

PHI ETA SIGMA

National Honor Society



Missouri State University

Local Constitution, Revised September 2011

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PREAMBLE

We, the members of the Missouri State University Chapter of Phi Eta Sigma, do ordain this constitution for the government of our society.

ARTICLES

Article I: Name

Section 1

The name of this society shall be known as the Missouri State Chapter of Phi Eta Sigma.

Section 2

The Society's name shall not be used in a promotional manner without express permission of the Executive Board.

Article II: Objectives

Section 1

This society encourages high scholastic attainment and offers recognition for those who achieve academic excellence in their freshman year.

Section 2

This society will organize at least two service and two social activities per month. This society will also sponsor activities during public affairs week, homecoming, and the New Student Festival.

Section 3

This society shall promote leadership.

Section 4

This society will sponsor a scholarship for those individuals who meet the specified requirements as laid out each term by the executive board.

Article III: Qualifications for Membership

(Pursuant to the National Constitution)

Section 1

The members of Phi Eta Sigma National Honor Society, Inc. shall be those persons who have been initiated according to the ritual as hereinafter provided or, in such cases where it was not possible to assemble other students, have been duly initiated by proxy by the local chapter advisor without the requirements of going through the initiation ceremony.

Section 2

Any person, irrespective of membership in other organizations and associations, shall be eligible for membership in Phi Eta Sigma if all the following criteria are met:

- The person is a student in the college or university in which the chapter proposing initiation is chartered, or resident in a temporary branch of the institution if the student is matriculated in the mother institution.
- The student achieves a cumulative grade-point average of at least one-half the highest grade and one-half the next highest grade at the close of any curricular period of the first year of registration in the college or university.
- The student is enrolled in a baccalaureate (Bachelor's) degree program during the curricular period in which the requisite grade-point average is achieved.
- The academic work upon which the grade-point average is based is acceptable toward a bachelor's degree.
- The academic work upon which the grade-point average is based is completed during the first year of registration in the college or university.
- The student is classified by the proposing institution as a full-time student during the curricular period in which the requisite grade-point average is achieved.
- The student has not completed more than twenty semesters hours or thirty quarter hours at another college or university after high school graduation and before matriculation in the institution of the chapter proposing initiation.
- A student who enters an institution with advanced standing, and/or with college credit obtained prior to graduation from secondary school, but no credits obtained in residence at a college or university, may be initiated

into Phi Eta Sigma on the same basis as any other candidate for the society.

- Where these requirements for determining the grade-point average are deemed to work a hardship on the individual chapter, the Executive Committee shall have authority to consider and adjust the eligibility requirements for initiation.

In every instance a candidate must rank in the upper twenty percent of his or her respective class.

Section 3

Such honorary members may be initiated by any chapter upon the express recommendation of the chapter advisor, senior advisors, the President of the chapter, and by a three-fourths majority vote

Section 4

No members of Phi Eta Sigma can be suspended or expelled from membership except by the unanimous vote of the Executive Committee, such action to be reported by the Committee at the next meeting of the Grand Chapter.

Section 5

Persons suspended or expelled from membership may be reinstated by a unanimous vote of the Executive Committee

Section 6

A member shall remain an active member of the society for the first year subsequent to initiation, and for as much longer as the local chapter shall determine.

Section 7

Any student meeting the requirements of Phi Eta Sigma at an institution which has an established chapter of Phi Eta Sigma and transferring to another institution before initiation, will, upon request, be automatically initiated at the next regular initiation of the chapter of the institution to which the student has transferred.

Article IV: Elections and Appointments

Section 1

There shall be an Executive Board consisting of President, Vice President, Senior Advisor(s), Secretary, Treasurer, Public Relations Chair, Historian, Service Chair, Social Chair, (2) Student Government Association Representatives, Induction Chair(s), Web

Developer, and other appointed cabinet positions. There shall be no more than 2 senior advisors.

Section 2

Additional officers may be appointed at the recommendation of the Chapter President, Chapter Advisor, or a unanimous vote of the Executive Board.

Section 3

The Executive Board shall be elected to one-year terms. Elections will be held as deemed appropriate by the current Executive Board. The format of elections will be decided upon by the Executive Board at the last meeting of the Fall Semester. A social event will also be held in the spring semester in order for members to meet the candidates.

Section 4

Each member may cast one vote for each position on the Executive Committee.

Section 5

The Executive Committee shall designate standing committees, the chairman of which shall be appointed by the President.

Section 6

Each member of the Executive Council (President, Vice President, Senior Advisor(s), Secretary, Treasurer, and Public Relations Chair) must have one years prior experience on the executive board; if no one is available with the required criteria then a person with no experience may run for one of the desired positions. The Executive Council will be responsible for holding one meeting each month, prior to the Executive Board meeting. The Executive Council shall handle disciplinary issues, as well as other various administrative issues of the Society, at the discretion of the Chapter President.

Article V: Meetings

Section 1

The society shall be in session and meet at least once every month during the fall and spring semesters.

Section 2

The Executive Board will meet at least twice every month; at least one executive board meeting and one executive council meeting. Any of these meetings may be cancelled at

the discretion of the President or Chapter Advisor. Additional meetings may also be scheduled at the discretion of the President or Chapter Advisor.

Section 3

A simple majority vote of attending members at General Assembly meetings shall be needed to pass legislation.

Article VI: Impeachment or Removal from Office by Members

Section 1

Any Executive Board member may be removed from office by impeachment. The society will hear the charges and the case and then vote. If a majority votes for impeachment, the member will be dismissed from the office. During the impeachment, the officer in question will be asked by the President to temporarily step down.

Article VII: Removal, Replacement, and Conduct of Executive Officers

Section 1

Executive officers are expected to attend all meetings, and as many events as possible. Excessive absence from Phi Eta Sigma events will be discussed by the Executive Council. Upon the first occurrence, the Chapter President will discuss the issue with the officer individually. On any subsequent occurrences, the issue will be discussed by the Executive Council. If the occurrence is deemed to be grounds for removal, the matter will be brought before the entire Executive Board. If a 2/3 majority votes in favor, the officer will be removed from office.

Section 2

An executive officer may step down at any time by notifying the Chapter President or Chapter Advisor.

Section 3

If a vacancy becomes available, a new candidate will be chosen by the Executive Board. The Executive Council will seek out and compile a list of possible candidates. A special meeting of the Executive Board will be called, at which time, a vote will be held on the position. The chosen candidate will then be installed as an officer. During the time until a replacement is found, the Chapter President may nominate a current officer to assume the officer's duties.

Section 4

All Phi Eta Sigma officers are expected to represent the organization in an upstanding and professional manner.

Section 5

It is understood that many officers are members of other organizations. However, when an officer is officially representing Phi Eta Sigma at a meeting or event, they are prohibited from using Phi Eta Sigma as a marketing tool for another fraternity, sorority, or student organization. Additionally, officers should not wear Greek letters, logos, or insignia from other organizations while they are officially representing Phi Eta Sigma at a meeting or event.

Section 6

If any Phi Eta Sigma officer is found to be engaging in activities or behavior that can be detrimental to the Society, it will also be discussed and handled in the same format as excessive absences, and may result in dismissal from office.

Article VIII: Active Member Status/Point System

Section 1

Active membership will be determined based off of a “point” system. In order to be considered an active member, a member must attain 4 points per semester. 2 Points must come from Meetings, 1 Point must come from a Service/Public Affairs event, and 1 Point must come from a Social/Homecoming event.

Section 2

Points accrued by members may be used by the Executive Board in determining certain member awards and incentives.

Section 3

The point system may be amended by a majority vote of the Executive Board

Article VII: Amendments

Section 1

The Local Constitution shall remain unaltered and without amendments except if there is a two-thirds majority vote of the members in attendance to amend them.

Section 2

Upon ratification, a new amendment may be attached to the Local Constitution as long as it does not violate the National Constitution.

BY-LAWS

By-Law I: Members' Powers and Duties

Section 1

Members may vote on any proposal of legislation or motion brought before the society.

Section 2

Members may vote on dues and authorize expenditures exceeding five hundred dollars.

Section 3

Members may vote on ratification of amendments to the Constitution and By-Laws.

By-Law II: Executive Board Members' Powers and Duties

Section 1

The Executive Board members shall perform the duties described below:

Executive Board Member	Duties
President (Executive Council)	<ul style="list-style-type: none"> • Preside over all meetings and activities. • Be able to call special meetings. • Assign committee chairmen. • Have power to veto any act concerning collection and expenditure of chapter funds. • Vote only to break ties. • Serve as advisor to all committees. • Be responsible for attending university functions that require a chapter representative, or make arrangements for another officer to serve as representative. • Serve as Chair of Executive Council • Handle disciplinary issues with executives
Vice President (Executive Council)	<ul style="list-style-type: none"> • Preside over meetings in absence of the President. • Assist the President in such ways as may be deemed proper. • Be available for consulting regarding legislation, activities, and other items concerning the chapter. • Be aware of the constitutions and by-laws of the Local

	<p>Chapter as well as major points of the National Constitution and by-laws.</p> <ul style="list-style-type: none"> • Serve as member of the Executive Council
<p>Secretary (Executive Council)</p>	<ul style="list-style-type: none"> • Take minutes of meetings and read them prior to every meeting • Handle meeting room reservations • Serve as member of the Executive Council
<p>Treasurer (Executive Council)</p>	<ul style="list-style-type: none"> • Collect and preserve all moneys due or donated to the chapter. • Keep accurate books of account and furnish the Executive Committee with a statement of finances of the chapter upon request. • Report financial status of the chapter at every meeting. • Responsible for shirt orders and sales • Serve as a member of the Executive Council
<p>Public Relations Chair (Executive Council)</p>	<ul style="list-style-type: none"> • Be responsible for promoting chapter events via electronic mail or other means at the Chair's discretion • Coordinate New Student Festival Activities • Co-organize the Facebook Page • Responsible for organizing event chalking • Serve as a member of the Executive Council
<p>Web Developer</p>	<ul style="list-style-type: none"> • Be responsible for designing the Web site. • Be responsible for updating the Web site on a frequent basis. • Keep track of membership points and post them on the Web site. • Co-organize the Facebook Page
<p>Historian</p>	<ul style="list-style-type: none"> • Keep records of all laws and statutes, including new ones enacted. • Keep a pictorial record of activities and present it at each meeting.
<p>Induction Co-Chairs</p>	<ul style="list-style-type: none"> • Be responsible for chairing the Induction Committee. • Plan and arrange for the event of chapter induction. • Be responsible for presenting suggestions of the induction Committee to the Executive Committee.
<p>Service Chair</p>	<ul style="list-style-type: none"> • Be responsible for planning and executing service activities for the chapter, at least two per month. • Make arrangements for an executive officer to attend service activities if he or she is unable to attend.
<p>Social Chair</p>	<ul style="list-style-type: none"> • Be responsible for planning and executing social activities for the chapter, at least two per month.

	<ul style="list-style-type: none"> • Make arrangements for an executive officer to attend social activities if he or she is unable to attend.
Committee Leader of Public Affairs	<ul style="list-style-type: none"> • Plan and execute events during Public Affairs Week. • Assist the Service Chair.
Committee Leader of Homecoming and Formal	<ul style="list-style-type: none"> • Plan and execute homecoming events and formal • Assist the Social Chair
Student Government Association Representatives	<ul style="list-style-type: none"> • Be sworn-in senators. • Report to the local chapter activities and legislation of the student government.
Senior Advisors	<ul style="list-style-type: none"> • Be available for consultation regarding legislation, activities, and other items concerning the chapter. • Be aware of the constitutions and by-laws of the Local Chapter as well as major points of the National Constitution and by-laws.

Figure 2: Executive Board table

Section 2

Additional Cabinet Positions Shall:

- Be appointed by the President and approved by the Executive Committee.
- Fulfill chapter needs as deemed appropriate.

Section 3

Duties of Executive Officers may be altered at the discretion of the Executive Board

By-Law IV: Faculty Advisor's Powers and Duties*Section 1*

The Faculty Advisor Shall:

- Be responsible for maintaining chapter resources.
- Be responsible for other duties as deemed appropriate.
- Be available for consultation regarding legislation, activities, and other items concerning the chapter.

By-Law V: Committees*Section 1*

Shall be appointed as necessary.