



CONSTITUTION OF PHI SIGMA THETA

ARTICLE I. NAME AND INSIGNIA

SECTION 1. The name of this Honor Society shall be Phi Sigma Theta.

SECTION 2. The seal shall consist of an impression of an ionic Greek column within a circle, with the words, Phi Sigma Theta, NHS, inscribed in the circle.

SECTION 3. The coat-of-arms, which shall appear on the charter, letterhead and the certificate, shall consist of a black-bordered shield with a gold lamp on a hunter green background in the upper right and an ionic Greek column on a purple background in the lower left. The two fields are split by a gold slash with the Greek letters Phi Sigma Theta in black. The shield is capped by a torch and is covered on the bottom by a sash with Phi Sigma Theta written out.

SECTION 4. The colors shall be purple, green, and gold.

SECTION 5. The pledge insignia shall be composed of three ribbons: purple on gold on green.

SECTION 6. The official insignia for initiated members shall be a gold ionic column.

SECTION 7. The newsletter shall be called The Column and shall bear the emblem of the Society.

ARTICLE II. PURPOSE

The purpose of the Society shall be to recognize and reward superior academic achievement among undergraduate students in institutions of higher education, and to encourage community service and promote leadership skills and continued academic excellence amongst its members.

ARTICLE III. ORGANIZATION

SECTION 1. The members of Phi Sigma Theta shall be those persons who have been duly initiated in the Society. There shall be no discrimination on account of race, creed, religion, gender, disability or sexual preference in the initiation of individual members.

SECTION 2. Active chapters shall be those installed in regularly incorporated colleges and universities meeting the requirements of Article XI of the By-laws.

ARTICLE IV. AMENDMENTS

SECTION 1. Amendments to the Constitution may be proposed by members of the National Council, and upon approval by a two-thirds vote of the Council, shall be submitted to the chapters. The Grand National President shall call for a vote of the chapters. Votes of the chapters shall be returned to the Executive Director within one month and the results of the vote announced to the chapters and the National Council by the Grand National President. Approval by two-thirds of the chapters voting shall be necessary for adoption of any amendments.

SECTION 2. Amendments may be proposed to the National Council by petitions from on fifth of the active chapters. For adoption, an amendment must be passed by two thirds of both the National Council and the chapters voting.

BY-LAWS

(REVISION April, 2000)

ARTICLE I. NATIONAL SOCIETY

SECTION 1. The National Society shall consist of the National Council, honorary members, chapter advisors, alumni, and active members.

SECTION 2. The legislative and fiduciary responsibility of the Society shall be vested in the National Council.

SECTION 3. Enactments of the National Council shall be classified as statutes if they are of a permanent character, and as resolutions if they are of a temporary character.

SECTION 4. A National Headquarters shall be maintained to execute the administrative and clerical responsibilities as designed by the National Council. An Executive Director and other staff shall be employed as necessary to function under their direction of the National Council.

SECTION. 5 The National Society shall conduct all activities without discrimination on the basis of race, gender, age, religion, national origin, sexual preference or disability.

ARTICLE II. NATIONAL COUNCIL

SECTION 1. The National Council shall be composed of the National Officers, and one Student Member selected at large.

SECTION 2. The National Officers of the Society shall be the President, a Vice President for Finance and Long Range Planning, and a Vice President for Chapter Relations and Expansion and a President-Elect during the last year of the incumbent President's term. If the President-Elect is a current

member of the National Council, with a year or more remaining in that member's term, the President-Elect may choose to serve in the dual role for that year or resign the National Council position at the beginning of the year of service as the President-Elect. These officers will comprise the Executive Committee and are authorized to meet, interpret policy and make decisions as necessary in the interim period between Annual Meetings.

SECTION 3. At each annual Council meeting, the Grand National President shall appoint a Nomination and By-laws Committee from members of the National Council. The Committee shall present nominations for officers for vote at the following Council meeting. In January of the year following the Council meeting, the committee shall select a Student Member-at-Large nominee. The name of the nominee for the Student Member-at-Large shall be placed on a mail ballot to be sent to the chapters on or before February 1st. Each chapter shall have one vote for each position. Each chapter shall determine its voting procedure. Chapters not returning ballots shall be considered to have cast a positive vote for the proposed nominees.

SECTION 4. Officers shall be elected by the National Council for a three-year term, with the exception of President-Elect who shall serve for one year only, and shall hold office until their successors are duly installed. Re-election of officers is permissible. Officers must have served on the National Council. Retiring officers shall deliver to their successors all books, records, papers and other property of the Society.

SECTION 5. Student Members-at-Large shall be an undergraduate student elected by a mail ballot to all chapters during their year of active membership in Phi Sigma Theta to serve two and one-half year term and attend three National Council meetings. The Student Member-at-Large must be enrolled in school during the term of office.

SECTION 6. The National Council shall fill all vacancies occurring in its membership, regardless of method of election, between the years designated for election of officers and Members-at-Large.

SECTION 7. The annual election rotation schedule of National Council members shall be as follows:

- President, and one Student Member-at-Large.
- Vice President for Chapter Relations and Expansion.
- Vice President for Finance and Long Range Planning,
- President-Elect, if incumbent President is completing tenure.

SECTION 8. The National Council shall meet annually for the transaction of business, the time and place to be determined by the National Officers. Neither policy decisions nor Constitutional changes shall be made at other than the annual meeting. The President may call a special meeting to discuss certain specific announced items. A simple majority of Council members must be present.

SECTION 9. A written vote of the Council may be taken, without meeting on any question submitted to the Council by the President.

SECTION 10. The National Council shall have the power to discipline chapters. Such action shall be taken upon the recommendation of a member of the National Council. This power shall include placing

a chapter on probation, rendering a chapter inactive, and revoking the charter and recovering and property of the Society.

SECTION 11. The National Council shall determine the detailed specifications of the coat-of-arms and other insignia of the Society, and contract for the manufacture of the same. It shall also make and enforce regulations concerning the manufacture, the sale, and the distribution of the insignia of the Society.

SECTION 12. The National Council shall have control of the financial affairs of the Society and shall provide for the collection and distribution of revenue.

ARTICLE III. DUTIES OF THE MEMBERS OF THE NATIONAL COUNCIL

SECTION 1. The GRAND NATIONAL PRESIDENT shall be the official head of the Society; shall call and chair the meetings of the National Council and Executive Committee meetings as deemed necessary; shall sign and issue all charters, certificates of membership, and official documents of the Society; shall submit to the National Council such recommendations as seem beneficial to the Society; and shall appoint committee chairs and members as prescribed in Article IV of these by-laws.

SECTION 2. THE NATIONAL VICE PRESIDENT FOR FINANCE AND LONG RANGE PLANNING shall perform the duties of the Grand National President in the absence of the Grand National President, if senior to the Vice President of Chapter Relations and Expansion; shall work with the Grand National President and the Executive Director in reviewing society finances and recommending budget proposals for National Council action at the Annual Meeting; shall examine the Society's long-term financial position and recommend methods for improvement; shall chair the Finance/Budget Committee and involve National Council members in the planning process.

SECTION 3. THE NATIONAL VICE PRESIDENT FOR CHAPTER RELATIONS AND EXPANSION shall perform the duties of the Grand National President in the absence of the Grand National President, if senior to the Vice President for Finance and Long Range Planning; shall chair either Chapter Relations or the Expansion Committee; shall keep the National Council informed about expansion work and shall sign all charters.

SECTION 4. MEMBERS-AT-LARGE shall participate fully in National Council meetings; shall serve on and/or chair committees as appointed by the President; shall interact with individual chapters and advisors as requested; shall represent the Society at installations, workshops, and other special events and shall serve in any other capacity useful to the Society.

SECTION 5. THE PRESIDENT-ELECT shall participate fully in National Council meetings; shall serve on and/or chair committees as appointed by the President; shall represent the society and serve in any capacity as assigned by the President.

SECTION 6. Each member of the National Council shall submit a report with recommendations at each annual meeting of the National Council.

ARTICLE IV. COMMITTEES

SECTION 1. The Standing Committees of the Society shall be:

Administration Committee (4 members) President, the two Vice Presidents and one Council Member-at Large.

Chapter Relations.

Executive Committee.

Expansion.

Fellowship.

Finance/Budget.

Nominations and by-laws.

Publications.

Personnel.

SECTION 2. With the exception of the two Vice Presidents, all the Committee chairs and members are appointed by the Grand President.

SECTION 3. The President as needed will appoint AD HOC COMMITTEES.

SECTION 4. All Committees must be chaired by Council members but committee members may be appointed from outside the Council from former Council members and current and former Chapter Advisors of Phi Sigma Theta chapters at colleges and universities.

ARTICLE V. EXECUTIVE DIRECTOR

SECTION 1. AN EXECUTIVE DIRECTOR shall be appointed by the National Council and shall attend all National Council meetings.

SECTION 2. An EXECUTIVE DIRECTOR shall establish and maintain a national headquarters office where all monies due or donated to the National Society will be received and held, and all bills of the Society shall be processed and paid with dispatch. He or she shall furnish annually to the National Council a complete statement of the finances of the organization; a CPA audited account of the receipts and disbursements; and annual budget developed along with the President and Vice President for Finance and Long Range Planning for approval by the Council. The Executive Director shall supervise the accurate accounting of all members, mailing of initiates' jewelry, certificates, and distribution of The Pillar and handling of other Society documents and materials. The Executive Director shall uphold the provisions of the Constitution, by-laws and Statutes of the Society.

SECTION 3. THE EXECUTIVE DIRECTOR shall have a prominent role in chapter relations and expansion for the Society through chapter campus visits and campus expansion visits; and shall recommend annually the chapters, advisors, and chapter presidents worthy of recognition and methods for recognition.

SECTION 4. THE EXECUTIVE DIRECTOR shall make arrangements for National Council meetings and provide for the recording and distribution of Council minutes.

SECTION 5. THE EXECUTIVE DIRECTOR shall perform such other duties as assigned by the National Council.

ARTICLE VI. **ARCHIVIST**

SECTION 1. THE ARCHIVIST shall be appointed for a three-year term by the incoming President with the confirmation of the National Council.

SECTION 2. THE ARCHIVIST shall assemble, organize and maintain all of the records for the Society.

ARTICLE VII. **HISTORIAN**

SECTION 1. THE HISTORIAN shall be appointed for a three-year term by the incoming President with the confirmation of the National Council.

SECTION 2. THE HISTORIAN researches, summarizes and narrates the history of the Society.

SECTION 3. THE HISTORIAN shall attend the National Council annual meeting as an ex-officio member every third year in the final year of a President's term.

ARTICLE VIII. **ELIGIBILITY FOR MEMBERSHIP IN THE SOCIETY**

SECTION 1. Students shall base membership in the Society upon superior academic achievement during their undergraduate college career. (Only credit hours that count toward a bachelor's degree can be used to determine Phi Sigma Theta eligibility. Advanced placement credits earned prior to college, however, cannot be counted toward Phi Sigma Theta eligibility.)

SECTION 2. The student must be registered in a course of study leading to a bachelor's degree for an amount of work equal to an average full load. Questions regarding eligibility arising from exceptional circumstances affecting an individual student must be referred to the National Headquarters for a decision.

SECTION 3. The minimum academic average required for membership is a grade of 'B' or the equivalent thereof, and is not subject to reduction by an individual chapter. (For example 3.0 when A is 4.0 or 5.0 when an A is 6.0) Other variations in grading systems shall be approved by the National Council.) A chapter may petition to the National Council to raise the minimum academic average required for membership in their chapter. The students shall have no Incompletes or Failures even if the institution allows failing grades to be expunged from the record.

SECTION 4. Academic eligibility shall be obtained on the grades of one full curricular period, i.e. semester, trimester, quarter, or term. Thereafter, the cumulative average of the total hours earned must be considered. Eligibility is limited to undergraduate course material. Initiation must occur no later than the school year following the student's initial eligibility.

Summer school session equivalent to a full curricular period may be used to meet the academic requirement.

Any courses taken during a summer session prior to the completion of the first year shall be part of the cumulative grade point average.

SECTION 5. Questions of interpretation or adjustments pertaining to eligibility should be referred to the National Headquarters.

ARTICLE IX. HONORARY MEMBERS

SECTION 1. The National Council with approval of the Executive Director may elect faculty members, administrative staff, or students involved in chapter formation to honorary membership.

SECTION 2. The National Council may elect to honorary membership individuals who have made outstanding contributions to the field of education or to Phi Sigma Theta.

ARTICLE X. INITIATION

SECTION 1. The Chapter may hold an initiation ceremony for students who have met the membership requirements. A formal procedure however is not necessary. The initiation date of an individual member shall be listed on their certificate.

SECTION 2. The Chapter may initiate honorary members.

ARTICLE XI. ACTIVE CHAPTERS

SECTION 1. Active chapters may be established in regularly incorporated not-for-profit colleges and universities as provided in the By-laws.

SECTION 2. Active chapters shall have the power to adopt By-laws for local government and for regulation and control of their revenues and expenses, provided these By-laws, do not conflict with the Constitution, by-law, or enactment of the National Society.

SECTION 3. The Chapter officers shall be the President, Treasurer, and such other officers as may be desired. The duties of these officers shall be those described by Robert's Rules of Order.

SECTION 4. If required by the College/University, there shall be an Advisor for each chapter as needed. If not already members, these Advisors may be initiated as honorary members.

ARTICLE XII. ESTABLISHMENT OF NEW CHAPTERS

SECTION 1. The Expansion Committee of the National Council will only establish all new chapters after review. The Executive Director must give final approval.

SECTION 2. All institutions must be fully accredited four-year colleges. Four-year branch campuses which award baccalaureate degrees may be covered with the blanket accreditation awarded to the parent institution.

ARTICLE XIII. REVENUES

SECTION 1. The funds of the National Society shall be kept in a Federal Deposit Insurance Corporation Bank to be designated by the National Council, and shall be paid out by the Executive Director only on order of the National Council.

SECTION 2. Before initiation, a National membership fee of \$59.00 shall be paid to the National Society for each student member.

SECTION 3. The National Council may grant, upon recommendation of a Chapter Advisor, free membership to such students as are unable to pay the National membership fee.

ARTICLE XIV. AMENDMENTS

SECTION 1. Amendments to these By-laws may be proposed by a member of the National Council and adopted by two-thirds affirmative vote of the Council. The Executive Director shall send notice of any change in By-laws to all chapters.

SECTION 2. Amendments to these By-laws may be proposed to the National Council by petitions from one-fifth of the active chapters. For acceptance, these amendments must be passed by a two-thirds vote of the National Council.