

PHI DELTA KAPPA INTERNATIONAL

THE AMERICAN UNIVERSITY CHAPTER
WASHINGTON, DC



BY-LAWS

(Revised and Ratified 2010)

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ARTICLE I: NAME

The name of this organization shall be The American University Chapter of Phi Delta Kappa *International*. Its purpose shall be to promote quality education, with particular emphasis on publicly supported education, as essential to the development and maintenance of a democratic way of life.

ARTICLE II: OFFICERS

Section 1 The officers of The American University Chapter shall be president, treasurer, membership representative, secretary, historian, foundation representative, program representative, newsletter editor, delegate, immediate past president, and advisor.

Section 2 Any professional member in good standing is eligible for office. However, the chapter advisor should be a senior member or past president thoroughly familiar with Phi Delta Kappa as an international organization and a local entity.

Section 3 The officers in Section 1 shall be elected by a majority vote by secret ballot. Their term of office shall begin upon installation which shall take place not later than June of any year. The fiscal year and the term of office need not be concurrent.

Section 4 The term of office shall be two years for the chapter advisor and one year for all other officers.

Section 5 Nominations:

- a) Officers shall be nominated by a committee of at least three members appointed by the president with the approval of the executive committee. The nominating committee shall be appointed at least two months prior to the date set for the elections.
- b) The nominating committee shall present the slate of nominees at a regular meeting, the election meeting.

- c) Nominations may be made from the floor at the meeting provided that the consent of the nominee has been obtained.

Section 6 Any officer may be removed from office after a hearing by a special vote of two-thirds of the members present at regular or special meeting called for this purpose. All members shall be previously notified of such a meeting. The reasons for removal must be shown to be for the benefit and well-being of the chapter.

Section 7 In the event that a vacancy occurs in any office due to resignation, death, or removal, the office shall be filled in accordance with the following:

- a) If the vacancy occurs in the office of president, the program representative shall become the president. If the program representative is unable to assume the office of the president, the process in “b” below shall be implemented.
- b) If the vacancy occurs in any office other than president, the Executive Committee shall act as a nominating committee to provide the nominee(s), and a special election shall be held following the procedure of a regular election.

ARTICLE III: DUTIES OF OFFICERS

Section 1 The president shall be responsible for the leadership and executive direction of the chapter. The president shall appoint all standing committee chairpersons and shall be an ex officio member of each committee.

Section 2 The program representative shall be responsible for working with the president and executive committee to set the schedule of events for the year. Additionally, program representative shall be responsible for all duties delegated to him/her by the president. The membership representative shall chair the membership committee. *The membership committee shall organize and carry out procedures to receive nominations from members and self nominees according to eligibility requirements in Section 21 of the constitution; orient the eligible candidates to Phi Delta Kappa International; present them to the chapter as members in accordance with bylaws 1511 and 1512; and conduct an initiation as specified in the ritual approved by the council.*

Section 3 The secretary shall:

- a) Keep and accurate roster of the members, with current addresses.
- b) Notify officers of their appointment or election, if necessary.

- c) Carry on and receive all necessary correspondence.
- d) Represent the organization with an appropriate expression of sympathy upon learning of the illness or death of a member.
- e) Process all transfers to and from other chapters of Phi Delta Kappa.
- f) Take minutes of meetings and keep an accurate record of the same.
- g) Present minutes of each meeting to the membership.

Section 4 The treasurer shall:

- a) Receive all money due to the chapter.
- b) Pay all bills.
- c) Keep an itemized account of all money received and all disbursements made.
- d) Submit an annual treasurer's report to the executive committee at least one week before the report is presented to the chapter.

Section 5 The historian shall, with the aid of a committee, prepare and present a yearly historical report to the chapter.

Section 6 All retiring officers shall deliver to the president all money, records, books and papers, or other property belonging to the chapter within one month of their retirement from office, or to their respective successors upon election.

ARTICLE IV: MEMBERSHIP

Section 1 The qualifications and eligibility of candidates shall be determined in accordance with the provisions set forth in Division 2, Article I, Section 1431 of the Constitution and By-Laws of Phi Delta Kappa International, July 1, 1996.

Section 2 The name of the candidate together with pertinent information shall be submitted to the head of the membership committee by a member in good standing or an individual seeking membership on or before a date specified by the chair.

Section 3 The Membership Committee shall:

- a) Act in accordance with the provisions of the International Constitution and By-Laws.
- b) Review all information on the applicant.
- c) Determine whether or not the candidates meet the qualifications for membership as set forth in Section 1 above.
- d) Record the committee's conclusions on the application.
- e) Prepare a list of candidates recommended for membership.

- f) Present for a chapter vote only nominations for membership that have been recommended by the membership committee and proposed at a previous meeting or by way of a newsletter or special mailing to the membership postmarked at least ten days prior to the meeting at which the election shall be held.

- Section 4 At the meeting for balloting, candidates and their qualifications may be discussed before balloting.
- Section 5 Balloting shall be secret. A record of the balloting shall be made on each application. Election to membership shall be approved by the affirmative vote of two-thirds of the members present at the meeting and voting.
- Section 6 The secretary or membership representative shall notify successful candidates of their election to the chapter and provide them with necessary information concerning initiation. The secretary or vice president – membership shall also notify candidates who were not admitted of the decisions. The vice president – membership shall determine whether he/she or the secretary shall do each of these duties.

ARTICLE V: MEETINGS

- Section 1 Regular meetings shall be planned by a program committee and held each month during the year, provided at least six meetings are held in any given fiscal year. *The chapter has the option of substituting projects for two of the required annual meetings with the stipulation that one of the required meetings must be an initiation.*
- Section 2 A special meeting may be called by the president, provided:
 - a) The business of the meeting is stated prior to the meeting.
 - b) Each member is previously notified five days in advance.
- Section 3 The order of business at a regular meeting shall be as follows, although it may be altered at the discretion of the president or other presiding officer:
 - a) call to order and opening ceremony
 - b) approval of the minutes of the last meeting
 - c) reading of relevant communications
 - d) report of officers
 - e) reports of standing committees
 - f) report of appointed committees
 - g) unfinished business
 - h) new business
 - i) program for the meeting

j) adjournment and closing ceremony.

ARTICLE VI: FINANCIAL AFFAIRS

- Section 1 The annual chapter dues of The American University Chapter shall be set by the executive committee and announced to the membership verbally, through the newsletter, and by other appropriate means.
- Section 2 The chapter shall adopt a budget for each fiscal year. The budget shall be prepared by a committee appointed by the president with the treasurer serving as chair. The budget shall be presented at the May meeting or as soon after that time as it is ready. Budget items shall be presented to the committee at least 30 days prior to the date of the May meeting.
- Section 3 The treasurer shall present the yearly report at the annual meeting set aside for the purpose.

ARTICLE VII: EXECUTIVE COMMITTEE

- Section 1 The executive committee shall consist of the elected officers of the chapter and such other persons as the president may designate.
- Section 2 The executive committee shall have the usual powers to transact business and may recommend action to the chapter on such matters as it deems advisable.

ARTICLE VIII: NEWSLETTER

- Section 1 The American University Chapter shall publish a newsletter at regular intervals during the year. The number of issues shall be determined by the executive committee prior to the September meeting each year.
- Section 2 The editor of the newsletter shall be selected by the executive committee and shall be considered the chair of a committee with all the privileges thereof. See Article VII, Section 1.

ARTICLE IX: AMENDMENTS

- Section 1 These by-laws may be amended by the following procedures:

- a) Proposals to amend the by-laws shall be presented to the chapter at a regular meeting.
- b) Approval of the amendments shall be considered at the regular meeting subsequent to their presentation, and all members shall be notified that a vote on the amendments will be on the agenda of said meeting.
- c) A two-thirds majority of the members in attendance shall be necessary for the approval of the amendment(s).

Section 2 The secretary of the chapter shall file copies of the revised by-laws with the chapter president, faculty sponsor(s), and shall submit at least two copies to the executive secretary of Phi Delta Kappa International.

ARTICLE X: RELATION

Concerning relations of these by-laws to the Constitution and By-Laws of Phi Delta Kappa International

Section 1 The functioning of The American University Chapter shall be governed by the provisions of the constitution and by-laws of Phi Delta Kappa International, and more specifically by these American University Chapter by-laws which are intended to be an extension of and consistent with the constitution and by-laws of Phi Delta Kappa International.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Section 1 in any areas not explicitly covered by these by-laws, Robert's Rules of Order Revised shall govern this organization.

ARTICLE XII: DISBANDMENT

If the chapter, at some future date, voluntarily surrenders its chapter or has it withdrawn by Phi Delta Kappa International's Board of Directors, all remaining funds, after obligations have been met, will revert to Phi Delta Kappa International.