

Bylaws

Jacksonville State University Chapter The Honor Society of Phi Kappa Phi

For the purpose of promoting high scholastic standards at Jacksonville State University, Jacksonville, Alabama, (JSU) maintaining a chapter of The Honor Society of Phi Kappa Phi chartered and installed at JSU, on 20 December 2002, and furthering the ideals and objectives of The Honor Society of Phi Kappa Phi, the members of the JSU chapter do hereby adopt the following Bylaws for our government.

Article I: Name and Objectives

Section 1. Name. The name of the organization is the Jacksonville 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 achievements.

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 the 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 JSU if they:
 - 1) Have completed at least 24 semester hours or the equivalent at JSU, 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 JSU, 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 JSU, who rank scholastically in the upper ten percent of all graduate and professional students currently enrolled as evaluated by the Chapter Selection Committee, and who meet one of the following requirements:
 - 1) Who have been registered as post-baccalaureate students at JSU on a full-time basis for at least one academic year or on a part-time basis for the equivalent of at least one academic year.
 - 2) Who are former post-baccalaureate students who have been awarded an advanced degree by JSU 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 staff and the emeriti faculty and staff) whose scholastic records and/or outstanding achievements have rendered them worthy of membership.
- 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 JSU from a class of five or more years' standing selected on the basis of outstanding achievement since graduation and a high scholastic record while attending JSU.
- 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 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 [2] 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 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 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 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. Only affiliated members who are faculty or staff members

of JSU may vote in the election of faculty and professional staff members.

- c. 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.
- d. 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, a Vice President, a Secretary, a Treasurer, and a Public Relations Officer, all of whom shall be affiliated members. With the exception of the Vice President, they shall not be students; the Vice President may be a student. 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 shall constitute the Chapter Executive Committee.

Section 2. Election of Officers.

- a. The President Elect, Vice President, 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 Chapter's first President, President Elect, Vice President, Secretary, Treasurer, and Public Relations Officer shall serve two year terms. Thereafter, the President Elect shall then become President and serve for one year. The new President Elect, Vice President, Secretary, Treasurer, and Public Relations Officer shall serve for one year.
- 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 or 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 Registrar, 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 report books, to prepare an annual report of the financial condition of the Chapter, and to prepare and submit reports required by the National Headquarters.
- e. It shall be the duty of the Public Relation Officer to disseminate news of Chapter activities to the various 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 or she deems advisable to promote the purposes of the Chapter and the Society.
- f. It shall be the duty of the Vice President to perform such duties as are assigned to him or her by the President.
- g. It shall be the duty of the immediate Past President to serve as a member of the Executive Committee.

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 the 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 the 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, Assessments

Section 1. Initiation Fees. Each newly elected member before initiation shall pay to the National Society, through the Chapter Treasurer, an initiation fee established by the Society entitling him or her 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 or she shall, at the same time pay an initiation fee established by the Chapter, which shall include the first year's Chapter dues plus monies to be used to pay expenses incurred by the Chapter for the initiation ceremony. 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 is

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. The Chapter 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. The Chapter shall submit all initiation materials including the Transmittal Checklist, Permanent Record of Election Forms, and funds to National Headquarters within thirty (30) days of the initiation.

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

Article VII: Amendments

Section 1. Amendments. These Bylaws may be amended by the affirmative votes of two-thirds 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.