

THE BYLAWS OF
California State University, Stanislaus
Chapter 282
of
The Honor Society of Phi Kappa Phi, Inc.
A Nonprofit Corporation

PREAMBLE

For the purpose of promoting high academic standards at California State University, Stanislaus, Turlock, California; 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 California State University, Stanislaus, on April 29, 1999; and furthering the ideals and objectives of the Society; the members of the California State University, Stanislaus chapter do hereby adopt the following Bylaws for its governance.

ARTICLE I

Name and Mission

Section 1. Name. The name of the organization is the California State University, Stanislaus Chapter 282 of The Honor Society of Phi Kappa Phi.

Section 2. Mission. The mission is to recognize and promote academic excellence in all fields of higher education and to engage the community of scholars in service to others. The Society also recognizes outstanding achievement by students, faculty, and others through various awards and through invitation to membership.

Section 3. Governing Regulations. This organization shall be governed in accordance with the Bylaws of the Society, as adopted by the Biennial Convention on August 9, 2014, 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

Governance

Section 1. Functions of Chapters

- 1.1 Recognize outstanding achievements through invitation to membership.
- 1.2 Sponsor programs and activities that support and recognize scholarship and/or service.
- 1.3 Hold two or more meetings a year, one of which should be an initiation.
- 1.4 Send a delegate to Society Conventions and other relevant meetings or workshops.

Section 2. Chapter Bylaws

- 2.1 Align Chapter bylaws with the bylaws of the Society.
- 2.2 File revisions with the Executive Director of the Society.
- 2.3 When Chapter bylaws are updated solely to reflect changes in Society bylaws as approved by a Convention, the Chapter bylaws affected by those national changes may be amended without a vote of the general membership.
- 2.4 When the Society bylaws are changed in such a manner that necessitates revision of chapter bylaws, if any chapter has not sent updated bylaws to the Headquarters within 90 days of receipt of those revisions, the Headquarters staff will make the necessary revisions and send the updated version to the chapter.

Section 3. Chapter Governance

- 3.1 The officers of the Chapter shall be President, President-Elect, Vice President, at least two Student Vice Presidents, Secretary, Treasurer, Coordinator for Alumni Affairs, Assistant Coordinator for Alumni Affairs, Coordinator for Student Affairs, Assistant Coordinator for Student Affairs, and Public Relations Officer, all of whom shall be Active Members – Affiliated (usually, but not necessarily, faculty and staff members of the institution; local non-faculty members may serve as chapter officers).
 - 3.1.1 Officers with the exception of the Vice President, Student Vice Presidents, Coordinator for Student Affairs, and Assistant Coordinator for Student Affairs, shall not be students; the Vice President, Student Vice Presidents, Coordinator for Student Affairs, and Assistant Coordinator for Student Affairs may be students.
 - 3.1.2 The Coordinator for Alumni Affairs and Assistant Coordinator for Alumni Affairs ordinarily should be CSU Stanislaus alumni.
 - 3.1.3 These officers, together with the immediate Past President, shall constitute the Chapter Executive Committee.
- 3.2 The President-Elect, Vice President, Student Vice Presidents, Coordinator for Alumni Affairs, Coordinator for Student Affairs, Secretary, Treasurer, and Public Relations Officer shall be elected at a regularly called meeting of the Chapter, or by email ballot before the end of the spring semester. The President-Elect shall serve for one year, and then become President. The President shall serve as Past President for one year after their one year term. The Vice President shall serve two years, and the Student Vice Presidents shall serve for one year. The Coordinator for Alumni Affairs, Coordinator for Student Affairs, Secretary, Treasurer, and Public Relations Officer shall be elected to serve two-year terms. Officers may be elected to subsequent terms.
 - 3.2.1 The slate of elected officers shall be sent promptly, and in no case later than June 15, to the Executive Director of the Society.

3.3 Duties of Executive Committee and Officers

- 3.3.1 It shall be the responsibility of the Executive Committee to supervise annual and long-range planning of Chapter activities, including organizing and implementing the annual initiation ceremony, 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 Bylaws of the National Society, to elect delegates to the general and special conventions of the Society, to recruit new officers as necessary, and in the event of the loss of a Chapter officer, to appoint a temporary officer, as necessary, to serve until the election of new officers. A chapter delegate may vote on behalf of the chapter.
- 3.3.2 The duties of the President shall include,
- 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 the National Society,
 - To attend all National Society meetings,
 - To promote the Phi Kappa Phi Student Scholarship Competition,
 - To arrange an orientation meeting for newly-installed officers and committee members immediately following their assuming office to ensure a smooth transfer of duties from outgoing to incoming officers while also providing the necessary information and materials to assist in this transition and formulating goals for the upcoming year,
 - To oversee or designate the preparation of the Chapter Annual Report, Chapter Officer List, and Chapter Finance Report,
 - To delegate and assign all duties as necessary to members of the Executive Committee,
 - And, to fulfill the other usual responsibilities of the office of the President.
- 3.3.3 The duties of the President-Elect shall include,
- To preside at meetings in the absence of the President and to succeed to the Presidency,
 - To organize chapter events as assigned by the President, including overseeing the member selection process,
 - To prepare, with the assistance of the Registrar, lists of eligible candidates to be nominated by faculty and voted on by the Chapter,
 - To prepare materials and documents required for the initiation of candidates,
 - And, to perform other duties assigned by the President.
- 3.3.4 The duties of the Past President shall include,
- To serve as a member of the Executive Committee and attend all meetings,
 - To serve on any committees as necessary,
 - And, to fulfill other duties assigned by the President.
- 3.3.5 The duties of the Vice President shall include,
- To keep the Executive Committee abreast of grant programs, graduate fellowships, and faculty awards,

- To chair the Chapter awards selection committee to determine chapter fellowship nominees,
- To work with the chapter Public Relations Officer to promote and publicize Phi Kappa Phi awards programs to the proper constituents, e.g., students, faculty/staff, Study Abroad offices, etc.,
- To mentor and review the fellowship applicant,
- To coordinate all application submissions,
- And, to perform other duties assigned by the President.

3.3.6 The duties of the Secretary shall include,

- To maintain records and supplies for the Chapter,
- To keep and publish minutes of Chapter and Executive Committee meetings,
- To maintain correspondence and other files related to the National Office and affairs of the Chapter, such as an active membership list,
- To maintain the Chapter calendar, website, and social media page(s),
- And, to perform other duties assigned by the President.

3.3.7 The duties of the Treasurer shall include,

- 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 prepare and submit reports required by the National Office,
- And, to perform other duties assigned by the President.

3.3.8 The duties of the Public Relations Officer shall include,

- To disseminate news of the Chapter activities to the various media,
- To submit news items for publication to the National office,
- To take whatever other steps deemed advisable to promote the purposes of the Chapter and the Society,
- To develop and present to the Executive Committee programs to increase the awareness of Phi Kappa Phi on campus and in the community with the support of the Communications Director at Society Headquarters if necessary,
- And, to perform other duties assigned by the President.

3.3.9 The duties of the Student Vice Presidents shall include,

- To initiate and organize student-related Chapter events,
- To participate in the Council of Student Vice Presidents,
- To assist the Public Relations Officer in promoting the Chapter and Phi Kappa Phi Awards campus-wide,
- And, to perform other duties assigned by the President.

3.3.10 The duties of the Coordinator for Alumni Affairs shall include,

- To initiate and organize alumni-related Chapter events,
- And, to perform other duties assigned by the President.

3.3.11 The duties of the Coordinator for Student Affairs shall include,

- To chair the Council of Student Vice Presidents,
- To participate in student-related Chapter events.
- And, to perform other duties assigned by the President.

3.3.12 The Administrative Assistant shall assist the chapter officers in the day-to-day operations of the Chapter, maintain the Chapter display case and historical archives, and coordinate contact with the National Headquarters.

Section 4. Chapter Meetings

5.1 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.

5.2 At least a majority of the membership present or of the Executive Committee present shall constitute a quorum for the transaction of business at any regular or special meeting.

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

Section 5. Chapter Obligations to the Society

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

6.2 Chapters will submit all initiation materials, including but not limited to the Transmittal Checklist, Permanent Record of Election Forms, and initiation fees, to Society Headquarters within 30 days of the initiation. All initiation materials are due at Society Headquarters by June 15. If the Chapter participates in the Online Enrollment Program (OEP), the Permanent Record of Election Forms and all initiation fees are provided to Headquarters automatically. The Chapter must still provide the Transmittal Checklist in a timely fashion.

6.3 It is the responsibility of the Chapter to send appropriate delegates who are active Chapter members to Society conventions and other Society meetings.

ARTICLE III Membership

Section 1. Membership in the Society is open to scholars with integrity and high ethical standards from all academic disciplines without regard to race, color, gender, national origin, religion, age, disability, genetic information, or sexual orientation.

Section 2. Membership Categories

2.1 Active Members

- 2.1.1 Active members of the Society are those who have paid Society dues for the current year. Active members have access to all available benefits offered by the Society and are eligible to serve on Society committees and hold Society office.
- 2.1.2 Active members of the Chapter are those who have paid both Society and Chapter dues for the current year. Active members have access to all available benefits offered by the Chapter and are eligible to serve on Chapter committees and hold Chapter office. Members who choose may become active members in more than one chapter by submitting chapter dues to each chapter.
- 2.2 Life Members are those who have been invited and initiated and have paid the life membership fee or have been accorded this status by the action of the Board (Society) or Executive Committee (Chapter).
 - 2.2.1 Life members of the Society who wish to remain active Chapter members must continue to pay any required Chapter dues.
- 2.3 Special Memberships are conferred upon approval of the Executive Director, Society President, and appropriate Regional Vice President and upon the payment of appropriate fees to the Society.
 - 2.3.1 A member who has served the Society in an outstanding manner may be nominated for distinguished membership by a member or a chapter. The individual will receive a life membership in Phi Kappa Phi and a distinguished member certificate.
 - 2.3.2 A nonmember (not an alumnus/alumna, employee, or student of the chapter's institution) who has achieved eminence in some academic, creative, intellectual or other career endeavor may be nominated for honorary membership by a member, chapter, or the Board. The individual will receive a life membership in Phi Kappa Phi and an honorary member certificate.
- 2.4 Members who fail to pay Society or Chapter dues for the current year are inactive members who do not enjoy the privileges of voting, serving on committees, or serving as Society or Chapter officers.

Section 3. Eligibility for Membership

- 3.1 Eligibility for membership in the chapter shall be determined for each degree program.
- 3.2 Undergraduate students who have completed at least twenty-four semester (24) units at California State University, Stanislaus and have enrolled in a course of study leading to a baccalaureate degree, and
 - 3.2.1 who, in their junior year, rank scholastically in the upper seven and one-half (7.5) percent of the class for their major and have completed at least seventy-two (72) units, or
 - 3.2.2 who, in their senior year, rank scholastically in the upper ten (10) percent of the class for their major and have completed at least ninety (90) units.

- 3.3 Graduate and professional students 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 their major, who are registered as a classified post-baccalaureate or classified graduate student in the University, and who have completed at least eighteen (18) semester hours.
- 3.4 Members of the faculty, administration, professional staff, alumni, or community leaders who exhibit excellence and high ethical standards may be extended membership, subject to the following restrictions.
- 3.4.1 The number invited may not exceed four (4) percent of the number of students invited by the Chapter that year.
- 3.4.2 If fewer than 200 student members are elected per year, a maximum of eight (8) persons per year may be allowed to be initiated.

Section 4. Election of Members. All invitations to membership will be approved by a two-thirds vote of the active members present at a regularly called meeting of the Chapter or by mail/electronic mail ballot of the active members participating.

Section 5. Membership Responsibilities

- 5.1 Members should conduct themselves at all times in a manner consistent with integrity and high ethical standards.
- 5.2 If a member fails to behave with integrity and high ethical standards, the person's membership may be revoked by the Chapter's Executive Committee or by the Society's Board of Directors. If the membership is revoked, the person has the right to appeal this decision to the Executive Director, the appropriate Regional Vice President, and the Board.

ARTICLE IV
Fees, Dues, and Assessments

Section 1. Initiation Fees. Each newly elected member before initiation shall pay to the National Society an initiation fee established by the Society entitling him/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. In addition, new members shall pay an initiation fee established by the Chapter. Such monies are 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 Office local annual dues in an amount determined by vote of the general membership 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 Office in response to the annual dues statement sent to each member.

ARTICLE V

Amendments

Section 1. Amendments. These Bylaws may be amended by the affirmative vote submitted by 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 Chapter members thirty (30) days prior to the meeting.

Section 2. Limitations. All amendments to these Bylaws shall align with the Bylaws of The Society.

DMD/jdb 9/2/98
Revised 9/28/98 JDB
Revised 11/2/98 JDB
Revised 11/11/98 JDB
Revised 12/7/98 JDB
Approved 1/14/99 w/revisions
Revised 2/9/99 JDB
Revised 11/6/01 RSF
Approved 12/12/02 w/revisions
Revised 3/19/08
Approved 3/19/08 w/revisions
Revised 10/2014 by the Honor Society of Phi Kappa Phi
Revised 6/2015 by the Honor Society of Phi Kappa Phi
Revised 9/15/15 JH/ss
Approved 11/17/15