

**California State University, Fresno
Chapter 062**

BYLAWS OF THE

**California State University Fresno, Chapter 062
The Honor Society of Phi Kappa Phi**

For the purpose of promoting high scholastic standards at California State University, Fresno, CA; maintaining a chapter of The Honor Society of Phi Kappa Phi, hereinafter referred to as “the Society” or “Phi Kappa Phi”, chartered and installed at Fresno State College on April 22, 1953; and furthering the ideals and objectives of the Society; the members of California State University, Fresno 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 California State University, Fresno, chapter of The Honor Society of Phi Kappa Phi hereinafter referred to as the “Chapter.”

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.

Section 4. Principle Office. The principle office location for the transaction of business of the Chapter is hereby fixed and located at the office of the Chapter Secretary at California State University, Fresno. The President of the Chapter, in consultation with elected officers, is hereby granted full power and authority to change said principle office from one location to another within California State University, Fresno hereinafter referred to as “this institution” as circumstances may warrant.

ARTICLE II Membership

Section 1. 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. 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 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. Individuals who 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 chapter members 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.

Section 3. Eligibility for Membership. 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 this institution who have completed at least twenty-four (24) semester hours or the equivalent in residence, 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.

3.2 Graduate and professional students at this institution who demonstrate an outstanding record in graduate or professional study by ranking scholastically in the upper ten (10) percent of all graduate and professional students 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 previous invitation of members in the chapter.

3.3 Alumni who are graduates from any class of five (5) years' standing or more shall be eligible for membership provided they have contributed to academic excellence at this Institution through meritorious service and/or contributed through significant service or outstanding career activities have to the betterment of our city, state, national or international communities, and whose scholastic records while at this institution were high, with an increasing emphasis on the former as the period since graduation becomes longer.

3.31 The number of members initiated in any year by this chapter from the alumni of that institution, with the exception of the first five (5) years after installation, shall not exceed two (2) percent of the number of undergraduates and graduate students invited by the chapter that year.

3.32 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.

3.4 Members of this institution's faculty, administration, and professional staff (including research, library, and extension staffs) shall be eligible for membership if they have contributed to academic excellence at this Institution through meritorious service above and beyond that required in their normal working roles, and whose scholastic records and/or other 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 Board.

3.42 The number of members initiated in any year by this chapter from the faculty, administration, and professional staff of this institution, shall not exceed three (3) percent of the number of students invited by the chapter that year.

3.43 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 4 Selection of Members

4.1 Selection of eligible members shall be the responsibility of the Membership Committee(s) or the President, in the event not enough active members are available to form a committee.

4.11 Undergraduate Students: The list of eligible undergraduate students shall be determined from this Institution's database.

4.12 Post-Baccalaureate Students: The list of eligible graduate students, credential students, and other post-baccalaureate students shall be determined from this Institution's database.

4.13 Alumni, Faculty, Administration and Professional Staff: Recommendations for perspective members in these categories shall be solicited from various sources available at this Institution and in the community.

4.2 The membership Committee(s) or the President shall recommend persons eligible for membership in the Society in accordance with Section 3 above.

4.3 The list of eligible persons selected by the Membership Committee(s) or the President shall be approved by a majority vote of the active members present at a general meeting.

4.31 Any objection to any name on the list may be made and the validity of the objection discussed prior to voting on those so named. Otherwise eligible members who have demonstrated actions of record which would normally be considered to damage their good character standing shall be deemed ineligible for membership.

Section 5. Invitation to Membership

5.1 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.

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

Section 6 Election of Members

6.1 Election. Election of members shall be done by majority vote of the active members present.

6.2 Membership Materials. Elected members shall receive from the Chapter the Society Pin, Society Medallion and Certificate of Membership, and the Membership Card at the time of initiation.

Section 7 Initiation of Members

7.1 Event Date. The initiation of new members shall take place during the Spring Semester of each academic year at a date and time selected by the Chapter

7.2 Event Format. The format of the initiation shall be an adaptation of that generally prescribed by the Bylaws of the National Society.

Section 8. Membership Privileges

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

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

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

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

8.14 Serve on Society committees if Society dues are current.

8.15 Hold Society office if Society dues are current.

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

Section 9. Membership Responsibilities

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

9.2 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.

9.3 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 Vice President, two student Vice Presidents, a Secretary, a Treasurer, a Public Relations Officer, and Historian all of whom will be affiliated members. With the exception of the two student Vice Presidents and members at large, the other officers shall not be students. Additional offices to be held by faculty, administrators, professional staff, or alumni may be established as the chapter may prescribe. At least four at-large positions will also be filled by active members who commit to serving on the Executive Committee. These officers, together with the immediate Past President and at-large representatives, shall constitute the chapter Executive Committee.

1.1. All, except the Secretary, shall serve without compensation.

Section 2. Election of Officers

2.1 Officers shall be elected by the last regular meeting of the academic year by a majority vote of the active membership present. In the event of an office becoming vacant, the elected officers shall appoint a replacement.

2.2 At large representatives will be selected by the chapter officers.

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 Terms of Officers. All elected officers shall serve a term of one year beginning on the last day of the academic year in which they are elected.

3.1 In the event a successor is not available for the position of President, the term may be extended by majority vote of the active members present for up to an additional year or until such time as a successor is installed.

3.2 The normal presidential succession shall be three (3) terms of one year each in the following offices: President-Elect, President, and Past President.

3.3. The term of the Secretary shall be at the discretion of the Executive Committee.

Section 4. Duties of Officers

4.1 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.

4.11 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.

4.111 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.

4.112 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.

4.2 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, or at the conclusion of the President's term of office.

4.3 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.

4.31 To ensure the continuation of the Chapter, the position of Secretary shall be permanent and paid. The persons nominated for the position shall be interviewed by and subject to the approval of a minimum of three (3) active members. The description for the position of Secretary is attached to these Bylaws in Addendum #1.

4.4 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.

- 4.5 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.
- 4.6 It shall be the duty of the chapter student Vice Presidents to perform such duties as are assigned to them by the President.
- 4.7 It shall be the duty of the immediate Past President of the chapter to serve as a member of the Executive Committee.
- 4.8 It shall be the duty of at-large members of the Executive Committee to perform such duties as are assigned to them by the President.

Section 5. Remuneration of the Position of Secretary. Remuneration shall be determined by majority vote of the active membership present at a scheduled meeting.

Section 6. Checks, Drafts, Etc. All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of or payable to the Chapter shall be signed by the Treasurer for amounts less than \$250. For amounts of \$250 or greater, instruments shall be signed by at least two of the following Chapter Officers: Treasurer, President, Past President or President-Elect.

Section 7. 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 and affiliated members shall be duly notified of chapter meetings by the Secretary.

1.1 There shall be at least one regular meeting held each academic semester.

1.2 The initiation or any other event shall not constitute a meeting.

1.3 Special meetings may be called at any time by the President or at the written request of five or more active members.

Section 2. Quorum. . One-third (1/3) of the members of the Executive Committee shall constitute a quorum for the transaction of business.

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 Records

Section 1 Keeping Records

1.1 The Chapter shall keep and maintain adequate and correct records of accounts and minutes. Records shall be kept in written form or in any other form capable of being converted into written form upon request. An itemized Treasurer's report will be provided to the members of the Executive Committee at the end of each academic year.

1.2 The chapter shall keep records of fiscal accounts in such detail as to allow for a proper audit by the Society, Internal Revenue Service, or any other such entity authorized to audit Chapter fiscal records.

1.3 All Chapter records shall be maintained and kept in one centralized place available for easy access when such records are required.

ARTICLE VI Fees, Dues, and Assessments

Section 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* 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 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 submitted by two-thirds of the members of the Executive Committee, provided the proposed amendment or amendments have been given to the members seven (7) days prior to the meeting at which the amendment is to be considered and/or voted upon.

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 Executive Committee

Last Revision: October 2011

ADDENDUM #1
Job Description
SECRETARY
Phi Kappa Phi Chapter 062

REQUIREMENTS:

- Currently serving as a faculty or staff member at California State University, Fresno.
- Ability to access appropriate office space for Phi Kappa Phi materials, including storage space for pamphlets, medallions, pins, and other printed material from National Office, and a file cabinet for centralized chapter records and files.
- Obtain written documentation from the current Department or Facility stating approval for performing chapter functions, using telephone and email facilities, computer time and equipment, and any other potential inconvenience resulting from Chapter duties required during normal work hours and any charge or material supply arrangements required for use of office copier.
- Willing to commit to at least a three-year term and serve as the continuing liaison with the National Office in the event the Chapter has no other officers.

DUTIES:

- Serve as the central office person for the Chapter;
- Update and maintain current files for student membership;
- Organize and maintain Chapter files and records;
- Prepare letters and mailings as required;
- Distribute materials as required;
- Maintain a current inventory of materials and supplies from the National Office required for membership functions and activities;
- Arrange for and maintain an adequate supply of letterhead stationery and envelopes and other office supplies;
- Keep appropriate Chapter officers informed on all correspondence that occurs through the Secretary's office;
- Serve as the primary correspondent with the National Office and maintain or prompt Chapter officers on all required correspondence with the National Office;
- Help as required in the organizing and preparation for the Chapter Initiation Event and other events that may be offered;
- Provide secretarial support for the Executive Committee and other committees as required;
- Perform other duties as may be required to maintain the integrity of the Chapter organization.