

BYLAWS
of
Michigan State University Chapter 041
of
The Honor Society of Phi Kappa Phi
February 1981 (as amended May 1991)

ARTICLE I

Name and Objectives

- Section 1 The name of this Society is The Michigan State University Chapter of the Honor Society of Phi Kappa Phi.
- Section 2 The primary objectives of this Society 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.

ARTICLE II

Membership

- Section 1 Membership in the Society is open to scholars of sound character from all academic disciplines.
- Section 2 Persons elected and initiated into membership remain members for life.
- Section 3 The following membership categories are authorized:
- 3.1 Active Members
 - 3.1.1 Active Members--Affiliated. They have been elected and initiated, are affiliated with a chapter, and have paid their local and national dues for the current year.
 - 3.1.2 Active Members--Unaffiliated. They have been elected and initiated, are not affiliated with a chapter, and have paid their national dues for the current year.
 - 3.1.3 Active-for-Life Members. They have been elected and initiated and have paid the required Active-for-Life membership fee or have been accorded this status by the Executive Committee and the National Board.
 - 3.1.4 Active Members--Emeriti. They have been elected and initiated, have retired from professional duties, and have been recommended for this status by the chapter. Upon payment of a one-time fee, paid by the chapter, these members are granted Active-for-Life membership.
 - 3.1.5 Distinguished Members. Members who have served society in an

outstanding manner, have been nominated and have been accorded this status by the National Board.

3.1.6 Honorary Members. They have not previously been members, have achieved outstanding eminence in some field of academic, creative or intellectual endeavor, have been nominated and their memberships funded by the chapter, and have been accorded this status by action of the Executive Committee and the National Board.

3.2 Inactive Members

3.2.1 They have not paid National and Chapter dues for the current year.

3.2.2 Such members shall be returned to active status when National dues are paid for the current year.

Section 4 Eligibility for election to membership shall be limited to the following:

4.1 Undergraduate students of sound character in any department or college if they

4.1.1 Have been registered and earned at least 60 credits at Michigan State University, have attained junior standing in a course of study leading to a baccalaureate degree, have at least a 3.70 grade point average at Michigan State University and rank scholastically in the upper five (5) percent of the class. Election of the full five percent is not mandatory.

4.1.2 Have been registered and earned at least 60 credits at Michigan State University, have attained senior standing in a course of study leading to a baccalaureate degree, have at least a 3.50 grade point average at Michigan State University and rank scholastically in the upper ten (10) percent of the class. Election of the full ten percent is not mandatory.

4.2 Graduate students of sound character who are candidates for an advanced degree in any department or college at Michigan State University, have been registered and earned at least 30 credits at Michigan State University as graduate students, have at least a 3.90 grade point average at Michigan State University as a graduate student, and rank scholastically in the upper ten (10) percent of all graduate students. Election of the full ten percent is not mandatory.

4.3 Professional students in the College of Veterinary Medicine who rank scholastically in the upper ten (10) percent of Veterinary students who have earned at least 60 credits at Michigan State University, or professional students in the Colleges of Osteopathic and Human Medicine who have been recommended for membership by the Deans of their colleges, and who rank in the upper ten (10) percent of their class. Election of the full ten percent is not mandatory.

4.4 Graduates from any class of five (5) years' standing or more, provided they are elected to membership after the five-year (5) period cited immediately

above. These should be persons whose achievements since graduation have been outstanding and whose scholastic records while in the University were high, with an increasing emphasis on the former as the period since graduation becomes longer.

- 4.5 Members of the Michigan State University faculty, including the administration, research, and extension staffs, whose scholastic records and/or outstanding achievements have rendered them worthy of membership.
- 4.6 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 Executive Committee and the National Board.
- 4.7 An individual who has no connection with Michigan State University as described in the previous paragraphs of this Section but who has attained outstanding eminence in some academic, creative, or intellectual endeavor, and has prior approval as an Honorary Member by the Executive Committee and the National Board.

Section 5 Election of Members

- 5.1 All elections to membership shall be at a regularly called meeting of the Chapter at which a quorum is present.
- 5.2 An affirmative vote of two-thirds (2/3) of the Active Members--Affiliated who are present at the meeting shall be necessary for the election of any person to membership.
- 5.3 Limitations
 - 5.3.1 The total number of juniors and seniors elected to membership in any one (1) year shall not exceed ten (10) percent of those who will be candidates for graduation in that year. Election of the full ten (10) percent is not mandatory.
 - 5.3.2 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 (10) percent is not mandatory.
 - 5.3.3 The number of members elected in any year from the alumni shall not exceed one (1) percent of the number of undergraduate and graduate students elected by the Chapter that year.
 - 5.3.4 The number of members elected in any year from the faculty shall not exceed two (2) percent of the number of undergraduate and graduate students elected by the Chapter that year.
 - 5.3.5 Only one (1) individual each year may be nominated by the Chapter for Honorary Membership.

5.3.6 Only one (1) individual each year may be nominated by the Chapter for the Distinguished Membership.

5.3.7 Only one (1) individual each year may be nominated by the Chapter for the Excellence of Performance Award.

5.4 Reports of those who accept election shall be made within thirty (30) days to the Executive Director of the Society by the Chapter Secretary.

Section 6 Membership Privileges

6.1 Active members receive the regular publication of the Society and are eligible to

6.1.1 Vote in Chapter.

6.1.2 Hold office in Chapter.

6.1.3 Serve as Chapter delegate to any convention.

6.1.4 Serve on local or national committees.

6.1.5 Hold local or national office.

6.2 Distinguished members are given the privileges listed in 6.1 and

6.2.1 A certificate or other symbol of recognition.

6.2.2 A complimentary Active-for-Life membership.

6.3 Honorary members are given the privileges listed in 6.1 and

6.3.1 An Honorary membership certificate.

6.3.2 A complimentary Active-for-Life membership.

ARTICLE III

Government

Section 1 Function of the Chapter

1.1 The Chapter shall

1.1.1 Hold two or more meetings per year at one of which a program shall be presented.

1.1.2 Recognize outstanding achievement through election to membership.

1.1.3 Sponsor projects which support and recognize scholarship.

1.1.4 Participate through the Chapter President in regional elections and voting between conventions.

1.1.5 Send a Chapter delegate to conventions.

Section 2 Chapter Governance

2.1 The elective officers shall include a President, a Vice President, a Secretary, a Treasurer (or a Secretary-Treasurer), a Public Relations Officer and Executive Secretary. These officers shall be Active Members. Additional offices may be established as the Chapter may prescribe.

2.2 The terms of Chapter officers shall be for one (1) to three (3) years, or until their successors are installed.

2.3 The election of officers shall occur during the spring, and a report shall be sent promptly, and in no case later than June 15, to the Executive Director of the National Society.

2.4 The management of the Chapter shall be vested in an Executive Committee, consisting of the above officers and the immediate Past President.

2.5 The duties of the President, Vice President, Secretary, and Treasurer shall be such as usually pertain to these offices, together with such other duties as the Bylaws and Rules of Procedure of the Chapter may prescribe.

2.6 It shall be the duty of the Public Relations Officer to engage in such public information activities as the Chapter may desire and also to report to the Executive Director of the National Society the activities of the Chapter, to supply the Executive Director with items of interest about the members, and, in general, to cooperate with him/her in collecting suitable material for publication.

2.7 The Chapter President shall, with the advice and consent of the Chapter Executive Committee, exercise the Chapter's voting rights in election of Regional Vice Presidents and other voting by Chapters between conventions.

Section 3 The Chapter officers who constitute the Executive Committee shall consist of the following:

3.1 President

3.2 Past President

3.3 Vice President

3.4 Secretary

3.5 Treasurer

3.6 Public Relations Officer

3.7 Executive Secretary

Section 4 General Provisions

- 4.1 The elected officers shall serve without compensation. The other staff members may receive such compensation as the Executive Committee may determine.
- 4.2 Upon evidence of any officer's incapacity or unwillingness to serve, the Executive Committee by two-thirds (2/3) vote may declare that office to be vacant.

Section 5 Administrative Director

An Administrative Director may be employed by the Executive Committee to assist the Chapter officers with the business of the Chapter. This person will be paid a salary commensurate with the duties of part time service.

Section 6 Election and Appointment of Officers and Personnel

6.1 President

- 6.1.1 At the close of the Annual Banquet, the Vice President for the preceding year shall assume the office of President.
- 6.1.2 The President shall not be eligible for reelection.
- 6.1.3 In the event of the death, resignation, or incapacity of both the President and the Vice President, the Executive Committee shall select an interim President to serve until the next year.
- 6.1.4 Any interim President shall be eligible for nomination to the office of President provided service as an interim President shall not have exceeded twenty-four (24) months.

6.2 Past President

- 6.2.1 The position of Past President shall be filled by the most immediate Past President willing and able to serve.
- 6.2.2 The Past President shall take office at the close of the Annual Banquet.

6.3 Vice President

- 6.3.1 The Vice President shall be elected at the Annual Meeting by majority vote from a slate of candidates prepared by the Nominating Committee and augmented by additional nominations of consenting and eligible candidates, if any, made from the floor of the Annual Meeting.

6.3.2 A newly elected Vice President shall take office at the close of the Annual Banquet and shall serve until the close of the next year.

6.4 The Secretary

6.4.1 The Secretary shall be elected by a majority vote at the Annual Meeting from a slate of candidates prepared by the Nominating Committee, and from the floor of the Annual Meeting. This person hopefully should serve for a minimum of two (2) years, and the term of office should expire on alternate years to that of the Treasurer.

6.5 The Treasurer

6.5.1 The Treasurer shall be elected by a majority vote at the Annual Meeting, from a slate of candidates prepared by the Nominating Committee, and from the floor of the Annual Meeting. This person hopefully should serve for a minimum of two (2) years.

6.6 The Public Relations Officer

6.6.1 The Public Relations Officer shall be elected by a majority vote of the Annual Meeting from a slate of candidates prepared by the Nominating Committee, and from the floor of the Annual Meeting. This person hopefully should serve for a minimum of two (2) years.

6.7 The Executive Secretary

6.7.1 The Executive Secretary shall be elected by a majority vote of the Annual Meeting from a slate of candidates prepared by the Nominating Committee and from the floor of the Annual Meeting. This person should be able to serve for an indefinite number of years, and may remain in office at the will of the Executive Committee.

6.8 The Administrative Director is appointed by the Executive Committee for an indefinite term and may remain in office at the will of the Executive Committee.

6.9 The Student Vice President

6.9.1 A Student Vice President may be appointed by the Executive Committee. This person may be an ex-officio member of any committee to which he is appointed by the President, and is urged to present the student viewpoint.

Section 7 Duties of Officers

7.1 President

7.1.1 Shall perform those duties that usually pertain to the office of President.

- 7.1.2 Shall supervise the activities of the Chapter.
- 7.1.3 Shall appoint members of standing, special and ad hoc committees.
- 7.1.4 Shall serve as an ex-officio member of all committees, with the exception of the Nominating Committee.
- 7.2 Past President shall perform such duties as are assigned by the President with the approval of the Executive Committee.
- 7.3 Vice President
 - 7.3.1 Shall perform such duties as are assigned by the President with the approval of the Executive Committee.
 - 7.3.2 Shall succeed to the Presidency in the event of the death, resignation, or incapacity of the President.
- 7.4 The Secretary (with the assistance of the Administrative Director) shall
 - 7.4.1 Have charge of all Chapter records, supplies, and printing.
 - 7.4.2 Assist Chapter President and committees.
 - 7.4.3 Send out all invitations.
 - 7.4.4 Receive completed membership cards and fees from initiates.
 - 7.4.5 Prepare orders for certificates and emblems, and send them to the Executive Director (National Office) with check in appropriate amount.
 - 7.4.6 Send out initiation banquet information and collect banquet reservations.
 - 7.4.7 Design banquet programs and have them printed.
 - 7.4.8 Prepare and submit Annual Report to National Office.
 - 7.4.9 Prepare final report for the historical file of the Executive Secretary of the Chapter.
- 7.5 The Chapter Treasurer (with the assistance from the Administrative Director) shall
 - 7.5.1 Be responsible for all fiscal matters of the Society.
 - 7.5.2 Receive and deposit all Chapter money.
 - 7.5.3 Pay all properly authorized bills.

- 7.5.4 Keep a complete set of books showing all deposits and payments and balance of certain dates.
 - 7.5.5 Check all statements for their correctness.
 - 7.5.6 Follow up all renewals of membership and payment of dues.
 - 7.5.7 Establish close working relations with the Chapter Secretary.
- 7.6 The Public Relations Officer shall
- 7.6.1 Report to the National Editor on activities of the Chapter.
 - 7.6.2 Supply Editor of the National Newsletter with items of interest about Chapter members.
 - 7.6.3 Assist the Executive Secretary in getting out the Chapter newsletter.
 - 7.6.4 Arrange for local publicity for the Chapter.
 - 7.6.5 Conduct a regular information service for the Chapter.
 - 7.6.6 Supervise and keep up to date the Phi Kappa Phi display in the M.S.U. Library.
- 7.7 The Executive Secretary
- 7.7.1 Maintain a central office for records.
 - 7.7.2 Maintain a master list of members and officers.
 - 7.7.3 Develop procedures for improving the Chapter.
 - 7.7.4 Represent the President at certain meetings when asked.
 - 7.7.5 Maintain a historical file.
 - 7.7.6 Assist new officers in becoming acquainted with the objectives and responsibilities of their jobs.
 - 7.7.7 Maintain a master file on objectives and procedures for all committees.
 - 7.7.8 Develop a good forward planning program for the Chapter.
 - 7.7.9 Publish the Chapter newsletter two or three times per year with the help of the Public Relations Officer and the Administrative Director.
 - 7.7.10 Maintain master copies of the Chapter Constitution, Bylaws, and Rules of Procedure.

- 7.8 The Administrative Director (a part-time, paid position) shall
- 7.8.1 Assist the Chapter Secretary.
 - 7.8.2 Assist the Chapter Treasurer.
 - 7.8.3 Assist the Executive Secretary with the Newsletter.
 - 7.8.4 Order and disburse all emblems and certificates.
 - 7.8.5 Pay all bills as approved by the Treasurer.
 - 7.8.6 Send out letters of invitation to prospective members.
 - 7.8.7 Address and mail all copies of the Newsletter.
 - 7.8.8 Assist chairs of all major committees when necessary.
 - 7.8.9 Forward the list of new officers each year to the National Executive Director.
 - 7.8.10 Assist arrangements for Annual Banquet.

Section 8 A vacancy in the office of the President shall be filled by the Vice President. The Secretary or the Treasurer in the order named shall assume the Presidency should the office of the Vice President be vacant. The Executive Committee shall fill vacancies in the offices other than that of the President.

Section 9 The Executive Committee

The Executive Committee shall be empowered to fill vacancies in the offices of Vice President, Secretary, Treasurer, Public Relations Officer, Executive Secretary, and Administrative Director.

It shall make arrangements for representation at national conventions, and for activities or projects requiring a continuing committee.

Section 10 Other Committees

Additional committees are to be appointed by the President as follows:

- a. Banquet Arrangements
- b. Banquet Program
- c. Fellowship Awards
- d. Student Honors and Awards
- e. Undergraduate Elections
- f. Graduate Elections
- g. Faculty Elections
- h. Nominating Committee
- i. Honors and Awards

Note - See Responsibilities of Officers and Committees under "Rules of Procedure".

ARTICLE IV

Meetings

- Section 1 Two regular meetings shall be held during the winter and spring quarters: the first, a business meeting for the election of new members, and the second, a meeting for the initiation of new members. A quorum for the first meeting shall be 10 persons and for the second - 100 persons.
- Section 2 The President shall call a special meeting whenever he deems it advisable or upon the written request of ten active members.

ARTICLE V

Fees, Dues and Assessments

- Section 1 National Fees, Dues and Assessments (established by the National Society) shall be collected in the following manner:
- 1.1 Initiation dues
 - 1.1.1 The Chapter Treasurer shall collect, in advance, National initiation fees from candidates for initiation and submit these fees to the National Executive Director when the election of new members is reported.
 - 1.2 Membership dues
 - 1.2.1 National annual dues and Membership-for-Life fees are collected by the National Executive Director from individual members directly.
 - 1.3 Special assessments
 - 1.3.1 National special assessments, if any, for the National office shall be collected by the National Executive Director from individual members.
 - 1.4 Establishment of amounts
 - 1.4.1 The National Board establishes National dues to be charged.
- Section 2 Chapter Fees and Dues
- 2.1 The Chapter has authority to determine its own initiation fees and Chapter dues, and be responsible for remitting the National initiation fees to the National Executive Director.
 - 2.1.1 Chapter dues shall be collected by the National Executive Director, in the same billing as National dues.

- 2.1.2 The National Executive Director shall remit dues so collected to the Chapter at appropriate intervals.
- 2.1.3 Before initiation, all persons shall pay a specified fee. A specified portion of this fee is paid to the National Society Treasurer. From this portion, each new member receives a certificate of membership, a standard badge, and a one year subscription to the Phi Kappa Phi Journal. Parts of the payment to the National Society are allocated to the Fellowship Award Fund, to the Current Publication Fund and to the operation of the Society. The remainder of the initiation fee covers the Banquet cost for the initiate.
- 2.1.4 The initiation fee shall include the Chapter membership dues for the year that member is elected.
- 2.1.5 Fees for Honorary and Distinguished memberships are paid by the Chapter. The one time fee for the Emeritus member is to be paid by the Chapter.
- 2.1.6 Honorary, Active members for Life, Distinguished, Excellence of Performance and Emeritus members shall be exempt from payment of Chapter dues.
- 2.1.7 After certification by the National Executive Director, the National Treasurer shall be instructed to pay the journal subscription of retired Active members for Life.
- 2.1.8 The Secretary of the Chapter shall forward at once to the Executive Director of the Society, the names of the newly elected members, a check for their fees, orders for their emblems, and such other information as the Executive Director of the Society may require.

ARTICLE VI

Honors and Awards

Section 1 The Chapter may offer annually, the following awards:

- 1.1 Freshmen Achievement Awards to the students with a 4.0 grade point average at Michigan State University at the completion of their last term with freshman standing. At least 21 credits must have been earned at Michigan State University. Student reports shall be examined for the four terms (Winter, Spring, Summer, and Fall) of the calendar year prior to the annual banquet. Awards may also be made to the high schools from which the awardees graduated.
- 1.2 Sophomore Achievement Awards to the student from each college having the highest grade point average at Michigan State University at the completion of their last term with sophomore standing. At least 43 credits must have been

earned at Michigan State University. Student records shall be examined at the conclusion of each of the four terms (Winter, Spring, Summer, and Fall) of the calendar year prior to the annual banquet. In case of ties duplicate awards shall be made. Cash awards may be given.

- 1.3 Other awards and recognitions which may be deemed appropriate by the Executive Committee and approved at the Annual Meeting.
- 1.4 Certificates appropriately inscribed, embossed with the official seal of the Chapter and signed by the President and Secretary shall be made ready by the Committee for presentation to the recipients at the time and place determined by the Chapter.
- 1.5 Distinguished Member - One award per year may be given to a member who has served society in an outstanding manner, has been nominated and his membership funded by the Chapter, and have been accorded this status by the National Board.
- 1.6 Honorary Member - One award per year may be given to a person who is not a member, but has achieved outstanding eminence in some field of academic, creative or intellectual endeavor, his membership funded by the Chapter and has been accorded this status by the National Board.
- 1.7 Excellence of Performance Award - This is given to a member or non-member who, in the opinion of the Honors and Awards Committee, and by vote of the Chapter, has performed an outstanding service to the local community. No dues are involved but the Chapter provides a plaque and citation.

Section 2

National Society Fellowship Award - The Chapter shall select each year from among the eligible applicants, the one applicant who is considered most worthy of receiving a National Society Fellowship Award. The Society has adopted the following regulations regarding its fellowships:

- 2.1 The Chapter shall select each year from among the eligible applicants the one applicant who is considered most worthy of receiving a National Society Fellowship Award. Selection shall be made and forwarded to the National Society in accordance with the policies and procedures determined by the National Society.
- 2.2 The Chapter may also select a runner-up from among the applicants according to the same criteria used in selecting the National Award nominee.
- 2.3 The Chapter may give cash awards to the National award nominee and/or to the runner-up.

ARTICLE VII

Chapter Organization

Section 1

The Constitution and Bylaws and related procedures of the Chapter shall be examined periodically to determine whether they are in accordance with the National Bylaws and whether

they, in operation, best foster the purposes of the Chapter and Society.

When an examination indicates revision or amendment to be wise and needful, the President shall appoint a committee on Chapter Organization and Coordination to perform the task required, and to report its recommendations to the Chapter. Rules of procedure shall be developed to give more detailed information for officers and committees.

ARTICLE VIII

Chapter Participation in General Convention

Section 1 Delegate to General Convention

The General Convention of the Society meets once in three years. The Chapter is entitled to one Delegate to be chosen from its membership. The appointment of the Delegate shall be certified by the Chapter Secretary to the Executive Director of the Society at least ten days prior to the opening of the Convention. Travel cost is paid by the National Office, and lodging and maintenance by the Chapter.

ARTICLE IX

Bylaws Amendments

Section 1 These Bylaws may be amended only by a majority vote of the active members present at a regular Annual Business meeting. A notice of proposed amendments which are being voted on must be sent to the Executive Committee members at least ten (10) days prior to the date of the voting upon amendment. Upon revision of these Bylaws, a certified copy of the Bylaws shall be filed with the Executive Director of the Society.

Section 2 In the event that the Executive Committee determines by vote of the majority of its members that the organization cannot reasonably comply with a section of these bylaws, the Committee may suspend the action in question and adopt a temporary amendment to the bylaws to govern the Chapter until the permanent revision can be discussed at the next annual meeting.

ARTICLE X

Motto and Insignia

Section 1 The motto of the Society shall be Philosophia Krateito Photon, interpreted to mean, "Let the love of learning rule mankind."

Section 2 The badge of the Society shall be a half-globe, facing forward, girded by a band bearing the initials of the motto in Greek, ΦΚΦ, and with rays of the sun surrounding the globe in the fashion of a corona, represented as being in eight (8) groups.

Section 3 The seal of the Society shall consist of the badge surrounded by a crenelated line symbolizing the Walls of Troy, above which are three (3) stars representing the original chapters and below, the inscription "Founded 1897".

Section 4 The ribbon of the Society shall be white, bearing in a contrasting color the letters of the Society and a meander pattern in ancient Greek art.

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