

## Constitution and By-Laws

### Phi Beta Delta Epsilon Upsilon Chapter Oklahoma State University

#### ARTICLE I: Name

The name of this organization shall be Epsilon Upsilon Chapter of Phi Beta Delta

#### ARTICLE II: Purpose

The purpose of this organization shall be to recognize and encourage high professional, intellectual, and personal achievements in the field of International Education. The organization will serve as a means of encouraging interdisciplinary international programming and promote the exchange of ideas and information among a network of faculty, staff, and students involved in international endeavors.

#### ARTICLE III: Membership

##### SECTION 1

Membership is selective and shall be based on criteria established by the Membership Committee and approved by the Board of Directors in accordance with the aims of the organization.

There are three categories of individual membership:

- **Faculty and Staff**
  - ~~Nomination by a Dean or an Administrator or two members of the Chapter in good standing~~ Nomination by a member of Phi Beta Delta Epsilon Upsilon Chapter (amended by membership vote March 2009).
  - Demonstrated involvement and interest in recognized international academic endeavors such as teaching, research, service, and/or other engagement in scholarly creative activity of international scope, including significant contributions to campus international education programs.
- **U.S. Students (includes permanent resident non-citizens)**
  - Nomination by ~~a faculty member~~ a member of Phi Beta Delta Epsilon Upsilon Chapter (amended by membership vote March 2009).
  - Upper division (60 hrs) or graduate standing
  - Completion of at least two semesters of coursework at OSU

*Approved: 3-12-04*

- Completion of university-level study, research, or internship abroad or comparable international experience where academic relevance can be demonstrated
  - Demonstrated active involvement in promoting international understanding within Oklahoma State University, the City of Stillwater, or the State of Oklahoma
  - Demonstrated academic excellence: Graduate students must have a GPA of 3.5 or higher; upper division undergraduates must rank academically within the top 20% of their class (Dean's Honor Roll).
- **International Students**
    - Nomination by a faculty member
    - Upper division (60 hrs) or graduate standing
    - Completion of at least two semesters of coursework at OSU
    - Demonstrated active involvement in promoting international understanding within Oklahoma State University, the City of Stillwater, or the State of Oklahoma
    - Demonstrated academic excellence: Graduate students must have a GPA of 3.5 or higher; upper division undergraduates must rank academically within the top 20% of their class (Dean's Honor Roll).

## **SECTION 2**

The selection of members by the society is made without regard to gender, race, religion, national origin, disability, or sexual orientation.

## **SECTION 3**

All approved candidates shall be duly initiated according to the rites of the society.

# **ARTICLE IV: Board of Directors**

## **SECTION 1**

The Board of Directors of this organization shall be President, Vice-President/President Elect, Secretary, Treasurer, International Student Representative, U.S. Student Representative, a representative from the office of International Students and Scholars (ISS), and the Chapter Coordinator appointed by the Director of the School of International Studies. The positions of Secretary and Treasurer may be combined.

## **SECTION 2**

Non-voting, ex-officio Board members will include (1) the Director of the School of International Studies, (2) the past President of the Chapter, and (3) the Provost and Vice President for Academic Affairs

**SECTION 3**

The President, Vice-President, Treasurer, Secretary, and Student Representatives shall be elected by the membership of the society.

**SECTION 4**

To qualify for a board office in this organization, one shall be a chapter member in good standing. The President shall be faculty or staff.

**SECTION 5**

Responsibilities of Officers are as follows:

- The President shall serve a one-year term (only), preside over meetings of the society, appoint committees with the approval of the majority of the Board, and shall perform all other duties belonging to the Chief Executive Officer.
- The President-elect shall serve a one-year term, preside in the absence of the President, and perform other duties as assigned by the President. In the year following his/her term, the President-elect shall assume the duties of the President.
- The Student Representatives shall serve as liaisons between the Board and the student members
- The Secretary shall keep minutes of all meetings and maintain a complete roster of all members initiated as well as a record of candidates eligible for membership.
- The Treasurer shall receive and give receipts for all monies collected, make disbursements on behalf of the Chapter, keep an accurate and complete record of all receipts and disbursements, and shall report to the Chapter on all monies collected or disbursed.

**SECTION 6**

The election of Board of Directors officers shall be held in March of each year.

**SECTION 7**

A quorum for meetings of the Board of Directors shall be six out of eight voting officers in attendance or five out of seven officers if the Secretary/Treasurer position is combined.

## **ARTICLE V: Chapter Coordinator**

### **SECTION 1**

The Chapter Coordinator shall be appointed by the Director of the School of International Studies and shall serve as a liaison between the Chapter and the Executive Office of Phi Beta Delta.

### **SECTION 2**

The duties of the Chapter Coordinator shall be to serve as chapter liaison to the Society, its Executive Office and the Board; to maintain a list of active chapter members; to assure compliance at the chapter level with policies, procedures, and reporting requirements of the Society; to advise the Chapter concerning policy, organization, and management; and to perform other duties as determined by the Chapter.

## **ARTICLE VI: Committees**

### **SECTION 1**

The standing committees shall include the following:

- Nominations Committee
- Membership Committee
- Programming & Publicity Committee
- Scholarship Development Committee

Additional committees may be established by the Governing Board as needed.

### **SECTION 2**

The Nominations Committee shall be responsible each year for recommending a slate of officers from the active membership to the board during the spring semester.

### **SECTION 3**

The Membership Committee shall recommend standards for admission to the Society and will receive and recommend nominations for membership.

### **SECTION 4**

The Programming & Publicity Committee shall be responsible for planning Chapter events, including induction ceremonies. This Committee will also be responsible for planning at least two chapter meetings per year and will work to increase awareness of Chapter events and promote interest in the Chapter.

### **SECTION 5**

The Scholarship Development Committee shall plan, coordinate, and implement scholarship programs of the Chapter.

## **ARTICLE VII: Dues and Fees**

### **SECTION 1**

A membership initiation fee shall be paid by each undergraduate, graduate, faculty and staff candidate at the time of initiation into the Society. The amount of this fee consists of an induction fee and national membership fee as well as a chapter fee which is determined by the Board of Directors. All national and chapter fees shall be paid to the Treasurer before initiation into the Society.

### **SECTION 2**

The annual sustaining fees (national dues plus chapter fee) for each member of the Society shall be paid on or before May 1 of each year.

## **ARTICLE VIII: Elections**

### **SECTION 1**

The Nominations Committee will recommend a slate of officers from the active membership to the board during the spring semester.

### **SECTION 2**

Elections will include a provision for additional candidates and for proxy votes. All candidates must be active members. Officers will be elected by secret ballot at the annual spring meeting of the chapter.

### **SECTION 3**

Only active members of the chapter shall be eligible to vote. Active members must have been duly selected and initiated, be affiliated with the Epsilon Upsilon Chapter, and have paid all dues and fees for the current year.

### **SECTION 4**

Election to office will require an absolute majority (more than 50%) of valid ballots cast.

## **ARTICLE IX: Meetings**

### **SECTION 1**

Regular meetings of Phi Beta Delta membership shall be scheduled at least once per semester during the regular academic year.

### **SECTION 2**

Special meetings may be called by the Board of Directors.

*Approved: 3-12-04*

## **ARTICLE X: Amendment of By-Laws**

### **SECTION 1**

Proposed amendments to the By-Laws should be presented in writing to the President of the Board of Directors, who will then direct appropriate action on the proposal(s).

### **SECTION 2**

Approval by a simple majority of the voting members shall be required for passage of a proposed amendment. The amendment shall be put into effect immediately unless otherwise stipulated in the amendment.

### **SECTION 3**

All amendments to the Chapter constitution and By-Laws must be filed with the Executive Director of Phi Beta Delta.