

**BYLAWS
Florida Atlantic University
Chapter 128
of The Honor Society of Phi Kappa Phi**

Re-adopted on April 01, 2021

PREAMBLE

These chapter bylaws are updated solely to reflect changes in the bylaws approved by the August 4, 2018 biennial convention of The Honor Society of Phi Kappa Phi, Inc. (hereafter, the Society), with such amendments, if any, that may be made from time to time. If any inconsistency is found between the chapter bylaws and those approved by the convention, the former will yield to the latter. All activities of the chapter shall be conducted in such a manner and through such methods permitted by and consistent with Section 501(c)3 of the Internal Revenue Code.

**ARTICLE I
Name and Objectives**

Section 1. Name. The name of this organization is the Florida Atlantic University Chapter (128) of The Honor Society of Phi Kappa Phi.

Section 2. Objectives. The primary objectives of the Society 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.

**ARTICLE II
Membership**

Section 1. Membership in this chapter is open to qualified 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 are those who have paid Society dues for the current year. Those who pay both Society dues and chapter dues remain active members of the Society and the chapter.

2.2 Inactive Members are those who fail to pay Society dues for the current year. Inactive members do not enjoy the privileges of member benefits, voting, serving on committees, or serving as chapter or Society officers.

2.3 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 chapter dues.

2.4 Special memberships, distinguished or honorary, are nominated by a chapter, member, or the Board. Special memberships are conferred upon approval of the Executive Director, Society President and appropriate Divisional Vice President.

Appropriate fees are due from the chapter once the nomination has been approved. There are two types of special memberships:

2.4.1 A distinguished member is one who has served the Society in an outstanding manner and has shown a sustained record of leadership within the Society. The individual will receive a life membership in Phi Kappa Phi and a distinguished member certificate.

2.4.2 An honorary member is one who is not an alumnus/alumna, employee, or student of the chapter's institution but is an individual who has achieved eminence in some academic, creative, intellectual or other career endeavor. The individual will receive a life membership in Phi Kappa Phi and an honorary member certificate.

2.5 Members who have served their chapters may be awarded meritorious service recognition. This recognition does not require Society approval.

Section 3. Those persons who are recognized as scholars by this chapter, in compliance with the following standards, and any "Honorary Members" as described in Section 2.4.2 above, shall be eligible for membership:

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

3.1.1 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

3.1.2 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 at this institution who demonstrate an outstanding record in graduate or professional study by ranking scholastically in the upper 10 percent of all graduate and professional students, have an outstanding record as evaluated by the chapter selection committee, have had no charges of academic integrity or code of conduct resolved against them, and meet one of the following requirements:

3.2.1 Have been registered as post baccalaureate students on a full-time basis for at least one academic year or on a part-time basis for the equivalent of at least one academic year or 18 semester units or the equivalent.

3.2.2 Are former post baccalaureate students who have been awarded an advanced degree since the most recent invitation of members to join the chapter.

Section 4. Members of this institution's faculty, administration, and professional staff whose records and/or achievements have rendered them worthy of membership. Those 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.

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

4.2 Chapters that invite fewer than 200 students per year may be allowed to initiate a maximum of 8 persons per year.

Section 4. Invitation to Membership

4.1 All invitations to membership shall be approved 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.

4.2 An affirmative vote of two-thirds 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 Biennial 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 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 in accordance with Society policy. If the membership is revoked, the person 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 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. Student members may hold any chapter office except President, President-Elect, Secretary, or Treasurer.

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. See Article IV, Section 2, for a definition of a quorum.

2.2 The terms of chapter officers shall be for two years, except for the Student Vice Presidents whose terms shall be for one year. Chapter officers may be reelected.

2.3 The Society fiscal year runs from July 1 through June 30. The slate of elected chapter 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.

3.1.1 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 Vice Presidents and other voting by chapters between Biennial Conventions.

3.1.1.1 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.

3.1.1.2 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, removal, incapacity, or resignation of the President.

3.3 The chapter Secretary is responsible for maintaining records and supplies for the chapter. It shall be the Secretary's duty to keep and publish minutes of chapter and Executive Committee meetings; to maintain correspondence and other files related to Society Headquarters and affairs of the chapter; to prepare 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 Society 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 the chapter Public Relations Officer 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, removal, 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.

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, Newly Revised* shall be used per Article VII.

ARTICLE V **Fees, Dues, and Assessments**

Section 1. Initiation Fees. Each newly-elected member before initiation shall pay to the Society, through the Chapter Treasurer, 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* (the Phi Kappa Phi journal). In addition, he/she shall, at the same time, pay an initiation fee established by the chapter, which shall 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 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 Society 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's Board of Directors. All dues payments shall be made to Society Headquarters in response to the annual dues statement sent to each member.

ARTICLE VI **Obligations to the Society**

Section 1. Reports. Chapters shall submit by the specified date certain reports to the Society Headquarters. These include, but are not limited to, the Chapter Officer List, the Chapter Annual Report, and the Chapter Financial 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 Society Headquarters within 30 days of the initiation. All initiation materials are due at Society Headquarters by June 15.

Section 3. Society Meeting Participation. It is the responsibility of chapters to send appropriate delegates who are active chapter members to Society conventions and other Society meetings.

ARTICLE VII **University Regulations**

Section 1. The Florida Atlantic the Florida Atlantic University Chapter (128) of The Honor Society of Phi Kappa Phi will abide by all Federal, State and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Registered Student Organization Manual.

Section 2. The Florida Atlantic the Florida Atlantic University Chapter (128) of The Honor Society of Phi Kappa Phi agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Registered Student Organization Manual.

Hazing – Any action or situation, which occurs on or off university property, that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes of including, but not limited to, initiation or admission into or affiliation with any University student organization or group whether or not officially recognized by

the university. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. Hazing includes, but is not limited to:

1. Pressuring or coercing a student into violating state or federal law;
2. Any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student;
3. Any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.
4. The perpetuation or furtherance of a tradition or ritual of any university student organization or group whether or not officially recognized by the university.

For further details about hazing please, refer to Regulation 4.007 Student Code of Conduct.

ARTICLE VIII **Parliamentary Authority**

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 Newly Revised (RONR) shall be used.

ARTICLE IX **Amendements**

Section 1. Amendements. These chapter bylaws may be amended by the affirmative vote of two thirds of the affiliated members present and voting at a regular chapter meeting, provided the proposed amendment or amendments have been given to the affiliated members in writing thirty (30) days prior to the meeting.

Section 2. Limitations. All amendments to these Bylaws shall be in harmony with the Bylaws of The Honor Society of Phi Kappa Phi, Inc.