

# **Alpha Kappa Epsilon: International Business Honor Society**

## **National Constitution**

### **Article I - Name and Objective**

Section 1 - The name of this organization shall be Alpha Kappa Epsilon (see notes 1, 2).

Section 2 - The objective of the Society shall be to recognize and promote high scholarship, original investigation and professional service in International Business

Section 3 - This Society is organized exclusively for charitable, educational and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 4 - No part of the net earnings of the Society shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the above Section 3 of Article I hereof. No substantial part of the activities of the Society shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Society shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

### **Article II - Rules of Order**

The rules of order for the Society shall be those contained in Robert's Rules of Order.

### **Article III - National Officers**

Section 1 - The National Officers shall be the Past President, National President, National Vice President, Executive Secretary and National Treasurer.

Section 2 - Duties of the National Officers shall be as follows:

a. In addition to performing the duties listed in Robert's Rules of Order, the National

President shall be Chairman of the Executive Committee.

b. The National Vice President shall perform the duties designated by the National President and shall assume the responsibilities of the National President in the absence of the National President.

c. The Executive Secretary shall keep the records of the Society, issue charters for new chapters and, at the direction of the National President.

d. The National Treasurer shall be bonded for an amount sufficient to guarantee all the Society's funds, provided the funds in his possession are in excess of \$100. He shall provide an audited annual report for the period June 1 through May 31 to the Executive Committee and the chapters on the financial status of the Society. Other reports may be required at the direction of the National President. He shall preserve the financial records of the Society.

### Section 3 - Election of National Officers:

a. The National President, National Vice President and National Treasurer shall be elected in the Spring of even-numbered years; each shall serve for two years and shall be eligible for re-election.

b. Nominations for National President, National Vice President and National Treasurer shall be submitted to the Nominating Committee no later than February 15 of even-numbered years. Each chapter may nominate no more than one person for each office (see Note 3).

c. Only faculty or staff members holding the rank of at least Assistant Professor or equivalent are eligible for nomination as National Officers.

d. Each chapter shall have one vote.

e. The National President, National Vice President and National Treasurer shall be elected by majority vote of the ballots returned within five weeks after the official mailing of ballots.

f. The Executive Secretary shall be appointed by the other National Officers at the annual meeting of even-numbered years, shall serve for two years, and shall be eligible for reappointment.

g. The new officers shall assume their respective duties on June 1 of even-numbered years with the exception of the Executive Secretary. The term of the Executive Secretary will run from one month after appointment until one month after the appointment of a successor.

h. Ad interim vacancies which occur shall be filled by majority vote of the AKE Executive Committee.

## **Article IV - Committees**

### Section 1 - Executive Committee

The Executive Committee shall consist of the National Officers and shall be chaired by the National President.

### Section 2 - Nominating Committee

a. The Nominating Committee shall consist of the three most recent Past Presidents and shall be chaired by the immediate Past President.

b. The Nominating Committee shall prepare and submit ballots to each chapter as soon as feasible but no later than March 15. The marked ballots shall be returned by the local chapter to an address provided by the Nominating Committee within four weeks after the official mailing.

c. Results will be reported to the Council within one week of the ballots being counted.

### Section 3 - Council

The Council shall consist of the National Officers, the Faculty Advisors and the Presidents of the individual chapters. It shall give general oversight and direction to policies under which the Society operates.

## **Article V - Chapters**

Section 1 - A Chapter may be established at any institution whose curriculum leading to the first degree in International Business has been accredited by the Association to Advance Collegiate Schools of Business (AACSB International), or is widely recognized to be of high academic standards.

Section 2 - A petition for a charter for the establishment of a new chapter shall be sent to the National President. Upon unanimous approval of the Executive Committee, the petition or a condensation thereof shall be referred to the Council for consideration. The petition will be considered as approved unless negative votes are received from at least five (5) members of the Council within five (5) weeks of the date the petition is distributed. If a petition is disapproved, the submitting group shall be told of the reason for disapproval and invited to resubmit the petition as soon as the cause of disapproval has been resolved.

Section 3 - A charter for a new chapter shall be issued by the Executive Secretary, according to the following form:

Be it hereby known that a charter for the establishment of a chapter of the Society at \_\_\_\_\_, to be known as the \_\_\_\_\_ chapter, is hereby granted to the following persons as charter members, conveying to them and their duly elected

associates and successors all the privileges conferred by the Constitution of the Society.

\_\_\_\_\_  
\_\_\_\_\_  
In witness thereof the signatures of the National President and Executive Secretary and the seal of the Society are hereunto affixed on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Section 4 - For the charter which each chapter receives at the time of its installation, a fee established by the Executive Committee shall be paid into the National Treasury.

Section 5 - The chapters shall be named with single Greek letters, in alphabetical order, according to the time of their installation. When all single Greek letters have been used, chapters shall be named in alphabetical order with double Greek letters, as Alpha Alpha, Alpha Beta, Alpha Gamma, etc.

Section 6 - A chapter which has not elected members or officers for two consecutive years, according to the records of the Executive Secretary, shall be designated inactive by the Executive Committee. The Executive Secretary shall notify a chapter in writing prior to such designation. The chapter will be given one month to indicate in writing why it should not be designated inactive.

Section 7 - An inactive chapter may petition the Executive Committee through the Executive Secretary for a removal of inactive status. Such petition should be accompanied by a list of new officers and a list of new members initiated.

#### **Article VI - Chapter Officers:**

Section 1 - The elective officers of each chapter of this Society shall be the President, Vice President, Secretary, Treasurer. Each chapter shall have the privilege of designating additional elective officers as conditions warrant. All chapter officers shall be elected in accordance with the chapter's By-Laws.

Section 2 - The Chapter officers must hold the rank of at least an Instructor or equivalent.

Section 3 - Each officer shall be elected by a majority vote of the active members of the chapter. He or she may be removed from office by a three-fourths vote of the active members of the chapter.

Section 4 - The duties of the officers shall be as follows:

- a. The President shall perform all the duties usually pertaining to the office.
- b. The Vice President shall perform the duties of the President in the absence of

the President.

c. The Secretary shall perform the duties usually pertaining to the office, issue all notices, be responsible for all records of the chapter, make an annual report on chapter activities to the Executive Secretary, and keep the National Executive Secretary

informed of the names and addresses of all chapter officers.

d. The Treasurer shall collect and care for all money and properties (other than records) belonging to the chapter, and shall make payments only on the written approval of the President.

### **Article VII - Membership**

Grading patterns vary, so those chapters which consider candidates in the upper 1/4 or 1/3 of their class are expected to maintain such high scholastic standards that no candidate is elected whose scholastic record is not keeping with the high standards of the Society. Each person elected must have traits and characteristics of leadership that make him or her likely to succeed as a truly professional International business scholar/professional.

Section 1 - The Society shall consist of Active, Associate and Honorary members.

Section 2 - Active membership shall be limited to:

a. Juniors (designated as those who have completed at least 50% of their degree requirements) who:

1. have completed at least three International Business courses, and
2. are in the upper one-fourth of their class, or
3. have a grade point average of 3.25/4.00.

b. Seniors (designated as those who have completed at least 70% of their degree requirements) who:

1. have completed at least three International Business courses, and
2. are in the upper one-third of their class, or
3. have a grade point average of 3.00/4.00.

c. Graduate students who have successfully completed at least three graduate level International Business courses and a GPA of 3.5/4.0 or higher (or be in the top 1/3 of their class)

d. Professor and Instructors who teach/have taught courses in International Business, or who include significant International Business content in their regular courses.

Section 3 - Associate membership shall consist of other members of the staff of the institution who have shown noteworthy achievement in International Business.

Section 4 - Honorary membership shall consist of persons who have earned a national or a widely recognized professional reputation in the field of International Business.

Section 5 - A member of any chapter whose residence changes to the home of another chapter shall be entitled to enroll in the latter upon presentation of satisfactory credentials.

Section 6 - Members who do not wish to remain active members become inactive members.

### **Article VIII - Election of Members**

Section 1 - There shall be at least one but no more than two election meetings each year at which active and inactive members can be elected. The time of elections shall be set by the chapter.

Section 2 - Honorary members shall be nominated by a chapter. Nominations shall be submitted to the National President. A person receiving the approval of the National President and three-fourths vote of the Council shall be elected to honorary membership.

Section 3 - All resident members shall be properly notified of a meeting for the election of members at least three days in advance. Three-fourths of the active members shall constitute a quorum for the election of members.

Section 4 - All students scholastically eligible shall be considered for election to active membership. Voting, on the basis of character and leadership, shall be by secret ballot. An affirmative vote of at least 80% of the active members present shall be required for election.

### **Article IX - Initiation**

Section 1 - Immediately after the election, all candidates shall be notified by the Secretary or an individual designated by the President of the chapter.

Section 2 - Members shall be initiated according to the ceremony adopted by the Society. Either a closed or open ceremony is allowed at the discretion of the chapter.

Section 3 - A membership certificate shall be presented to each member. The certificate shall be signed by the National President and the chapter President and stamped with the official Seal of the Society. The badge (key or tie tack or pin) shall be engraved with the initials of the member and shall bear the member number and

chapter letter(s).

Section 4 - An initiation fee set by the Executive Committee, which includes charges for the membership certificate, shall be paid to the Executive Secretary for each active and associate member initiated.

Section 5 - The Society shall pay for the certificates presented to honorary members.

#### **Article X - Insignia**

Section 1 - The insignia of the Society shall be designed by the founding national officers in consultation with design experts.

#### **Article XI - Dues**

Section 1 - There shall be no national dues other than those designated in Article V,

Section 4.

Section 2 - Each chapter may assess its members for chapter activities as it sees fit.

#### **Article XII - Annual Meeting**

Section 1 - An Annual Meeting shall normally be held at the same time and place Designated by National officers with input from the Chapters.

Section 2 - Each active chapter may send as many representatives as desired, but each active chapter shall have only one vote in the business transacted at the meeting, by the officially designated chapter representative or alternate.

#### **Article XIII - National By-Laws**

The Society may adopt Rules and By-Laws to outline the methods by which the Society shall transact business. These By-Laws must be approved by a three-fourths vote of the chapters.

#### **Article XIV - Amendments to the Constitution**

Amendments proposed must be passed by a three-fourths vote of all chapters. This must be done either at the National Annual Meeting, provided chapters have been furnished with copies of the proposed amendments one month in advance of the meeting, or at other times during the year, by chapters being furnished with copies of the proposed amendments. Chapters must express their vote in writing to the Executive Secretary within one month of receipt of the proposed amendments.

#### **Article XV - Dissolution**

Upon the dissolution of Alpha Kappa Epsilon, National International Business Honor Society, the residual assets of Alpha Kappa Epsilon, National International Business Honor Society remaining thereafter shall be conveyed to such organization then existent, dedicated to the perpetuation of objects similar to those

of Alpha Kappa Epsilon International Business Honor Society, so long as whichever organization is selected by the Executive Committee of the Society at the time of dissolution shall be exempt under Section 501(c) (3) and 170(c) (2) of the Internal Revenue Code of 1954 as amended, or such successor provision of the Code as may be in effect at the time of dissolution of Alpha Kappa Epsilon, International Business Honor Society.

## **Addenda**

### **Standards - Organization**

Participation by members in setting authority for control of the affairs of the Organization).

Governance by officers/board members elected by the membership.

Membership participation in approving and revising bylaws.

Full financial disclosure.

### **Standards - Chapters**

Chartered on campus by institution and college/department petition, approved by official action of the governing body of the national organization.

Candidate selection by chapter members and officials.

Membership recruitment by written invitation, conducted by chapter officers and advisers.

Chapter representation in national governance.

**Notes:** 1. Akereotis (integrity), Kozmopilitizmos (to be cosmopolitan), Exerevnikotis (to be adventurous, explorer).

2. Our research shows that the name does not conflict with any existing Greek society names.

3. During the initial two years of the Society's existence, the National officers will be chosen from among the flounders of the Society and/or their designates.