BYLAWS OF THE

Honor Society of Phi Kappa Phi
Kansas State University Chapter

For the purpose of promoting high scholastic standards at Kansas State University, Manhattan, Kansas; maintaining a chapter of The Honor Society of Phi Kappa Phi chartered and installed at Kansas State University on November 15, 1915; and furthering the ideals and objectives of The Honor Society of Phi Kappa Phi; the members of the Kansas State University Chapter do hereby adopt the following Bylaws for its government

ARTICLE I
Name, Purposes, and Regulations

Section 1. Name. The name of this organization is The Honor Society of Phi Kappa Phi, Kansas State University Chapter.

Note: In the rest of this document, the following substitutions are made to improve readability:
- **Society** instead of “The Honor Society of Phi Kappa Phi”
- **Chapter** instead of the “Kansas State University Chapter”
- **K-State Professional/Staff** includes Kansas State University faculty, administration, and staff members.

Section 2. Purposes. 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, K-State Professional/Staff, 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. Governing Regulations. This organization shall be governed in accordance with the Bylaws of the Society as adopted by the XL Triennial Convention on August 11, 2007, 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
Membership

Section 1. Membership in the Chapter. Membership in the Chapter is open to qualified scholars 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. Membership in the Society. Persons initiated into membership remain members of the Society even though they do not maintain active membership in either the Chapter or in the Society.

Section 3. Membership Categories. The following membership categories are authorized:

3.1 Active Members: 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 are also active members of the Society and the chapter. 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 an officer to this chapter or the Society. Such members shall be returned to active status when Society dues are paid for the current year.

3.2 Active Members: Life

3.21 Active-for-Life. They have been initiated and have paid the Active-for-Life membership fee or have been accorded this status by the Society Board of Directors. To maintain active status in the Chapter, they must pay Chapter dues; otherwise they shall be classified as inactive.

3.22 Emeritus. They have been initiated, have retired from professional duties, have been recommended for this status by the Chapter, and have been approved by the Society Executive Director. Upon payment of a one-time fee, paid by either the Chapter or the individual, these members are granted Active-for-Life status in the Society and the Chapter.

3.23 Distinguished. They are members of the Society who have served the Society in an outstanding manner. Distinguished members have been nominated, have had this membership category funded by the Chapter, and have had this status approved by a Board subcommittee appointed by the Society President. These individuals receive Active-for-Life memberships in the Society and the Chapter and a Distinguished Member certificate.

Section 4. Eligibility for Membership. Individuals who have integrity and high ethical standards and who meet the following criteria should be invited to join the Society and the Chapter.

4.1 Undergraduate Students. Undergraduate students who have completed at least twenty-four (24) semester hours, or the equivalent, at Kansas State University and

4.11 who, in their junior year, after completing at least seventy-two (72) semester hours or the equivalent, rank scholastically in the upper seven and one-half (7.5) percent of the junior class at the time of invitation, or
4.12 who, in their senior year, rank scholastically in the upper ten (10) percent of the senior class at the time of invitation after completing at least 90 semester hours at the time of invitation.

4.13 Eligibility of students may be determined separately for each academic unit within this institution.

4.2 Graduate and professional students at Kansas State University who have made an outstanding record in graduate or professional study as evidenced by ranking scholastically in the upper ten (10) percent of all graduate and professional students at Kansas State University and who meet at least one (1) of the following requirements:

4.21 Have been registered as post-baccalaureate students at Kansas State University for at least one (1) academic year and have completed at least 18 semester hours, or on a part-time basis have completed at least 18 semester hours.

4.22 Are former post-baccalaureate students who have been awarded an advanced degree by Kansas State University subsequent to the previous invitation of members to the Chapter.

4.23 Eligibility of students may be determined separately for each academic unit within this institution.

4.3 Alumni.

4.31 Alumni who graduated at least five years ago, whose scholastic records while at Kansas State University were high, and whose achievements since graduation have been outstanding, with an increasing emphasis on the latter as the period since graduation becomes longer.

4.32 The number of members initiated in any year by the Chapter from the alumni of Kansas State University shall not exceed two (2) percent of the number of students invited by the Chapter that year, except that if the Chapter invites fewer than two hundred (200) students per year, it may initiate up to four (4) persons per year from the eligible alumni of Kansas State University.

4.4 K-State Professional/Staff
4.41 K-State Professional/Staff whose scholastic records and/or outstanding achievements have rendered them worthy of membership.

4.42 K-State Professional/Staff who do not hold a collegiate degree, but who have distinguished themselves professionally, may be initiated with prior approval by the Society Board of Directors.

4.43 The number of K-State Professional/Staff initiated in any year by the Chapter shall not exceed three (3) percent of the number of students invited by the Chapter that year, except that if the Chapter invites fewer than two hundred (200) students per year, it may initiate up to six (6) K-State Professional/Staff.

4.5 Honorary. 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 of the chapter. Upon approval of the Executive Director, Society President, and Regional Vice President and the payment by the chapter of the cost of five years’ national dues, the individual will receive an Honorary Membership in Phi Kappa Phi and an Honorary Member certificate. The chapter may choose to honor a member by purchasing the Active-for-Life membership.

Section 5 Invitation to Membership

5.1 All invitations to membership shall be approved either at a regularly-called meeting of the Chapter at which a quorum is present or by mail or electronic mail to all active members or by the Chapter executive committee.

5.2 An affirmative vote of two-thirds (2/3) shall be necessary for the approval of any person for membership.

5.3 Only active members who are K-State Professional/Staff may vote in the invitation of other K-State Professional/Staff.

5.4 All persons who have been invited to join the Society shall be notified by the Chapter Secretary and, upon acceptance, shall be publicly honored in an appropriate manner.

5.5 Reports of those who accept invitation shall be made by the Chapter Secretary to the Society within thirty (30) days of the initiation.
Section 6. Membership Privileges

6.1 An active member shall have access to all available benefits offered by the Society and is eligible to

6.11 Serve on Society committees.

6.12 Hold Society office.

6.13 Furthermore, if active with the Chapter

6.131 Vote in the Chapter.

6.132 Hold office in the Chapter.

6.133 Serve as a Chapter delegate to any Society convention or other meeting.

Section 7. Membership Responsibilities

7.1 Members should act at all times in a manner consistent with integrity and high ethical standards.

7.2 The membership of one who fails to act in a manner consistent with integrity and high ethical standards may be revoked by the Chapter Executive Committee or by the Society Board of Directors in accordance with Society policy.

7.3 If membership is revoked, the former member has the right to appeal this decision to the Society Board President.
ARTICLE III
The Officers and Executive Committee

Section 1. Officers. The elected officers of the Chapter shall be a President, a President Elect, student Vice President(s), a Secretary, a Treasurer, and a Public Relations Officer, all of whom shall be active members. With the exception of the student Vice President(s), the other officers shall not be students. Additional offices to be held by K-State Professional/Staff, students or alumni may be established as the Chapter may prescribe. These officers, together with the immediate Past President, shall constitute the Chapter Executive Committee.

Section 2. Election of Officers.

2.1 The President Elect, Secretary, Treasurer, and Public Relations Officer shall be elected at a regularly-called meeting of the Chapter at which a quorum is present. The President Elect shall serve for two years and then become President for a two-year term. The student Vice President(s), who may be elected at this meeting or at another scheduled meeting, shall serve a term of one year. The term of office for the Secretary, Treasurer, and Public Relations Officer shall be three years.

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

Section 3. Duties of Officers.

3.1 It shall be the duty of the President to preside at all meetings of the Chapter and of the Chapter Executive Committee, to appoint committees deemed necessary or helpful in furthering the business of the Society, to register the Chapter with Kansas State University Office of Student Activities and Services annually, to vote on behalf of the Chapter on ballots and other materials sent to the Chapter by the Society, and to fulfill the other usual responsibilities of the office of the President.

3.2 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.

3.3 It shall be the duty of the Secretary to maintain records and supplies for the Chapter; to keep and publish minutes of Chapter and Executive Committee meetings; to maintain correspondence and other files related to the Society and affairs of the Chapter; to prepare, with the assistance of the Registrar, lists of eligible candidates to be voted on by the chapter; to prepare materials and documents required for the initiation of candidates, and to notify affiliate members about meetings.
3.4 It shall be the duty of the Treasurer 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; to arrange for an annual audit of the record books; to prepare an annual report of the financial condition of the Chapter; to submit Form 990 or Form 990-N to the IRS; and to prepare and submit reports required by the Society.

3.5 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 *Phi Kappa Phi Forum* to the Society, and to take whatever other steps deemed advisable to promote the purposes of the Chapter and the Society.

3.6 It shall be the duty of the student Vice President(s) to perform such duties as are assigned by the President.

3.7 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 Society Bylaws; to elect delegates to conventions and other meetings of the Society; and, in the event of the loss of any Chapter officer (except the President, see 3.2) 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. Meetings. There shall be no fewer than four regular meetings of the Chapter held each year, two in the Fall semester and two in the Spring semester.

Section 2. Calling. Chapter meetings can 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 3. Quorum. At least a majority of the Executive Committee shall constitute a quorum for the transaction of business at any Chapter meeting.
Section 4. 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* shall be used.

ARTICLE V
Fees, Dues, and Assessments

Section 1. Initiation Fees.

1.1 Before initiation, each newly-elected member shall pay to the Society, through the Chapter Treasurer, an initiation fee established by the Society which entitles the member to an emblem and a membership certificate. This fee also includes one year of Society dues, one-year subscription to the *Phi Kappa Phi Forum* (the Phi Kappa Phi journal), and numerous other benefits.

1.2 The member shall also pay an initiation fee established by the Chapter which covers one year of Chapter dues and expenses for initiation ceremonies, other programs, and activities.

1.3 No membership shall be valid until these fees have been paid.

Section 2. Active Membership Dues. All active members except those newly-initiated shall pay Chapter and Society dues to the Society in response to the dues statement sent to each member by the Society. The amount for the Chapter annual dues is determined by vote of the Chapter.

ARTICLE VI
Obligations to the Society

Section 1. Reports. The Chapter shall submit by the specified date certain reports to the Society, including but not limited to, the Chapter Officer List, the Chapter Annual Report, and the Chapter Financial Report.

Section 2. Initiation Materials. The Chapter shall submit all initiation materials including the Transmittal Checklist, Permanent Record of Election Forms, and initiation fees to the Society within thirty (30) days of the initiation. All initiation materials are due at the Society by June 30.

Section 3. Delegates. The Chapter shall send appropriate delegates to Society conventions and other Society meetings.
ARTICLE VII
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 amendments have been given to the active members in writing thirty (30) days prior to the meeting.

Section 2. Limitations. All amendments to these Bylaws shall be in harmony with the Society Bylaws.

Section 3. Society Bylaw Changes. If changes in Society Bylaws are approved by Society Convention, the Chapter Bylaws may be similarly changed without a vote of the Chapter membership.

ARTICLE VIII
Bylaw Suspension

Section 1. Suspension of Bylaws. At any regular meeting of the Chapter with a quorum present, any provisions of these by-laws may be suspended temporarily by a four-fifths vote of the active members present.

Approved October 30, 2012