

Phi Beta Delta – Theta Iota Chapter By-Laws¹

ARTICLE I – Name

The name of this society shall be the Theta Iota Chapter of Phi Beta Delta.

ARTICLE II – Purpose

The purpose of the Theta Iota Chapter is to recognize and encourage high professional, intellectual, academic, and personal achievements in the field of international education. This chapter will serve to encourage international programming and promote the exchange of ideas and information among an interdisciplinary network of faculty, staff, students, community members, and alumni involved in international endeavors.

ARTICLE III – Membership

Section 1: Membership shall be based on the criteria established in accordance with the Aim of the society. The Membership Committee, after reviewing membership applications, will nominate acceptable applicants to the Executive Board for approval. To be considered for membership, all the following criteria must be met:

Current Students

Completion of at least one semester at the College of Coastal Georgia

Demonstration of academic excellence (Minimum Cumulative GPA 3.2)

Either: Completion of international study, research, or internship abroad or comparable international experience where academic relevance can be demonstrated; or Demonstration of significant involvement in activities that promote the Theta Iota Chapter Completion of membership application packet

Faculty/Staff

Completion of one semester of employment at the College of Coastal Georgia

Demonstration of significant involvement in activities that promote the Theta Iota Chapter

Completion of membership application packet

Alumni

Demonstration of significant involvement in activities that promote the Theta Iota Chapter

Completion of membership application packet

Community Members

Demonstration of significant involvement in activities that promote the Theta Iota Chapter

Completion of membership application packet

¹ Theta Iota Chapter by-laws are in accordance with the Bylaws of the Society.

Honorary Membership

The Executive Committee/Board may select Honorary Members to induct into the Chapter. Any person to be considered for Honorary Membership will have attained a position of eminence and/or prominence in their respective field and will be someone who would not normally be expected to apply for Theta Iota Chapter membership. Honorary Members shall pay no initial membership dues but will be solicited to remain in Active Member status by paying continuing member dues.

The selection of members by the Society is made by CCGA's non-discrimination policies.

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

ARTICLE IV – Executive Committee

Section I: The Executive Committee shall include both faculty and staff and may include students.

Section II: The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer (or Secretary/Treasurer), Chapter Coordinator, and may include student representation.

Section III: The Executive Committee may establish standing committees.

ARTICLE V – Officers

Section 1: The elected officers shall be President, Vice President, Secretary, and Treasurer. The positions of Secretary and Treasurer may be combined.

Section 2: The President shall preside over meetings of the society, shall appoint committees with the approval of the Executive Committee, and shall perform all other duties, as necessary. The President will serve for two years, followed by two years as Past-President.

Section 3: The Past-President will serve on the Executive Committee and will oversee elections and other duties as assigned by the President. The Past-President will serve for two years.

Section 4: The Vice President shall preside in the absence of the President and shall perform other duties as assigned by the President. The Vice-President will serve for one year, followed by one year as President, then two years as Past-President.

Section 5: The Secretary shall keep minutes of all meetings, shall handle chapter communications, shall keep a complete roster of all members initiated and shall keep a record of candidates eligible for membership. The Secretary will serve for two years.

Section 6: The Treasurer shall collect and give receipts for all monies collected, shall make disbursements upon order of the society, shall keep an accurate and complete record of all receipts and disbursements and shall report this record of funds to the society. The Treasurer will serve for two years.

Section 7: The Chapter Coordinator will serve as liaison between the Phi Beta Delta Executive Office and the Theta Iota Executive Committee; assure compliance at the chapter level of policies, procedures, and reporting requirements of the Society; advise the chapter concerning policy, organization, and management; perform other duties as determined by the chapter. The Chapter Coordinator will serve for two years.

ARTICLE VI – Committees

Section I: The standing committees of the Society shall include the following:

- Membership Committee
- Programming Committee
- Development Committee

Other committees may be established by the Executive Committee as needed.

Section II: Membership Committee

The Membership Committee may recommend revisions to the standards for admission to the Theta Iota Chapter. The Membership Committee will facilitate the membership application process and will nominate acceptable candidates to the Executive Committee for approval.

Section III: Programming Committee

The Program Committee shall plan activities and ceremonies for the Theta Iota Chapter.

Section IV: Development Committee

The Development Committee shall oversee publicity, fundraising efforts, and award development in concert with the Executive Committee.

ARTICLE VII – Dues and Fees

Section 1: A membership initiation fee shall be paid by each candidate prior to initiation into the Society. This fee consists of an induction fee, a national membership fee, and a chapter fee, as determined by the Executive Committee. All fees shall be paid to the Treasurer.

Section 2: The individual membership fee (national membership fee and chapter fee) shall be paid on or before May 1 of each year.

ARTICLE VIII – Elections

Section 1: The Executive Committee shall establish a Nomination Committee, which will recommend a slate of officers from the active membership. This slate will be submitted to the Executive Committee during the Spring semester.

Section 2: All candidates must be active members. Officers will be elected by ballot at a chapter meeting in the spring semester. Ballots will include a provision for write-in candidates.

Section 3: Election to office will require a simple majority of the valid ballots cast.

Section 4: Only active members of the chapter shall be eligible to vote. Active members must have been duly elected and initiated, be affiliated with the Theta Iota Chapter, and have paid all dues and fees for the current year.

Section 5: In the event of resignation or inability to serve on the part of an elected officer of the Chapter, the Executive Committee shall appoint a replacement who shall serve until the next regular election.

ARTICLE IX – Approval of By-Laws

These by-laws were submitted to the Chapter's members for approval at the first meeting in the Spring 2020 semester. Approval was by a majority of those present and voting.

ARTICLE X – Amendments of By-Laws

Section 1: Proposed amendments to the By-Laws should be presented in writing to the Executive Committee, at least one meeting before they are to be voted upon. The Executive Committee will send out the proposed amendment(s) to the Membership at least two weeks before the next chapter meeting. The proposed amendment will be voted upon in the next chapter meeting.

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 By-Laws will be filed with the Executive Director of Phi Beta Delta.

ARTICLE XI – Quorum

Section 1: The percentage of members constituting a quorum shall be 30%.

Section 2: In voting, a majority shall consist of over fifty percent of those voting.

ARTICLE XII – Parliamentary Authority

Robert's Rules of Order (Revised) shall govern the Society in all cases to which they are applicable.