

**Bylaws**  
THE AUGUSTA STATE UNIVERSITY CHAPTER (#166)  
THE HONOR SOCIETY OF PHI KAPPA PHI

For the purpose of promoting high scholastic standards at Augusta State University, Augusta, GA, maintaining a chapter of The Honor Society of Phi Kappa Phi chartered and installed at the former Augusta College on May 30, 1974, and furthering the ideals and objectives of The Honor Society of Phi Kappa Phi, the members of the Augusta State University chapter do hereby adopt the following Bylaws for our government.

**ARTICLE I**

**Name and Objectives**

*Section 1.* Name. The name of this organization is the Augusta State University chapter of The Honor Society of Phi Kappa Phi.

*Section 2.* Purposes. The primary purposes of this organization are to promote the pursuit of excellence in all fields of higher education and to recognize outstanding achievement by students, faculty, and others through election to membership, and through various awards for distinguished achievement.

*Section 3.* Governing Regulations. This organization shall be governed in accordance with the Bylaws of The Honor Society of Phi Kappa Phi, Inc., as adopted by the XXXVIII Triennial Convention on August 11, 2001 with amendments, if any, which may be made from time to time, and by the provisions of these Bylaws with amendments, if any, which may be made from time to time.

**ARTICLE II**

**Membership**

*Section 1.* Eligibility. The following persons, and no others, shall be eligible for membership in this chapter:

a. Undergraduate students of sound character in any department or division of the university if they:

1) Have completed at least 24 semester hours or the equivalent at Augusta State University, and who, in their junior year rank scholastically in the upper seven and one-half (7.5) percent of the class, after completing at least seventy-two (72) semester hours or the equivalent.

2) Have completed at least 24 semester hours or the equivalent at Augusta State University, and

in their senior year, rank scholastically in the upper ten (10) percent of the class.

b. Graduate and professional students of sound character who are candidates for an advanced degree in any department or division of the University, who rank scholastically in the upper ten (10) percent of all graduate and professional students currently enrolled, who had an outstanding undergraduate record as evaluated by the chapter selection committee, and who meet one of the following requirements:

1) Who have been registered as post-baccalaureate students in the University on a full-time basis for at least one (1) academic year or on a part-time basis for the equivalent of at least one (1) academic year.

2) Who are former post-baccalaureate students who have been awarded an advanced degree by the University subsequent to the last previous election of members to the chapter.

c. Eligibility may be determined separately for each academic unit within a member institution for both undergraduate and graduate students.

d. Members of the faculty and professional staff (including the administrative, research, and extension staffs) whose scholastic records and/or outstanding achievements have rendered them worthy of membership, and who are likely to fully and actively subscribe to the purposes of the Society and Chapter.

e. Members of the faculty and professional staff who do not hold a collegiate degree, but who have distinguished themselves professionally, may be elected provided prior approval for their initiation is obtained from the National Board of Directors.

f. Alumni of the University from a class of five (5) or more years' standing selected on the basis of outstanding achievement since graduation and a high scholastic record while attending the University.

g. Members of a predecessor national honor society functioning in the manner of Phi Kappa Phi who meet the membership requirements of the Chapter,

provided they are elected within five (5) years after the Chapter's installation.

h. Persons who qualify under the Bylaws of the National Society as Active Members – Emeriti, Active-for-Life Members, Distinguished Members, and Honorary Members.

*Section 2. Limitations.* The election from eligible members is subject to the following limitations:

a. The total number of graduate students elected to membership shall not exceed ten (10) percent of the number of students receiving graduate degrees in that year. Election of the full ten (10) percent is not mandatory.

b. The number of members elected in any year from the alumni, with the exception of the first five (5) years after the installation of the Chapter, shall not exceed one (1) percent of the number of undergraduate and graduate students elected that year. (If fewer than 200 student members are elected per year, a maximum of two members may be elected each year from the eligible alumni.)

c. The number of members elected in any year from the faculty and professional staff, with the exception of the first five (5) years after the installation of the Chapter, shall not exceed two (2) percent of the number of students elected that year. (If fewer than 200 student members are elected per year, a maximum of four (4) members may be elected each year from the eligible faculty and staff.)

d. Only one (1) individual each year may be nominated by the Chapter for Honorary or Distinguished Membership; however, the National Board may, upon justification, permit more than one (1) nomination from a Chapter in any year.

*Section 3. Election of Members.* All elections to membership shall be by ballot at a regularly called meeting of the Chapter at which a quorum is present.

a. An affirmative vote of two-thirds (2/3) of the affiliated members present shall be necessary for election, or, if balloting is done by mail, an affirmative vote of two-thirds (2/3) of the affiliated members who return ballots.

b. Affiliated members are those who have been elected and initiated, are affiliated with the Chapter, and have paid their local and national dues for the current year (July 1 to June 30).

c. Only affiliated members who are faculty or staff

members of Augusta State University may vote in the election of faculty and professional staff members.

d. All persons who have been selected to membership in the Society shall be notified by letter from the Secretary and upon acceptance shall be publicly honored in an appropriate manner.

e. Reports of those who accept election shall be made to the Executive Director of the Society within thirty (30) days by the Secretary.

*Section 4. Classes of Membership.* Members shall be classified in accordance with Article II of the National Bylaws.

### **ARTICLE III The Executive Committee**

*Section 1. Officers.* The elected officers of this Chapter shall be a President, a President-Elect who shall also serve as Vice-President and ex-officio chair of the Program Committee, a Secretary, a Treasurer who shall also serve as ex-officio chair of the Finance Committee, and a Public Relations Officer who shall also serve as ex-officio chair of the Communications Committee, all of whom shall be affiliated members but shall not be student members. Additional offices to be held by faculty, staff, students, or alumni may be established as the Chapter may prescribe. These officers together with the Immediate Past President and at least one Student Vice-President shall constitute the Chapter Executive Committee.

*Section 2. Election of Officers.*

a. The President-Elect, Secretary, Treasurer, and Public Relations Officer shall be elected at a regularly called meeting of the Chapter, at which a quorum is present, before the end of the Spring semester. The President-Elect shall serve for two (2) years, then become President for two (2) years, and thereafter serve for a further two (2) years as Immediate Past President. The Secretary, Treasurer, and Public Relations Officer may be elected to serve terms from one (1) to three (3) years. The Secretary, Treasurer, and Public Relations Officer may be reelected for one term, served consecutively. Further reelection requires a waiting period of at least one (1) term filled by another affiliated member.

b. The slate of elected officers shall be sent promptly, and in no case later than June 15, to the Executive Director of the Society.

*Section 3. Duties of Officers.*

a. It shall be the duty of the President to call and preside at all meetings of the Chapter and of the Executive Committee, to appoint committees deemed necessary or helpful in furthering the business of the Society, to vote in behalf of the Chapter on ballots and other materials sent to the Chapter by National Headquarters, and to fulfill the other usual responsibilities of the office of the President.

b. It shall be the duty of the President-Elect to preside at meetings in the absence of the President and to succeed to the Presidency in the event of death, incapacity, or resignation of the President.

c. The Secretary is responsible for maintaining records and supplies for the Chapter. It shall be his/her duty to keep and publish minutes of Chapter and Executive Committee meetings, to maintain correspondence and other files related to the National Headquarters and affairs of the Chapter, to prepare with the assistance of the pertinent committee lists of eligible candidates to be voted on by the Chapter, and to prepare materials and documents required for the initiation of candidates.

d. The Treasurer is to receive and deposit and account for all monies received by the Chapter from dues and other sources, to pay all bills approved by the Executive Committee, to arrange for the investment of all funds not required for current operation, to prepare an annual budget and arrange for an annual audit of the record books, to prepare an annual report of the financial condition of the Chapter, and to prepare and submit reports required by the National Headquarters. The Treasurer shall also serve as ex-officio chair of the Chapter's Finance Committee.

e. It shall be the duty of the Public Relations Officer to record and disseminate news of Chapter activities, on-campus and off-campus, via appropriate media, and to submit news items for the national newsletter, Phi Kappa Phi Focus, to the National Headquarters, and to take whatever other steps he/she deems advisable to promote the purposes of the Chapter and the Society. The Public Relations Officer shall also serve as ex-officio chair of the Chapter's Communications Committee.

f. It shall be the duty of the President-Elect to perform such duties as are assigned to her/him by the President. The President-Elect shall also serve as

ex-officio chair of the Chapter's Program Committee.

g. It shall be the duty of the Immediate Past President to perform such duties as are assigned to her/him by the President.

h. The office of Student Vice-President will be filled each year by the junior initiate with the highest GPA, subject to his or her acceptance of the office. If the student does not accept, then the next highest-ranked student will be asked to fill the office. In case of a tie, the student with the most credit hours earned at the 3000 level or above will be appointed. Once appointed to the office, the student will remain a Student Vice-President until leaving the university. Therefore, there may be more than one Student Vice-President at any given time. It shall be the duty of the Student Vice-President to promote Phi Kappa Phi on campus to other students, to present and represent the "student-side" of Phi Kappa Phi when possible, to participate in chapter meetings, to assist in promoting Phi Kappa Phi awards to various campus offices, to students, to faculty/staff, etc. when called upon, to serve on the Executive Committee, and to serve on Chapter committees.

*Section 4. Duties of the Executive Committee.* It shall be the responsibility of the Executive Committee to supervise annual and long-range planning of Chapter activities, to advise and assist Chapter officers and committees, to have jurisdiction over matters pertaining to the Chapter but not provided for in these Bylaws or in the National Bylaws, to elect delegates to the general and special conventions of the Society, and in the event of the loss of any Chapter officer by reason of death, incapacity, or resignation to appoint a temporary officer, as necessary, to serve until the election of new officers.

**ARTICLE IV  
Meetings**

*Section 1. Calling of Meetings.* Chapter meetings will be held upon call of the President or the Executive Committee. All active members shall be duly notified of chapter meetings by the Secretary.

*Section 2. Quorum.* Ten (10) affiliated members – including at least a majority of the Executive Committee – shall constitute a quorum for the transaction of business at any regular or special meeting.

*Section 3. Procedure.* In all matters not specified by these Bylaws or the National Bylaws, the procedures set forth in the current edition of Robert's Rules of Order shall be used.

## **ARTICLE V**

### **Fees, Dues, and Assessments**

*Section 1.* Initiation Fees. Each new elected member before initiation shall pay to the National Society, through the Chapter Treasurer, an initiation fee established by the Society entitling her/him to a membership certificate and a standard badge. Also included in this fee are the first year's national dues, which entitle the member to a one-year subscription to the Phi Kappa Phi Forum (the Phi Kappa Phi journal) and the Phi Kappa Phi Focus (the national newsletter). In addition, he/she shall at the same time pay an initiation fee established by the Chapter, which shall be equivalent to the current year's Chapter dues, such monies to be used to pay expenses incurred by the Chapter for initiation ceremonies and other activities. No membership shall be valid unless these fees have been paid.

*Section 2.* Active Membership Dues. All active members other than those newly initiated shall pay to the National Headquarters local annual dues in an amount determined by vote of the Chapter together with national annual dues in an amount determined by the Society's Board of Directors. All dues payments shall be made to the National Headquarters in response to the annual dues statement sent to each member.

## **ARTICLE VI**

### **Obligations to the National Organization**

*Section 1.* Reports. Chapters shall submit by the specified date certain reports to National Headquarters. These

include, but are not limited to, the Chapter Officer List, the Annual Report, and the Chapter Finance Report.

*Section 2.* Initiation Materials. Chapters shall submit all initiation materials including the Transmittal Checklist, Permanent Record of Election Forms, and funds to National Headquarters within 30 days of the initiation.

*Section 3.* National/Regional Meeting Participation. Chapters shall send appropriate delegates to regional meetings and national conventions.

## **ARTICLE VII**

### **Amendments**

*Section 1.* Amendments. These Bylaws may be amended by the affirmative vote of two-thirds (2/3) of the affiliated members present and voting at a regular Chapter meeting, provided the proposed amendment or amendments have been given to the affiliated members in writing thirty (30) days prior to the meeting.

*Section 2.* Limitations. All amendments to these Bylaws shall be in harmony with the Bylaws of The Honor Society of Phi Kappa Phi, Inc.

—  
APPROVED at chapter meeting on 1 February 2002  
amended Dec. 2007

NOTE: The Bylaws of the Society are available online at <http://www.aug.edu/pkp/by-laws.pdf>