

The following revision of the chapter bylaws were adopted at a general meeting of the chapter on November 11, 2002

BYLAWS  
The Florida State University Chapter  
The Honor Society of Phi Kappa Phi

PREAMBLE

For the purpose of promoting high scholastic standards at the Florida State University, Tallahassee, Florida, maintaining the chapter of The Honor Society of Phi Kappa Phi chartered and installed at the Florida State University in 1925, and furthering the ideals and objectives of The Honor Society of Phi Kappa Phi, the members of the Florida State University 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 Florida State University 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 XXXVIII Triennial Convention on August 11, 2001, 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. Undergraduates of sound character in any department or division of the university if they:

1) Are currently enrolled juniors who have completed at least seventy-five semester hours (at least twenty-four of which must have been at Florida State University) and are ranked scholastically in the upper seven and one-half (7.5) percent of their respective schools or colleges. In no case will juniors be elected to membership with a G.P.A. less than that of eligible seniors in their respective schools or colleges. Previous academic coursework not included in students' current Florida State University G.P.A. must be consistent with the standards of this Society.

2) Are currently enrolled seniors who have completed at least ninety semester hours (at least twenty-four of which must have been at Florida State University) and are ranked scholastically in the upper ten percent (10%) of their respective schools or colleges. In no case will seniors be elected to membership with less than a G.P.A. of 3.6. Previous academic coursework not included in students' current Florida State University G.P.A. must be consistent with the standards of this Society.

b. Graduate and professional students of sound character who are candidates for an advanced degree in any department or division of the University, who had an outstanding undergraduate record as ascertained by admission to the graduate degree program, and who meet one of the following requirements:

1) Who have completed at least twenty-four semester hours of credit at Florida State University and are ranked scholastically in the upper ten percent (10%) of their respective schools or colleges.

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 and were ranked in the upper ten percent (10%) of their respective schools or colleges.

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. 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. Election of the full seven and one-half (7.5) percent of the juniors and/or ten (10) percent of the seniors is not mandatory.

b. The total number of graduate students elected to membership shall not exceed ten (10) percent of the number of students receiving graduate degrees in that year. Election of the full ten percent is not mandatory.

c. The number of members elected to membership from the alumni shall not exceed one (1) 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.)

d. The number of members elected in any year from the faculty and professional staff shall not exceed two (2) percent of the number of undergraduate and graduate students elected that year. (If fewer than 200 student members are elected, a maximum of four members may be elected each year from the eligible faculty and professional staff.)

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

f. 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 or by ballot distributed by mail or electronically.

a. An affirmative vote of two-thirds of the affiliated members (all members whose national and chapter dues are paid) present shall be necessary for election, or, if balloting is done by mail, an affirmative vote of two-thirds of the affiliated members who return ballots.

b. Only affiliated members who are faculty or staff members of Florida State may vote in the election of faculty and professional staff members

c. All persons who have been elected to membership in the Society shall be notified by letter 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.

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

### ARTICLE III The Executive Committee

Section 1. Officers. The elected officers of this Chapter shall be a President, a President-Elect, a Secretary, a Treasurer, a Faculty Vice President, and a Public Relations Officer, all of whom shall be active non-student members of the Florida State University chapter. There may also be a Graduate Student Vice President and an Undergraduate Student Vice President appointed by the President. Additional officers, appropriate for the governance of the Chapter, may be appointed by the President. These officers together with the immediate Past President shall constitute the Chapter Executive Committee.

#### Section 2. Election of Officers.

a. The President-Elect, Faculty Vice President, Secretary, Treasurer and Public Relations Officer shall be elected at a regularly scheduled meeting of the Chapter at which a quorum is present, before the end of the spring semester. All officers shall serve for one year and may succeed themselves.

b. The list of Chapter 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 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 Chapter and Executive meetings, to maintain correspondence and other files related to the National 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 the candidates.

d. The 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 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, *Phi Kappa Phi Focus*, to the National

Headquarters, 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 Vice Presidents and appointed officers to perform such duties as assigned to them by the President.

g. 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 or in the Bylaws of the National Society, to elect 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. All active members shall be duly notified of chapter meetings by the Secretary.

Section 2. Quorum. Ten Affiliated Members—including at least a majority of the Executive Committee, shall constitute a quorum for the purpose of transaction of business at any regular or special meeting.

Section 3. Procedure. In all matters not specified by these Bylaws or the Bylaws of the National Society, the procedures set forth in the current edition of *Roberts 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 a one-year subscription to the *Phi Kappa Phi Forum* (the Phi Kappa Phi journal) and the *Phi Kappa Phi Focus* (the national 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. Affiliated Membership Dues. All affiliated members, other than those newly initiated by the Chapter, shall pay to the National 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 the National Headquarters in response to the annual dues statement sent to each member.

#### ARTICLE VI Obligations to the National Organization

Section 1. Reports. The Chapter shall submit by the specified date certain reports to National Headquarters. These include, but are not limited to, the Chapter Officer List, the Annual Report, and the Chapter Finance Report.

Section 2. Initiation Materials. The Chapter shall submit all initiation materials including the Transmittal Checklist, Permanent Record of Election Forms and funds to National Headquarters within 30 days of the initiation.

Section 3. National/Regional Meeting Participation. The Chapter shall send appropriate delegates to regional and national conventions,

## ARTICLE VII Amendments

Section 1. Amendments. These Bylaws may be amended by the affirmative vote of two-thirds of the affiliated members present and voting at a regular Chapter meeting, providing 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.