Wright State University Chapter (#252)
The Honor Society of Phi Kappa Phi

BYLAWS

For the purpose of promoting high academic standards at Wright State University, Dayton, Ohio; maintaining a chapter of The Honor Society of Phi Kappa Phi (referred to as “the Society” or “Phi Kappa Phi”) chartered and installed at Wright State University on June 8, 1990; and furthering the ideals and objectives of The Honor Society of Phi Kappa Phi; the members of the Wright State University chapter do hereby adopt the following bylaws for our governance.

ARTICLE I
Name and Objectives

Section 1. The name of this organization is the Wright State University Chapter of The Honor Society of Phi Kappa Phi, Chapter #252.

Section 2. 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. This organization shall be governed in accordance with the bylaws of The Honor Society of Phi Kappa Phi, Inc., as adopted by the August 2014 Society Convention 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. Function of Chapter

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 elected officers will include at minimum an executive committee composed of a President, a President-Elect, a Secretary, and a Treasurer. Additional offices may be established as the chapter may prescribe. Student members may hold any chapter office with the exception of those offices that comprise the executive committee. Chapter officers must maintain active membership (see Article III.2.1) in order to hold office.

3.2 Chapters will determine the terms of office. When an election occurs, a report will be sent promptly, and in no case later than June 15, to Headquarters.

3.3 The management of the chapter will be vested in the executive committee.

3.4 At Conventions or times the Society deems necessary, the chapter’s delegate will vote on behalf of the chapter.

Section 4. Chapter Meetings

4.1 Chapter meetings will be held upon call of the President or the Executive Committee. All active members will be duly notified of chapter meetings by the Secretary.

4.2. At least a majority of the membership present or of the executive committee will constitute a quorum for the transaction of business at any regular or special meeting.

4.3 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.

Section 5. Chapter Obligations to the Society

5.1 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.

5.2 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.
5.3 It is the responsibility of chapters to send appropriate delegates who are active chapter members to Society conventions and other Society meetings.

ARTICLE III
Membership

Section 1. Membership in this Chapter 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. The following membership categories are authorized:

2.1 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 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. Life members of the Society who wish to remain active chapter members must continue to pay any required chapter dues, as determined by each chapter.

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.

2.31 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.

2.32 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 dues for the current year are inactive members who do not enjoy the privileges of voting, serving on committees, or serving as chapter or Society officers.
Section 3. Eligibility for membership is determined separately for each academic unit or program, e.g., department, school, or college. Those persons who are recognized by individual chapters may be invited in compliance with the following standards:

3.1 Undergraduate students in any department of a college or university who have completed at least 24 semester hours or the equivalent at that institution, and

3.11 who, in their junior year, rank academically in the upper 7.5 percent of the class, after completing at least two academic years or 72 semester hours or the equivalent, or

3.12 who, in their senior year, rank academically in the upper 10 percent of the class after completing at least three academic years or 90 semester hours or the equivalent at the time of invitation.

3.2 Graduate and professional students in any department of a college or university who have completed at least 18 semester hours or the equivalent at that institution and as post baccalaureate students rank academically in the upper 10 percent of all graduate and professional students.

3.3 Former students who meet the requirements for membership who have graduated since the most recent invitation of members in the chapter.

3.4 Members of the institution’s faculty, administration, professional staff, alumni, or community leaders who exhibit excellence and high ethical standards may be extended membership.

3.41 The number invited may not exceed 4 percent of the number of students invited by the chapter that year.

3.42 Chapters that invite fewer than 200 students per year may be allowed to initiate a maximum of eight persons per year.

Section 4. Invitation to Membership

4.1 Invitations to membership for junior, senior, graduate, and professional students shall be compiled based on the selection criteria outlined in Section 3 above and verified by the chapter Secretary or other member of the Executive Committee.

4.2 For the invitation of any other person to membership (faculty, staff, alumni, or other distinguished members), a majority vote of the members present at a chapter meeting shall be necessary or, if balloting is done by mail, a majority vote of those members who return ballots.

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Section 5. Active members (see Article IV.2.1) have access to all available benefits offered by the Society and are eligible to serve on Society committees and hold Society office.

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 national Board of Directors in accordance with Society policy. If his or her membership is revoked, the former member has the right to appeal this decision to the Executive Director, the appropriate Regional Vice President, and the Board.
ARTICLE V
Amendments and Revisions of Bylaws

Section 1. These chapter Bylaws may be amended by the affirmative vote submitted by two-thirds of the active members, provided the proposed amendment or amendments have been given to the active chapter members thirty days prior to the meeting.

Section 2. 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 at a Phi Kappa Phi Convention, the chapter Bylaws affected by those national changes may be amended without a vote of the general membership of the chapter within 90 days after the relevant Society Bylaws revisions have been approved. If revised chapter Bylaws have not been sent to the national office for approval within 90 days, national staff will make necessary revisions and return an updated version.