

**PHI BETA KAPPA SOCIETY**  
Gamma of Illinois Chapter  
University of Illinois at Urbana-Champaign

Proposed Bylaws  
As amended ~~April~~ January 6-14, 2004

The name of this organization shall be the Gamma of Illinois Chapter of the Phi Beta Kappa Society at the University of Illinois at Urbana-Champaign, hereinafter referred to as the Chapter. The purpose of these bylaws is to promote the orderly conduct of the business of the Chapter.

**Article I. Membership**

**Section 1.** Membership of the Chapter shall consist of several classes including those listed below and such other classes as may be defined, when necessary, by the Executive Board. The requirements for each of these membership classes, as established by the Executive Board, shall be contained in the Rules of Eligibility for Membership.

Membership classes:

- a. Charter Members;
- b. Members in Course: all members of the Chapter elected as undergraduates or graduate students;
- c. Residential Members: Members of other Chapters who become members of the faculty, staff or officers of the administration of the University of Illinois, or who reside in the vicinity and wish to affiliate with the Chapter;
- d. Alumni/ae Members: graduates of the University of Illinois at Urbana-Champaign of not less than ten years' standing, who are elected in recognition of scholarly achievement after graduation;
- e. Honorary Members: non-graduates of the University of Illinois at Urbana-Champaign, who are elected in recognition of scholarly achievement after graduation.

**Section 2.** All members of the Chapter in good standing shall have full membership privileges, including one vote at any duly called meeting (no proxy votes are allowed) or on any matter submitted to the membership for a vote. Voting shall be by secret ballot when requested by any member eligible to vote.

**Section 3.** Any member of the Chapter may be censured, suspended or expelled from Chapter membership for cause by the Executive Board, provided that such person shall have been granted an opportunity for a hearing before the Board. The Board shall give at least thirty days' notice of the hearing, provided in writing, delivered in person or by registered mail, to the member against whom charges may be brought. A majority vote of a quorum of the Board shall be necessary for the termination of membership.

**Article II. Officers**

**Section 1.** The Chapter shall have both elected officers and appointed officers. Elected and appointed officers shall be members in good standing in the Chapter and include:

- a. President: will have general and active management of the affairs and property of the Chapter, shall see that all orders and resolutions of the membership or Executive Board are carried into effect, and shall perform all duties ordinarily incident to his or her office. The President shall preside at meetings of the Executive Board and of the membership. The President shall represent (or shall appoint someone to represent) the Chapter at all functions to which the Chapter is invited and in which it desires to participate.
- b. President-elect: will have powers and perform such duties as may be assigned by the President or Executive Board. The President-elect shall perform the duties and exercise the powers of the President in case of the disability or absence of the latter, and will succeed to that position at the end of this term.
- c. Treasurer: shall have the custody of the Chapter funds and securities, and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Chapter, and shall deposit all moneys in the name and to the credit of the Chapter in such depositories as may be designated by the Executive Board. The Treasurer shall disburse the funds of the Chapter in accordance with the directions of the Executive Board, keeping proper vouchers for such disbursements, and shall render to the Executive Board

and the membership annually or when so required, an account of all the transactions as Treasurer and of the financial condition of the Chapter.

- d. Executive Secretary: shall keep and maintain under supervision and control the files and records of the Chapter, perform such other duties as are incident to the office, as well as any duties that the Executive Board may assign. The Executive Secretary shall keep minutes of all meetings, act as an administrative assistant to the President, and keep an accurate account of the history of the Chapter. The Executive Secretary shall chair the Members in Course Committee and shall be responsible for membership development. The Executive Secretary shall review the academic profiles of students to be inducted and present these students to a vote of the Executive Board. The Executive Secretary shall also be responsible for public relations and publications, other than scholarly ones.

**Section 2.** The Executive Secretary shall be assisted by a Registrar, who will be appointed by the President. The Registrar is responsible for processing all applications for membership in the Chapter.

**Section 3.** The above-designated officers (except for Registrar) shall be elected annually by written ballot in the fall of the year, by majority vote of the members in good standing. The President and President-elect shall serve no more than ~~two~~ two terms in that office, and the latter shall succeed to the Presidency at the end of that term. If the President-elect is unable to ascend to the office of the President, a special election shall be held for the position of the President. The Executive Secretary and Treasurer positions shall each be renewable for no more than a total of six annual terms. All terms of office shall begin the first of September and last until August 31 of the following year.

**Section 4.** A vacancy in any officer position may be temporarily filled by a member in good standing upon majority vote of the Executive Board until the next election. Any officer may be removed, with or without cause, by the majority vote of the dues-paying membership, upon the initiation of the Executive Board.

### **Article III. Executive Board**

**Section 1.** The Executive Board shall be composed of the elected officers, Registrar, Chairs of Standing Committees, and up to three members in good standing appointed by the President, who will preside. Terms of Board members shall be identical to the terms of office for the elected officers of the Chapter, and shall be to the completion of the fiscal year for all other members, although the latter may be reappointed at the discretion of the President.

**Section 2.** The Executive Board shall have the authority to conduct the affairs of the Chapter between Chapter meetings, subject to instruction from the Chapter, and serve as otherwise specifically provided in these bylaws. The Board shall have the responsibility for reviewing and, on a two-thirds vote by those Board members present and voting, revising the Rules of Eligibility for Membership.

### **Article IV. Committees**

**Section 1.** The Executive Board sits as the Committee on Members in Course, chaired by the Executive Secretary.

**Section 2.** The new President shall appoint a Nominating Committee, consisting of three members, chaired by the immediate Past President if willing and able to serve. The Committee shall present a slate of officers to the Executive Board for review each fall, for submission to the members of the Chapter in good standing, for election. The Committee shall have ascertained whether each nominee is willing and able to serve. Chapter members are encouraged to submit names to the Nominating Committee for their consideration.

**Section 3.** The President shall designate the Scholarship Committee chair, who will, in turn select two other members to serve as the Committee. Each year, this committee is responsible for selecting the criteria for scholarships, soliciting applications from elected members, and making the selection from the newly elected members who will receive these awards from the Chapter.

**Section 4.** The President shall appoint a Chair of the Initiation Committee, who shall obtain assistance from Chapter members to assist in arranging and conducting the initiation ceremonies and any related receptions of the Chapter.

## **Article V. Meetings**

**Section 1.** Meetings of the Chapter may be called by the President or the Executive Board, or upon the written request of at least four members of the Chapter in good standing. Such meetings shall be at the time and place fixed by the Executive Board, and the agenda shall be the responsibility of the President. The business transacted at such meetings shall be as stated in the notice of the meeting. Items introduced from the floor as new business shall be held over to the next meeting for action. The rules contained in Roberts Rules of Order shall govern the order and conduct of business in all cases to which they are applicable, and in which they are not inconsistent with these bylaws.

**Section 2.** The Executive Secretary shall send written notice of each Chapter meeting, at least two weeks in advance to all members in good standing. Such notice will set forth the date, time, and place of the meeting.

**Section 3.** A quorum at Chapter meetings shall consist of at least ten members of the Chapter in good standing being physically present.

**Section 4.** Any vote shall be by secret ballot if requested by one or more of the members present.

**Section 5.** The Executive Board shall meet at least twice annually on the call of the President, who will preside. The Executive Secretary will be responsible for notifying Board members at least two weeks in advance, of the date, time and place of the meeting. Each Board member present is entitled to one vote.

## **Article VI. Election and Admission of New Members.**

**Section 1.** In line with the purpose of Phi Beta Kappa, the members in course shall be elected from students exhibiting broad educational experiences in liberal arts and sciences. Criteria for membership are to be found in the Rules of Eligibility for Membership.

**Section 2.** Election of new members in course shall be held each year at such times as prescribed by the Executive Board. Nominations for alumni and honorary membership may be submitted at any time.

**Section 3.** Two other classes of students may be considered for membership:

- a. Uninvited students. Occasionally, qualified students may be missed by the process of selection. Students who believe they have met the eligibility criteria may apply to the Executive Secretary for consideration and verification of records.
- b. Delayed acceptance. Graduates who were proposed for membership and failed to accept at that time, may make subsequent application by establishing their qualifications and paying an appropriate fee to be set by the Executive Board.

**Section 4.** Any Chapter member in good standing may propose candidates for alumni membership, and candidates shall be referred to the Executive Board for consideration. An alumna/us member of Phi Beta Kappa, Gamma of Illinois, shall be a person of distinction in letters or science who has received a graduate or undergraduate degree from the University of Illinois at Urbana-Champaign. The candidate will be elected to Phi Beta Kappa upon approval by the Executive Board. Two negative votes will serve to defeat the proposed membership. No more than three alumni members may be elected in any triennium of the Society. The Executive Secretary will inform the Phi Beta Kappa Society of the election and of the reasons for the election.

**Section 5.** Any Chapter member in good standing may propose candidates for honorary membership, and candidates shall be referred to the Executive Board for consideration. An honorary member of Phi Beta Kappa, Gamma of Illinois, shall be a person of distinction in letters or science who has a substantial connection to the University of Illinois at Urbana-Champaign or the local community. The candidate shall be elected to Phi Beta Kappa upon approval by the Executive Board. Two negative votes will serve to defeat the proposed membership. No candidate who is a graduate of another institution having a Chapter of Phi Beta Kappa shall be recommended for election to honorary membership, unless the parent Chapter has been notified and has raised no objection. No more than three honorary members may be elected in any triennium of the Society. The Executive Secretary will inform the Phi Beta Kappa Society of the election and of the reasons for the election.

**Section 6.** Provision shall normally be made annually for a ceremony to initiate new members in course. Time and place of the initiation ceremony shall be decided by the Executive Board. At its discretion, the Board may waive individual initiation of honorary or alumni/ae members.

#### **Article VII. Fees**

**Section 1.** The initiation fee for members in course and for alumni members shall be determined by the Executive Board. The fee shall cover, as a minimum, an invitation to the initiation banquet or reception, and the registration and payments made to the United Chapters. The Chapter shall be responsible for registration and payments for honorary members, who shall pay no initiation fee.

**Section 2.** Payment of the initiation fee shall be regarded as formal acceptance of election and shall be made before initiation.

**Section 3.** Members shall be assessed annual dues as decided by the Executive Board. The Executive Board may make provision for waiving this fee on appropriate occasions.

**Section 4.** To be in good standing, a Chapter member must have paid the most recent dues assessment, as certified by the Treasurer. Failure to pay dues shall cause the member to relinquish all rights and interests of a member in the Chapter. Every member in good standing is entitled to receive any mailings to the membership, attend any meeting or function of the Chapter, and cast a vote on any issue that comes before the Chapter membership. Members in good standing are responsible for notifying the Executive Secretary of their current preferred address.

#### **Article VIII. Records and Property**

**Section 1.** The offices of the Chapter shall be maintained by the Executive Secretary.

**Section 2.** Maintenance and storage of Chapter records shall be the responsibility of the Executive Secretary and Treasurer of the Chapter. Each will make arrangements for any staff or other support required.

**Article IX. Fiscal Year.** The fiscal year of the Chapter shall begin on the first day of September and end on the 31<sup>st</sup> day of August of each year.

**Article X. Interpretation of the Bylaws.** All questions of interpretation of the Bylaws shall be decided by the Executive Board.

#### **Article XI. Amendments**

**Section 1.** All actions to amend or revise the bylaws must include an explicit date of implementation.

**Section 2.** Amendments, alterations or repeal of these By-Laws, not inconsistent with the Constitution and other lawful regulations of the United Chapters, may be adopted by a two-thirds vote of the members present at any regular meeting, either upon motion presented and tabled at the preceding regular or special meeting, or upon condition that written notice of the proposed changes has been sent to members at least fourteen days in advance of the meeting. Initial ratification shall follow the same process. An amendment proposed by at least 10% of Chapter members in good standing will automatically be submitted to the membership for consideration. The vote on any changes shall be by mail ballot of all the members, with a minimum of five working days to respond.