

Augusta State University Chapter

# Bylaws

## The Honor Society of Phi Kappa Phi

Last Revised March 2011

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 1.1** Name

This organization is the Augusta State University chapter of The Honor Society of Phi Kappa Phi.

##### **Section 1.2** Purposes

The primary purposes of this organization are to promote the pursuit of excellence in all fields of higher education; to recognize outstanding achievement by students, faculty, and others through election to membership and through various awards for distinguished achievement; and to engage the community of scholars in service to others.

##### **Section 1.3** Governing Regulations

This document shall be in accordance with the bylaws of the society.

### ARTICLE II

#### Membership

##### **Section 2.1** Membership Criteria

Membership in this chapter is open to qualified scholars with integrity and high ethical standards from all academic disciplines without regard to a person's race, color, gender, national origin, religion, age, disability, genetic information, or sexual orientation. Members who so choose may become active members in more than one chapter by submitting chapter dues to each chapter.

##### **Section 2.2** The following membership categories are authorized:

2.2.1 Active Members: Active members of the Society are those who have paid Society dues for the current year; those who pay both Society dues and chapter dues (where required by the chapter) are also active members of the Society and the chapter. Members who fail to pay Society dues for the current year are inactive members who do not enjoy the privileges of voting, serving on committees, or serving as chapter or Society officers.

##### 2.2.2 Active Members: Life

##### 2.2.2.1 Active-for-Life

They have been invited and initiated, and have paid the Active-for-Life membership fee or have been accorded this status by the action of the Board. Active-for-Life members of the Society who wish to remain active Chapter members must continue to pay any required Chapter dues, as determined by each Chapter.

#### 2.2.2.2 Distinguished.

An active or inactive member who has served the Society in an outstanding manner may be nominated for Distinguished membership by a member or a chapter. Upon the payment of the cost of Active-for-Life membership, and upon approval by a Board subcommittee appointed by the President, the individual will receive an Active-for-Life membership in Phi Kappa Phi and a distinguished member certificate.

#### 2.2.2.3 Honorary.

A nonmember (not an alumnus, alumna, employee, or student of the university) who has achieved eminence in some academic, creative, intellectual or other career endeavor may be nominated for Honorary Membership by a member or a chapter. Upon the payment of the cost of five years' membership dues in Phi Kappa Phi, and upon approval by a Board subcommittee appointed by the President, the individual will receive an Honorary Membership in Phi Kappa Phi and an honorary member certificate. A chapter may choose to honor a member by purchasing an Active-for-Life membership.

### 2.2.3 Charter Members

2.2.3.1 They have participated in the organization of a new chapter and have been accorded the privilege of signing the charter through the acceptance of their petition by the national Board of Directors.

2.2.3.2 Those petitioners who are active members of the Society by previous initiation in another chapter have the option of a) becoming active members of the new chapter or b) being active members in both chapters by submitting chapter dues to both chapters.

2.2.3.3 For those petitioners who are not members of the Society but are members of the faculty, administration, or professional staff, approval of the petition constitutes authorization by the Board for their initiation into the Society immediately subsequent to the installation of the chapter.

2.2.3.4 They may continue their participation as Active members or Active-for-Life members.

**Section 2.3** Only those persons who are recognized as scholars by individual chapters, in compliance with the following standards, and any "Honorary Members" as described in Section 2.2.2.3 above, shall be eligible for membership:

2.3.1 Undergraduate students in any department of a college or university having an institutional chapter who have completed at least twenty-four (24) semester hours or the equivalent at that institution, and

2.3.1.1 who, in their junior year, rank scholastically in the upper seven and one-half (7.5) percent of the class, after completing at least two (2) academic years or seventy-two (72) semester hours or the equivalent, OR

2.3.1.2 who, in their senior year, rank scholastically in the upper ten (10) percent of the class after completing at least three (3) academic years or ninety (90) semester hours or the equivalent at the time of invitation.

2.3.1.3 Eligibility may be determined separately for each academic unit within a member institution, e.g., department, school, or college.

2.3.2 Graduate and professional students in any college or university having an institutional chapter, who demonstrate an outstanding record in graduate or professional study by ranking scholastically in the upper ten (10) percent of each college, had an outstanding record as evaluated by the chapter selection committee, and meet one (1) of the following requirements:

2.3.2.1 Have been registered as postbaccalaureate students in the institution 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 or 18 semester units or the equivalent.

2.3.2.2 Are former post-baccalaureate students who have been awarded an advanced degree by the institution subsequent to the last previous invitation of members in the chapter.

2.3.2.3 Eligibility may be determined separately for each academic unit or program within a member institution, e.g., department, school, or college.

2.3.3 Alumni or alumnae who are graduates from any class of five (5) years' standing or more. These should be persons whose achievements since graduation have been outstanding and whose scholastic records while in college were high, with an increasing emphasis on the former as the period since graduation becomes longer.

2.3.3.1 The number of members initiated in any year by an institutional chapter from the alumni or alumnae of that institution, 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 undergraduates and graduate students invited by the chapter that year.

2.3.3.2 Chapters that invite fewer than two hundred (200) students per year shall be allowed to initiate a maximum of four (4) persons per year from the eligible alumni or alumnae of that institution.

2.3.4 Members of the institution's faculty, administration, and professional staff (including research, library, and extension staffs) whose scholastic records and/or outstanding achievements have rendered them worthy of membership.

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

2.3.4.2 The number of members initiated in any year by an institutional chapter from the faculty, administration, and professional staff of that institution, with the exception of the first five (5) years after the installation of the chapter, shall not exceed three (3) percent of the number of students invited by the chapter that year.

2.3.4.3 Chapters that invite fewer than two hundred (200) students per year shall be allowed to initiate a maximum of six (6) persons per year from the faculty, administration, and professional staff of that institution.

**Section 2.4** Invitation to Membership

2.4.1 All invitations to membership shall be approved either at a regularly called meeting of the chapter at which a quorum is present OR by mail or electronic mail ballot sent to all active members OR by the chapter's executive committee.

2.4.2 An affirmative vote of two-thirds (2/3) shall be necessary for the approval of any person for membership.

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

2.4.4 Reports of those who accept invitation shall be made by the chapter Secretary to the Executive Director of the Society within thirty (30) days of the initiation.

**Section 2.5** Membership Privileges

2.5.1 Active members have access to all available benefits offered by the Society and are eligible to

2.5.1.1 Vote in chapters, if Society and chapter dues are current.

2.5.1.2 Hold office in chapters, if Society and chapter dues are current.

2.5.1.3 Serve as chapter delegates to any Convention, if Society and chapter dues are current.

2.5.1.4 Serve on Society committees if Society dues are current.

2.5.1.5 Hold Society office if Society dues are current.

2.5.2 Charter members have the privilege of signing the charter for a new chapter.

**Section 2.6** Membership Responsibilities

2.6.1 Members should conduct themselves at all times in a manner consistent with integrity and high ethical standards.

2.6.2 If a member fails to conduct himself/herself in a manner consistent with integrity and high ethical standards, his/her membership may be revoked by his/her Chapter's Executive Committee or by the Society's national Board of Directors in accordance with Society policy.

2.6.3 If his or her membership is revoked, the former member has the right to appeal this decision to the Society President.

## **ARTICLE III**

### **Officers**

#### **Section 3.1** Duties of the Executive Committee

The management of the chapter shall be vested in an executive committee, consisting of chapter officers, and such additional members as the chapter may prescribe. It will 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 Society Bylaws; to elect delegates to conventions and other meetings 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 to serve until the election of new officers.

#### **Section 3.2** Elected 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, two student Vice Presidents, 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 will be active members. With the exception of the two student Vice Presidents, the other officers shall not be students. Additional offices to be held by faculty, administration, professional staff, students or alumni may be established as the chapter may prescribe. These officers, together with the immediate Past President, shall constitute the chapter Executive Committee.

#### **Section 3.3** Election of officers

3.3.1 The President Elect, Secretary, Treasurer, and Public Relations Officer will each be elected to a two-year term at a regularly called meeting of the chapter at which a quorum is present. 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. Chapter officers may be reelected. The offices of Student Vice-President will be filled each year by the two junior initiates with the highest GPA, subject to their acceptance of the office. If a 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 offices, the students will remain a Student Vice-President until leaving the university. Therefore, there may be more than two Student Vice-Presidents at any given time.

3.3.2 The election of officers may occur at any time. A report shall be sent promptly, and in no case later than June 15, to the Executive Director of the Society.

#### **Section 3.4** Duties of Officers

3.4.1 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 exercise the chapter's voting rights in election of Regional Representatives and other voting by chapters between Conventions (with the advice and consent of the chapter executive committee), and to fulfill the other usual responsibilities of the office of the President.

3.4.1.1 When a ballot is submitted to chapters, each chapter president shall be responsible for completing it and returning it promptly to the Executive Director of the Society or other designated officer.

3.4.2 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. The President Elect shall also serve as ex-officio chair of the Chapter's Program Committee.

3.4.3 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 Headquarters and affairs of the chapter, to prepare, with the assistance of the Registrar, lists of eligible candidates to be voted on by the chapter, and to prepare materials and documents required for the initiation of candidates.

3.4.4 The Treasurer is to receive, 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, to submit Form 990 or Form 990-N to the IRS, and to prepare and submit reports required by Headquarters. The Treasurer shall also serve as ex-officio chair of the Chapter's Finance Committee.

3.4.5 It shall be the duty of the Public Relations Officer to disseminate news of chapter activities to the various media, to submit news items for the Phi Kappa Phi Forum to 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.

3.4.6 It shall be the duty of the Student Vice-Presidents 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, students, faculty, and staff, etc. when called upon, to serve on the Executive Committee, and to serve on Chapter committees.

3.4.7 It shall be the duty of the immediate Past President to serve as a member of the Executive Committee.

## **ARTICLE IV**

### **Meetings**

#### ***Section 4.1*** 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 4.2*** Quorum

Ten (10) active members, consisting of at least three members of the Executive Committee (to include either the President, the Immediate Past President, or the President-Elect), will constitute a quorum for the transaction of business at any regular or special meeting.

#### ***Section 4.3*** Procedure

In all matters not specified by these Bylaws or the Society Bylaws, the procedures set forth in the current edition of Robert's Rules of Order will be used.

## **ARTICLE V**

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

#### ***Section 5.1*** Initiation Fees

Before initiation, each newly-elected member will pay to the Society, through the Chapter Treasurer, an initiation fee established by the Society entitling him/her to a membership certificate and an emblem. Also included in this fee are first year national dues, which entitle the member to a one-year subscription to the Phi Kappa Phi Forum (the Phi Kappa Phi journal) and numerous other benefits. In addition, he/she will, at the same time, pay an initiation fee established by the chapter, which will 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 programs and activities. No membership will be valid unless these fees have been paid.

#### ***Section 5.2*** Active Membership Dues

All active members, other than those newly initiated, will 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 national Board of Directors. All dues payments shall be made to Society Headquarters in response to the annual dues statement sent to each member.

## **ARTICLE VI**

### **Obligations of the Chapter**

#### ***Section 6.1*** Meetings

Hold two (2) or more meetings a year, at one (1) of which a program should be presented.

#### ***Section 6.2*** Recognize Achievements

Recognize outstanding achievements through invitation to membership.

#### ***Section 6.3*** Sponsor Activities

Sponsor programs and activities that support and recognize scholarship and/or service.

#### ***Section 6.4*** Reports

Chapters will submit by the specified date certain reports to the National Headquarters. These include, but are not limited to, the Chapter Officer List, the Chapter Annual Report, and the Chapter Financial Report.

#### ***Section 6.5*** Initiation Materials

Chapters will submit all initiation materials including the Transmittal Checklist, Permanent Record of Election Forms, and initiation fees to Headquarters within thirty (30) days of the initiation. All initiation material is due at Headquarters by June 30.

#### ***Section 6.6*** Society Meeting Participation

Chapters will send appropriate delegates to Society conventions and other Society meetings. At Conventions, the chapter's delegate shall vote on behalf of the chapter. The delegate may be the chapter president, chapter president elect, or an active member designated by the chapter as its proxy.

## **ARTICLE VII**

### **Amendments**

#### ***Section 7.1*** Amendments

These Bylaws may be amended by the affirmative vote of two-thirds of the active members present and voting at a regular chapter meeting, provided the proposed amendment or amendments have been given to the active members in writing thirty (30) days prior to the meeting. Upon adoption or revision, a copy shall be filed with the Executive Director of the Society.

#### ***Section 7.2*** Limitations

All amendments to these Bylaws will be in harmony with the Bylaws of The Honor Society of Phi Kappa Phi, Inc.

#### ***Section 7.3*** Amendment without vote

When Bylaws are updated solely to reflect changes in Society Bylaws as approved by Convention, the chapter bylaws may be amended without a vote of the general membership.

## **ARTICLE VIII**

### **Mottos and Insignia**

#### ***Section 8.1*** Motto

The motto of the chapter shall be Philosophía Krateítō Phōtôn, interpreted to mean, "Let the love of learning rule humanity."

#### ***Section 8.2*** Badge

The badge of the chapter shall be a half-globe, facing forward, girded by a band bearing the initials of the motto in Greek, ΦΚΦ, and with the rays of the sun surrounding the globe in the fashion of a corona, represented as being in eight (8) groups.

#### ***Section 8.3*** Seal

The seal of the chapter shall consist of the badge surrounded by a crenellated line symbolizing the Walls of Troy, above which are three (3) stars representing the original chapters and below, the inscription "Founded 1897."

#### ***Section 8.4*** Ribbon

The ribbon of the chapter shall be white, bearing in a contrasting color the letters of the Society and a meander pattern common in ancient Greek art.

#### ***Section 8.5*** Specifications

The specifications for the official ritual and insignia of the Society shall be preserved by the Executive Director of the Society for appropriate use. The purchase or consignment of insignia shall be made only from the Society Headquarters on orders properly certified by the secretary or treasurer of a chapter and countersigned by the Executive Director.