Chapter Bylaws

CHI ETA SIGMA CHAPTER
CAMERON UNIVERSITY
LAWTON, OKLAHOMA
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PROPOSED REVISION
CHI ETA SIGMA
CHAPTER BYLAWS
Revised _____ 2011

Bylaws of The Cameron University Chi Eta Sigma
Chapter of The Honor Society of Phi Kappa Phi

For the purpose of promoting high scholastic
standards at Cameron University, Lawton,
Oklahoma; maintaining a chapter of The honor
Society of Phi Kappa Phi (to be referred to as “the
Society” or “Phi Kappa Phi”) chartered and
installed at Cameron University on May 15, 1975;
and furthering the ideals and objectives of the
Society; the members of the Cameron University
Chi Eta Sigma chapter do hereby adopt the
following Bylaws for its government.

ARTICLE I
Name and Objectives

Section 1. Name. The name of this organization is the
Cameron University Chapter of The Honor Society of
Phi Kappa Phi, to be known as Chi Eta Sigma, the
initial letters of the Greek alphabet meaning “True
Strength is Wisdom.”

Section 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 3. Governing regulations. This organization
shall be governed in accordance with the Bylaws of
the Society, as adopted by the XLI convention on
August 7, 2010, with amendments, if any, that may be
made from time to time, and by the provisions of
these Bylaws with amendments, if any, that may be
made from time to time.

ARTICLE II
Membership

Section 1. Membership Criteria. Membership in
this chapter is open to 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. Membership Categories. The following
membership categories are authorized

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 officer to
this chapter or the Society.

2.2 Active Members: Life

2.21 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 of Directors (to be
referred to as the “Board”) of the Society.
Active-for-life members of the Society who wish
to remain active members of Chi Eta Sigma
Chapter must continue to pay any required
chapter dues, as determined by this chapter.

2.22 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 this chapter. Upon
the payment of the cost of active-for-life
membership, and upon approval by a Board
subcommittee appointed by the Society President,
the individual will receive an active-for-life
membership in Phi Kappa Phi and a distinguished
member certificate.

2.23 Honorary. A nonmember (not an alumnus,
alumna, employee, or student of the college or
university) who has achieved eminence in some
academic, creative, intellectual or other career
endeavor may be nominated for honorary
Membership by a member or this 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 Society President, the individual will receive an honorary Membership in Phi Kappa Phi and an honorary member certificate. This chapter may choose to honor a member by purchasing an active-for-life membership.

2.3 Charter Members

2.31 They have participated in the organization of this chapter and have been accorded the privilege of signing the charter through the acceptance of their petition by the Board.

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

2.33 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 this chapter.

2.34 They may continue their participation as active members or active-for-life members.

Section 3. Membership Eligibility. Only those persons who are recognized as scholars by this chapter, in compliance with the following standards, and any “honorary Members” as described in section 2.23 above, shall be eligible for membership:

3.1 Undergraduate students in any department of Cameron University who have completed at least twenty-four (24) semester hours with Cameron University, and

3.11 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

3.12 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.

3.13 Eligibility may be determined separately for each academic unit within Cameron University, e.g., department, school, or college.

3.2 Graduate students of Cameron University who demonstrate an outstanding record in graduate study by ranking scholastically in the upper ten (10) percent of all graduate students, have an outstanding record as evaluated by the chapter selection committee, and meet one (1) of the following requirements:

3.21 have been registered as postbaccalaureate students 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.

3.22 are former postbaccalaureate students who have been awarded an advanced degree subsequent to the last invitation of members in the chapter.

3.23 Eligibility may be determined separately for each academic unit or program, e.g., department, school, or college.

3.3 Alumni 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 at Cameron University were high, with an increasing emphasis on the former as the period since graduation becomes longer.

3.31 Not more than four alumni members shall be initiated in any year by this chapter from the alumni of Cameron University.

3.4 Members of Cameron University’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.

3.41 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 Society Board.

3.42 The number of members initiated in any year by this chapter from the faculty, administration, and professional staff of Cameron University, shall not exceed six (6) persons per year.

Section 4. Invitation to Membership

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, as the executive committee shall determine appropriate.

4.2 An affirmative vote of two-thirds (2/3) of the designated approving body (determined pursuant to 4.1 above) shall be necessary for the approval of any person for membership.

Section 5. Membership Privileges

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

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

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

5.13 Serve as chapter delegates to any convention, if Society and chapter dues are current.

5.14 Serve on Society committees if Society dues are current.

5.15 Hold Society office if Society dues are current.

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

Section 6. Membership Responsibilities

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

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 Board in accordance with Society policy.

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
The Executive Committee and Chapter Governance

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.

Section 1. Officers. The elective officers of this chapter shall include at least a President, a President elect, a secretary, a Treasurer, and at least two (2) student Vice Presidents. additional offices to be held by faculty, administrators, professional staff, or alumni may be established as the chapter may prescribe, e.g., a Public relations officer or Member-at-large.

Section 2. Election of officers.

2.1 The election of officers may occur at any time at a regularly called meeting of the chapter at which a quorum is present.

2.2 The terms of chapter officers shall be for two (2) years, except for the student vice presidents whose terms shall be for one (1) year. Chapter officers may be reelected.

2.3 The Society fiscal year runs from July 1 through June 30. The slate of elected officers will be sent promptly, and in no case later than June 15, to the executive Director of the Society.

Section 3. Duties of officers.

3.1 It shall be the duty of the chapter 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 on behalf of the chapter on ballots and other materials sent to the chapter by Society
headquarters, and to fulfill the other usual responsibilities of the office of the President.

3.11 The chapter President shall, with the advice and consent of the chapter executive committee, exercise the chapter’s voting rights in the election of regional representatives and other voting by chapters between conventions.

3.111 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.

3.112 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.

3.2 It shall be the duty of the chapter 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.

3.3 The chapter 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 The chapter 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 or review of the record books; to prepare the chapter finance report; to submit form 990 or form 990-n to the IRS by November 15; and to prepare and submit other reports required by headquarters.

3.5 It shall be the duty of the chapter Public relations officer to disseminate news of chapter activities to the various media; to submit to Society headquarters news items for potential inclusion in the Phi Kappa Phi Forum (The Society’s quarterly magazine); and to take whatever other steps he/she deems advisable to promote the purposes of the chapter and the Society.

3.6 It shall be the duty of the chapter student Vice Presidents to perform such duties as are assigned to them by the President.

3.7 It shall be the duty of the immediate Past President of the chapter to serve as a member of the executive committee.

Section 4. Duties of the Chapter Executive Committee. 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.

ARTICLE IV
Meetings

Section 1. Calling of Meetings. Chapter meetings will be held upon call of the President or the executive committee. All active chapter members shall be duly notified of chapter meetings by the secretary. Electronic mail may be used for notification purposes.

Section 2. Quorum. At least a majority of the executive committee will 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 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 1. Initiation Fees. Before initiation, each newly-elected member will pay to the Society, through the chapter Treasurer or via the internet directly to the Society, 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 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 2. Active Membership Dues. All active members other than those newly initiated will pay to 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 Board. All dues payments shall be made to Society headquarters in response to the annual dues statement sent to each member.

ARTICLE VI
Endowment Fund

Section 1. Establishment and Maintenance. A permanent endowment fund shall be established and maintained by the Cameron University Chapter of The Honor Society of Phi Kappa Phi. An amount to be determined by the Executive Committee shall be placed annually in a permanent irreducible fund administered by the Cameron University Foundation, Inc. Its income may be used for carrying on the work of the chapter, the principal remaining inviolate.

1.1 At least 75% of all chapter lifetime dues shall be shall be deposited to the endowment fund.

Section 2. Administration. The administration of the endowment fund shall be in the hands of the Endowment Committee, which shall consist of two or more members appointed by the President with the approval of the Executive Committee, the Secretary (ex officio), and the Treasurer (ex officio). In the interest of stability and continuity, the appointed members of this committee shall be designated in rotation to serve for two years. Irregular vacancies in the membership of the Committee shall be filled by appointment by the President or the Executive Committee.

ARTICLE VII
Obligations to the Society

Section 1. Reports. Chapters will submit by the specified date certain reports to headquarters. These include, but are not limited to, the chapter officer list, the chapter annual report, and the chapter finance report.

Section 2. Initiation Materials. Chapters will submit all initiation materials, including but not limited to 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 15.

Section 3. Society Meeting Participation. Chapters will send appropriate delegates to Society conventions and other Society meetings.

ARTICLE VIII
Amendments

Section 1. Amendments. These Bylaws may be amended by the affirmative vote of two-thirds of the Chapter members present at any meeting of the Chapter at which a quorum is in attendance, provided the proposed amendment or amendments have been sent to all Chapter members at least thirty (30) days prior to the meeting.

Section 2. Limitations. All amendments to these Bylaws will be in harmony with the Bylaws of the Society.

Section 3. When Chapter 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.

Last Society Revision: 9/13/10