**Constitution of The Honor Society of Phi Kappa Phi**

**Article I – Name**

The name of this organization shall be **The Honor Society of Phi Kappa Phi** at Iowa State University.

**Article II – Purpose**

**Name and Mission**

*Section 1*. The name of this organization is the Iowa State University Chapter #006 of The Honor Society of Phi Kappa Phi and chartered at Iowa State College on October 23, 1911.

*Section 2*. The mission is to recognize and promote academic excellence in all fields of higher education and to engage the community of scholars in service to others and to do so in such a manner and through such methods permitted by Section 501(c)3 of the Internal Revenue Code.

*Section 3.* This organization is governed in accordance with the Bylaws of the Society, as adopted by the Biennial Convention on August 4, 2018.

*Section 4.* Chapter Management

4.1 The management of the chapter will be vested in the executive committee.

4.2. At least a majority of the executive committee will constitute a quorum for the transaction of business at any regular or special meeting.

4.3 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 will be used.

*Section 5.* The ISU Honor Society of Phi Kappa Phi is a campus organization. It is not affiliated with and receives no funding from any college or department. The governance is the responsibility of ISU faculty members and ISU staff who serve on an executive committee. There are no elected student positions. There is only a student vice-president that is appointed by the executive committee. That student is selected from the existing group of initiated students who apply for the position and are active members of ISU Phi Kappa Phi and meet all the qualifications listed below.

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 3.50. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

*Section 6.* Functions of Chapters

* 1. Recognize outstanding academic achievements through invitation to membership.

6.2 Hold at least one initiation ceremony annually.

6.3 Sponsor programs and activities that support and recognize scholarship and/or service**.**

6.4 Send a delegate to the national PKP society convention.

6.5 Participate in other relevant national PKP society meetings or workshops for officer leadership development.

6.6 Publicize and promote Society awards and programs, including the endorsement of one candidate who meets the criteria in the annual fellowship competition.

**Article III – Statement of Compliance**

**The Honor Society of Phi Kappa Phi** abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. **The Honor Society of Phi Kappa Phi** agrees to annually complete President’s and Treasurer’s Training.

**Article IV – Non-Discrimination Statement**

Iowa State University and **The Honor Society of Phi Kappa Phi** do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

**Article V – Membership**

*Section 1*. Membership in The Honor Society of Phi Kappa Phi is open to scholars from all academic disciplines without regard to race, color, gender, national origin, religion, age, disability, genetic information, or sexual orientation. Members are expected to behave with integrity and high ethical standards.

*Section 2*. The following membership categories are authorized:

2.1 **Active members** 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. Active members have access to all available benefits offered by the Society and may be eligible to serve on Society committees and hold Society office.

2.2 **Inactive members** are those who fail to pay Society dues for the current year. Inactive members do not enjoy the privileges of member benefits, voting, serving on committees, or serving as chapter or Society officers.

2.3 **Life members** are those who have been invited and initiated and have paid the life membership fee or have been accorded this status by the action of the Board. Life members of the Society who wish to remain active chapter members must continue to pay chapter dues.

2.4 **Special memberships**, distinguished or honorary, are nominated by a chapter, member, or the Board. Special memberships are conferred upon approval of the Executive Director, Society President, and appropriate Divisional Vice President.

Appropriate fees are due from the chapter once the nomination has been approved. There are two types of special memberships:

2.4.1 A **distinguished member** is one who has outstandingly served the Society and has shown a sustained record of leadership within the Society. The individual will receive a life membership in Phi Kappa Phi and a distinguished member certificate.

2.4.2 An **honorary member** is one who is not an alumnus/alumna, employee, or student of the chapter's institution but is an individual who has achieved eminence in some academic, creative, intellectual, or other career endeavors. The individual will receive a life membership in Phi Kappa Phi and an honorary member certificate.

2.5 Members who have served their chapters may be awarded meritorious service recognition. This recognition does not require Society approval.

*Section 3.* **Student** eligibility for membership in an institutional chapter should be determined separately for each academic unit or program, e.g., department, school, or college. Academic achievement is the only criterion by which eligibility may be determined. For those institutions that do not rank students using grades, the chapter will include the method of determining eligibility in its chapter bylaws.

Those persons recognized by individual chapters must be invited in compliance with the following standards:

3.1 **Undergraduate students** in any department of a college or university who have completed at least 24 semester hours or 36 quarter hours at that institution, and have had no charges of academic integrity or code of conduct resolved against them, and

3.1.1 who, in their junior year, rank academically in the upper 7.5 percent of the class, after completing 72 semester hours or 108 quarter hours at the time of invitation, or

3.1.2 who, in their senior year, rank academically in the upper 10 percent of the class after completing 90 semester hours or 135 quarter hours at the time of invitation.

3.2 **Graduate and professional students** in any department of a college or university who have completed at least 18 semester hours or 27 quarter hours at that institution, have had no charges of academic integrity or code of conduct resolved against them, and as post-baccalaureate degree students rank academically in the upper 10 percent of all graduate and professional students at the time of invitation.

3.3 **Students who have graduated** since the last initiation and who meet the requirements for membership are eligible.

*Section 4.* Members of the **institution's faculty, administration, professional staff, alumni, or community leaders** who exhibit excellence and high ethical standards may be extended membership.

4.1 The total number invited may not exceed 4 percent of the number of students invited by the chapter that year.

4.2 Chapters that invite fewer than 200 students per year may be allowed to initiate a maximum of 8 persons per year.

*Section 5.* Membership Expectations

5.1 Members should conduct themselves at all times in a manner consistent with integrity and high ethical standards.

5.2 If at any time, it becomes known to the Society that, after initiation, a member has failed to behave with integrity and high ethical standards, the person's membership may be revoked by either the chapter's Executive Committee or by the Society's Board of Directors. Grounds for revocation of membership include, but are not limited to, the following:

5.2.1 a charge of academic integrity resolved against the member.

5.2.2 an institutional code of conduct charge resolved against the member.

5.2.3 a criminal conviction of a felony or misdemeanor that reflects that the member failed to act with integrity and high ethical standards.

5.2.4 failure to follow the Society’s Code of Ethics.

5.2.5 any other conduct where a member fails to act with integrity or high ethical standards.

5.3 If the membership is revoked, the person has the right to appeal to the Executive Director within 60 days of the date the membership was revoked. The Executive Director’s decision is final.

*Section 6: Removal*

1. Reasons for removal may include but are not limited to: the use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
2. The removal process may be initiated by any member of the organization.
	* A formal call for removal must first be brought to the officers of the organization. A member may call for the removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
	* Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
3. Membership may be revoked by a majority vote of club membership present at the voting meeting.
4. Voting will be conducted by secret ballot at a general meeting.
	* The voting method will be an anonymous virtual form or secret paper ballot (a method decided by organization officers).
5. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
6. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
7. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
8. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
9. Member in question may request reinstatement 365 days after removal.
	* Member must submit a written request for reinstatement to officers.
	* Officers must reach a unanimous vote through a show of hands to reinstate a member.

**Article VI – Officers**

*Section 1: Officer Positions and Duties*

**President**

* + Facilitate officer meetings and general meetings.
	+ Oversee the activities of the officers and general membership.
	+ Presides over meetings of the organization.
	+ Calls special meetings of the organization.
	+ Facilitates executive board meetings.
	+ Oversees the activities of officers and general members.
	+ Prepares and files any required reports.
	+ Maintains membership records in the student organization database.
	+ Maintains contact with the organization’s Advisor.
	+ Maintains contact with affiliated University departments or community partner.
	+ Maintains contact with (inter)national organization.
	+ Represents the organization to the UniversityMaintains record of membership in the student organization database.
	+ Serve as the Risk Management Officer to **(a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU’s Risk Management Office, and (d) to ensure that proper waivers and background checks are on file with Risk Management for events**.
	+ Maintain contact with the Advisor regarding organization activities and concerns.
	+ Complete all trainings as required by Iowa State University policy.

**Treasurer**

* Hold the club’s purchasing card (p-card) and assigns additional p-card(s) to other designated club members.
* Maintain the club’s budget and work with officers to determine spending allowances.
* Member dues are optional and are collected by the national society annually when the member renews their annual dues.
* Work with Advisor to approve each expenditure before payment.
* Keeps all financial records of the organization.
* Prepares an annual budget.
* Holds the purchasing card (p-card) for the organization.
* Prepares all funding requests.
* Advises members on financial matters.
* Prepares purchase orders or supply requests.
* Coordinates fundraising drive.
* Maintains an inventory of all organization equipment and property.
* Complete all trainings as required by Iowa State University policy.

**Vice President**

* Assumes the duties of the President in their absence.
* Directs constitutional updating and revisions.
* Facilitates election of officers.
* Recruits new members to the organization.
* Serves as an ex-officio member of standing committees.
* Oversees the impeachment and removal process for members, officers, and advisor.
* Serve as the Risk Management Officer to **(a) help minimize potential risks for club activities,** **(b) recommend risk management policies or procedures,** **(c) to submit documentation to ISU’s Risk Management Office, and** **(d) to ensure that proper waivers and background checks are on file with Risk Management for events.**

**Secretary**

* Obtains appropriate facilities for organization activities.
* Keeps a record of all members of the organization.
* Prepares the organization’s calendar of events.
* Keeps and distributes minutes of each meeting of the organization.
* Maintains attendance at all meetings.
* Maintains the organization’s records, storage, and office.
* Prepares and files any required reports.
* Handles all official correspondence of the organization.
* Collects organization’s mail.
* Keeps members of the organization informed about activities, university events, and important dates.

**Equity, Diversity, and Inclusion Officer**

* Provide information, resources, and events to members of the organization that will enhance awareness of equity, diversity, and inclusion.
* Propose diverse topics to be included in membership meetings.
* Ensure that the policies and practices of the organization are inclusive and accessible.
* Attending college Diversity Committee meetings as scheduled (if the college has a diversity committee).
* Create and oversee events that are relevant to diversity and inclusion.
* Assist other executive positions in creating and distributing relevant promotional materials.

**Marketing & Communications Director**

* Employ media outlets to inform the campus community about the organization’s activities.
* Create a membership newsletter to keep members informed and involved with the organization.
* Design physical and virtual graphics to market the organization.
* Create and distribute all advertisements and designs.
* Take photos and videos at the organization’s events.

*Section 2: Elections*

1. Elections will occur annually during the month of April.
2. Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the executive committee vote.
3. Voting will occur at an executive committee meeting. The date of the meeting will be announced at least one month in advance through an email to all members.
4. At the voting meeting, each candidate will have 2 minutes to speak in front of the general membership.
5. Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.
	* In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
	* In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest-voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
6. The term of office for all officer positions shall be one year, beginning July 1 and ending June 30.

*Section 3: Impeachment/Removal*

1. Officers can be removed from their position by a vote of club membership.
2. Grounds for removal include but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
3. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
	* The officers will hold a special meeting with the Advisor to deliberate.
	* The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
4. Officers can be removed from their position by a majority vote of the executive committee present at the voting meeting.
	* Voting will be conducted by secret ballot at a general meeting.
	* The vote will be announced at least one week prior to the meeting.
	* The voting method will be an anonymous virtual form or secret paper ballot (a method decided by officers).
5. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
6. The officer in question will be allowed to speak to the executive committee for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
7. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

*Section 4: Officer Replacement*

1. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
2. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
3. If no candidates come forward for the position, the officers may appoint a general member to the position with the member’s approval.

***Section 5: Minimum Cumulative GPA for Officers***

**Not Applicable to this campus organization which is governed by an executive committee of ISU faculty and staff. There are no student officers except (1) student vice-president who is appointed by the executive committee.**

**The student vice-president of this organization must meet the following requirements:**

1. **Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.**
2. **Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 3.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.**
3. **Be ineligible to hold an office should the student vice-president fail to maintain the requirements as prescribed in (a) and (b).**

**Article VII – Advisor**

*Section 1: Duties*

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

*Section 2: Method of Selection*

1. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.
2. A candidate may be elected through a majority vote of officers.
	* Officers will vote through a show of hands.
	* All officers must be present for a vote to occur.
3. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
4. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

*Section 3: Terms of Service*

The Advisor of the organization shall serve at their leisure.

*Section 4: Impeachment/Removal*

1. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
	* Grounds for removal include but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
2. The Advisor must be notified and given a reason for removal at least one week prior to voting.
3. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occur.
4. The Advisor will be notified of the decision via email.

*Section 5: Replacement*

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

**Article VIII – Finances**

1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
2. Upon disbandment of **The Honor Society of Phi Kappa Phi at Iowa State University**, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
3. Annual Dues will be determined by the national office of The Honor Society of Phi Kappa Phi at the national society convention in August.

**Article IX – Amendments and Ratification**

1. The amendment process may be initiated by any club member.
	* Requests for amendment must be submitted in writing to the society officers.
	* The officers must have a majority vote of approval to move the amendment to a general membership vote.
	* Officers will vote through a show of hands.
2. The proposed amendment must be presented to the general membership at least one week before the vote.
3. Constitution may be amended by a majority vote of the club membership present at the meeting.
	* Voting will take place at a club meeting.
	* Voting will be conducted by a show of hands.
4. Amendments to the organization’s constitution must be submitted to Student Engagement within 10 days for approval.
5. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
	* Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
	* Notification of these changes must be communicated at the next full organizational meeting.