECTION 2. Active chapters shall have the power to adopt Bylaws for local government, provided these Bylaws do not conflict with the Constitution, Bylaws, or enactments of the Society.

SECTION 3. The Chapter officers shall be the President, Treasurer, and other such officers (e.g., Vice-President, Secretary, Editor, Historian, Webmaster, Senior and/or Junior Advisor) as may be desired. Other structures of leadership, such as coordinators and directors, are also acceptable. Offices are recommended to be held by sophomore members, with the exception of the Junior and/or Senior Advisor(s).

SECTION 4. A Senior and/or Junior Advisor for each chapter may be elected annually from upper-class members by a majority vote of the chapter.

SECTION 5. Two advisors are recommended for each chapter. If not already members, these Chapter Advisors shall be initiated as honorary members.

SECTION 6. Initiation shall be held in the form and the manner prescribed by the Ritual.

SECTION 7. Active chapters shall maintain records and make annual reports to the Board of Directors as prescribed by statute or resolution. Any statute or resolution may provide, as a penalty for noncompliance with the provisions, the forfeiture of the charter of the delinquent chapter at the order of the Board of Directors.

SECTION 8. A chapter may be declared inactive by the Board of Directors if it fails for three successive years to initiate twelve student members per academic year. Questions of adjustments should be referred to the Headquarters.

SECTION 9. In the event a chapter has fewer than twelve members in any one year, the Advisors and Chapter President shall be notified by the Executive Director that, if it fails for three successive years to meet membership requirements, it may be declared inactive. A chapter that has been declared inactive by the Board of Directors may apply for re-activation when twelve or more eligible students re-organize the chapter and a college or university officer plus a designated advisor submit such a formal application to the Expansion Committee of the Board of Directors. The Headquarters will work with reestablished chapters to identify material needed for initiations. Questions of adjustments should be referred to the Headquarters.

SECTION 10. The Board of Directors shall have the power to discipline chapters. Such action shall be taken upon the recommendation of a member of the Board of Directors or Headquarters. This power shall include placing a chapter on probation, rendering a chapter inactive, and revoking the charter and recovering any property, including finances, of the Society.

ARTICLE XII. ESTABLISHMENT OF NEW CHAPTERS

SECTION 1. Prior to formal petitioning for a chapter of Alpha Lambda Delta, the following requirements must be met by the petitioning institution: a. The institution must be a 2-year or 4-year institution and currently accredited or undergoing reaccreditation by a regional accrediting association. Four-year branch campuses which award baccalaureate degrees may be covered by the blanket accreditation awarded to the parent institution. b. A report providing information regarding the institution and the local society shall be filed by an appropriate administrator with the Executive Director.

SECTION 2. After complying with requirements listed in Section 1, an institution may file a petition for membership with the Board of Directors through the Executive Director. The petition shall be reviewed promptly by the Expansion Committee. Chapters will be immediately notified of the Council action taken.

SECTION 3. Chapters shall be installed under the direction of the Board of Directors.

SECTION 4. There is a chapter fee once a petition is approved, to be determined by the Headquarters. The initial payment offsets the cost of a hand drawn charter and insignia cloth that is presented at the chapter installation ceremony.

ARTICLE XIII. REVENUES

The revenues of the Society shall come from sources described in the Statutes. The Perpetual Fellowship Fund shall be under the control of the Board of Directors. In the event the Society should become defunct, its funds shall be used for educational purposes. The finances of the organization shall be reported to membership every four years, or as determined by the Board of Directors.

ARTICLE XIV. SEAL AND INSIGNIA

SECTION 1. The seal shall consist of an impression of a book with a circle, with the words, Alpha Lambda Delta, 1924, inscribed in the circle.

SECTION 2. The emblem of the Society, which shall appear on the official stationery, shall be a candle set with four pearls and one ruby in a candleholder with the Greek letters, Alpha Lambda Delta, superimposed thereon.

SECTION 3. The coat-of-arms, which shall appear on the charter and the certificate, shall consist of a gold bordered black shield, above which is a white altar with an open book upon it. From the book gold lines radiate. On the shield is a red-tipped white candle in a gold candleholder with eight pearls on its base. Transversely across the shield is a gold band with the letters, Alpha Lambda Delta, in black. The words, Alpha Lambda Delta, are inscribed in black below the shield.

SECTION 4. The colors shall be red, gold, and white.

SECTION 5. The pledge insignia shall be composed of three ribbons: red on gold on white.

SECTION 6. The official insignia for initiated members shall be a gold candle.

SECTION 7. The insignia cloth of the Society shall be white with gold edge and shall bear the Greek letters, Alpha Lambda Delta, and the candle, the emblem of the Society, at both ends.

SECTION 8. The magazine shall be called The Flame and shall bear the emblem of the Society.

SECTION 9. The book plate shall have the emblem of the Society - the candle - stamped on it, and it shall bear these words: "In Honor of Maria Leonard, Founder, Alpha Lambda Delta Presents This Senior Book Award to ___ on ___ in Recognition of Continued Academic Excellence."

ARTICLE XV. AMENDMENTS

SECTION 1. Amendments to these Bylaws may be proposed by a member of the Board of Directors, the Headquarters, or by petition from one-fifth of the active chapters, and, upon approval by two-thirds vote of the Council, shall be submitted to the chapters. The Board President shall call for a vote of the chapters. Votes of the chapters shall be

returned to the Executive Director within one month, and the results of the voting announced to the chapters and to the Board of Directors by the Board President. Approval by two-thirds of the chapters that vote on the matter shall be necessary for adoption of any amendment.