

BYLAWS
Indiana University-Purdue University Fort Wayne Chapter
The Honor Society of Phi Kappa Phi

PREAMBLE

For the purpose of promoting high scholastic standards at Indiana University-Purdue University Fort Wayne (IPFW), maintaining the chapter of the Honor Society of Phi Kappa Phi chartered and installed at Indiana University-Purdue University Fort Wayne University, on April 27, 1993, and furthering the ideals and objectives of the Honor Society of Phi Kappa Phi, the members of the IPFW Chapter do hereby adopt the following Bylaws for our government.

ARTICLE I
Name and Objectives

Section 1. Name. The name of this organization is the Indiana University-Purdue University Fort Wayne Chapter of the Honor Society of Phi Kappa Phi.

Section 2. Purposes. The primary purposes of this organization are to promote the pursuit of excellence in all fields of higher education and to recognize outstanding achievement by students, faculty, and others through election to membership, and through various awards for distinguished achievement.

Section 3. Governing Regulations. This organization shall be governed in accordance with the Bylaws of the Honor Society of Phi Kappa Phi, Inc., as adopted by the XXXIII Triennial Convention on August 13, 1986, with amendments, if any, which may be made from time to time, and by the provisions of these Bylaws with amendments, if any, which may be made from time to time.

ARTICLE II
Membership

Section 1. Eligibility. The following persons, and no others, shall be eligible for membership in this Chapter:

a. Undergraduate students of sound character in any department or division of the University if they:

1) Have been registered at IPFW for at least one year (having completed at least 30 credit hours), are enrolled in the final period of their next-to-last year (having completed at least 72 credit hours) in a course of study leading to a baccalaureate degree, and rank scholastically in the upper 7.5 percent of the class.

2) Have been registered at IPFW for at least one year (having completed at least 30 credit hours), are in the last year (having completed at least 90 credit hours) or a course of study leading to a baccalaureate degree, and rank scholastically in the upper 10 percent of the class.

b. Graduate and professional students of sound character who are candidates for an advanced degree in any department, division, or school of the University, who rank scholastically in the upper ten percent of all graduate and professional students currently enrolled, who had an outstanding undergraduate record as evaluated by the chapter selection committee, and who meet one of these following requirements:

1) Who have registered as post-baccalaureate students in the University 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.

2) Who are former post-baccalaureate students who have been awarded an advanced degree by the University subsequent to the last previous election of members to the chapter.

c. Members of the faculty, including the administrative, research, and extension staffs, whose scholastic records and outstanding achievement have rendered them worthy of membership.

d. Members of the faculty or staff who do not hold a collegiate degree, but who have distinguished themselves professionally, provided prior approval for their initiation is obtained from the National Board of Directors.

e. Alumni of the University from a class of five or more years' standing selected on the basis of outstanding achievement since graduation and a high scholastic record while attending the University.

f. Members of a national honor society functioning in the manner of Phi Kappa Phi who meet the membership requirements of the Chapter, provided they are elected within one year after the Chapter's installation or within one year after they affiliate with the University.

g. Persons who qualify under the Bylaws of the National Society as Active Members—Emeriti, Active-for-Life Members, Distinguished Members, and Honorary Members.

Section 2. Limitations. The election from eligible members is subject to the following limitations:

a. The number of members elected in any year from the alumni shall not exceed one percent of the number of undergraduate and graduate students elected that year. (If fewer than 200 student members are elected per year, a maximum of two members may be elected each year from the eligible alumni.)

b. The number of members elected in any year from the faculty shall not exceed two percent of the number of undergraduate and graduate students elected that year. (If fewer than 200 student members are elected per year, a maximum of four members may be elected each year from the eligible faculty.)

c. Only one individual each year may be nominated by the Chapter for Honorary

Membership.

d. Only one individual each year may be nominated by the Chapter for Distinguished Membership.

Section 3. Election of Members. All elections to membership shall be by ballot at a regularly called meeting of the Chapter at which a quorum is present.

a. An affirmation vote of two-thirds of the active members present shall be necessary for election.

b. Only active members who are faculty and staff members of IPFW may vote in the election of faculty and staff members.

c. All persons who have been elected to membership in the Society shall be notified by letters from the Secretary and upon acceptance shall be publicly honored in an appropriate manner.

d. Reports of those who accept election shall be made to the Executive Director of the Society within thirty days by the Secretary.

Section 4. Class of Membership. Members shall be classified in accordance with Article II of the National Bylaws.

ARTICLE III The Executive Committee

Section 1. Officers. The officers of this Chapter shall be a President, a President-Elect, a Secretary, a Treasurer, a Public Relations Officer, and a Student Representative all of whom shall be Active-Members—Affiliated.* With the exception of the Student Representative, they shall not be students. These officers together with the immediate Past President shall constitute the Chapter Executive Committee.

*Usually, but not necessarily faculty and staff members of the institution. Local non-faculty members may server as chapter officers.

Section 2. Election of Officers.

a. The President-Elect, Secretary, Treasurer, Public Relations Officer and Student Representative shall be elected at a regularly called meeting of the Chapter at which a quorum is present, before the end of the spring semester. All terms are for one year. The President-Elect shall serve for one year, then becomes President. The Secretary, Treasurer, and Public Relations officer may succeed themselves.

b. The slate of elected officers shall be sent promptly, and in no case later than June 15, to the

Executive Director of the Society.

Section 3. Duties of Officers.

a. It shall be the duty of the 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 in behalf of the Chapter on ballots and other materials sent to the Chapter by the National Society, and to fulfill the other usual responsibilities of the office of the President.

b. It shall be the duty of the President-Elect to preside at meetings in the absence of the President, to perform such duties as assigned by the President, and to succeed to the Presidency in the event of death, incapacity, or resignation of the President.

c. The Secretary is responsible for maintaining records and supplies for the Chapter. It shall be his/her duty to keep and publish minutes of the Chapter and Executive Committee meetings, to maintain correspondence and other files related to the National Office 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.

d. The Treasurer is to receive and 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, and to prepare and submit reports required by the National Office.

e. It shall be the duty of the Public Relations Officer to disseminate news of Chapter activities to the various media, to submit news items for the national Newsletter to the National Office, and to take whatever other steps he/she deems advisable to promote the purposes of the Chapter and the Society.

f. It shall be the duty of the immediate Past President to serve as a member of the Executive Committee.

Section 4. Duties of the Executive Committee. It shall 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 of the National Society, to select delegates to the general and special conventions 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. The Chapter shall hold two or more meetings a year, at one of which a program should be presented. All active members shall be duly notified of chapter meetings by the Secretary.

Section 2. Quorum. Ten active members affiliated, including at least a majority of the Executive Committee, shall constitute a quorum for the transaction of business at any regular or special meeting.

Section 3. Procedure. In all matters not specified by the 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.

ARTICLE V Fees, Dues, and Assessments

Section 1. Initiation Fees. Each newly elected member before initiation shall pay to the National 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 one-year subscriptions to the National Forum (the Phi Kappa Phi journal) and the Newsletter. 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 of the National Office 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 the National Office in response to the annual dues statement sent to each member.

ARTICLE VI Amendments

Section 1. Amendments. These Bylaws may be amended by the affirmative vote of 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 members in writing thirty 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.