

PHI BETA KAPPA  
Iota of New York  
BY-LAWS

Article I: Officers

Section 1. The Officers of this Chapter shall be a President, a President-elect, a Vice-President, a Recording Secretary, a Corresponding Secretary, and a Treasurer, who shall be elected annually.

Section 2. The Vice-President and the Recording Secretary shall be members of the faculty of the University of Rochester.

Section 3. The President and the Vice-President shall not be eligible to serve for more than three consecutive terms.

Section 4. Duties of the Officers:

- (a) The President shall preside at all meetings of the Chapter and at all meetings of the Executive Board of the Chapter. He or she shall preside at all initiations and other ceremonials of the Chapter. He or she shall be the chief administrative officer of the Chapter, shall call all meetings of the Executive Board, and shall have the duty of seeing that the provisions of the Constitution, By-Laws, and other actions of the Chapter, its Officers, and the Executive Board are properly carried out. He or she shall be an ex-officio member of all committees.
- (b) The President-elect shall understudy the President, preside in the absence of the President and Vice-President, and perform such other duties as shall be assigned by the President or the Executive Board.
- (c) The Vice-President shall be Chairman of the Committee on Elections to Membership, and shall preside at all times in the absence of the President, and shall have such other duties as may be given to him or her by the President or the Executive Board.
- (d) The Recording Secretary shall keep the records of the Chapter, shall be Secretary of the Committee on Elections to Membership, shall participate in the various ceremonials of the Chapter, shall perform such other duties as may be given to him or her by the President or the Executive Board, and shall perform the usual functions pertaining to the Office of the Secretary.
- (e) The Treasurer shall be the financial officer of the Chapter, shall keep a written record of receipts and disbursements, and render a financial report to the Chapter at its Annual Meeting and to the Executive Board whenever directed

so to do by the President or the Executive Board, and shall perform such other duties as usually pertain to the Office of Treasurer.

- (f) The Corresponding Secretary shall send out notices of the Annual Meeting, the Coffee Hours, regular and special meetings of the Executive Board, and all other meetings or other functions of Phi Beta Kappa or the Executive Board, shall perform such other duties as may be given to him or her by the President, or the Executive Board, and shall perform the usual functions pertaining to the Office of Corresponding Secretary.

## Article II: Executive Board

Section 1. The executive body of the Chapter shall be an Executive Board consisting of the six Officers, six other members elected at the Annual Meeting, and up to three student members elected according to the rules specified in the next section.

Section 2. The six Board Members elected as such shall be elected in the manner hereinafter set forth for terms of three years each. Board Members shall be elected at each Annual Meeting of the Chapter by a majority vote of the members present. The immediate past President shall serve on the Executive Board for a term of one year, without election. The Officers and six other members of the Executive Board may nominate and elect up to three students who are members of Phi Beta Kappa to serve as student members of the Executive Board.

Section 3. At least three of the six Elected Board Members shall be residents of the County of Monroe, State of New York.

Section 4. The President shall preside at all meetings of the Executive Board, but shall not have a vote except in case of a tie.

Section 5. Except for discussion and adjournment, a quorum of the Executive Board shall be required for the transaction of business.

Section 6. A quorum shall consist of at least five members of the Executive Board, not including the President.

Section 7. The Executive Board shall have the power to fill vacancies in its own body, and to fill vacancies in any of the offices heretofore described, such appointee to serve until the next annual meeting of the Chapter.

Section 8. The President may call a meeting of the Executive Board at any time on five days' notice, and shall call a meeting whenever requested to do so in writing by at least three Board Members.

Section 9. Absence from three successive meetings of the Executive Board by any elected Board Member may be grounds for declaring a vacancy in the position of the

Board Member so absent; such action to be taken in its discretion by the Executive Board.

### Article III: Meetings

Section 1. The Annual Meeting of the Chapter shall be held during the sixty days prior to Commencement Week of the University of Rochester, due notice being previously given. At this time the Secretary shall read the minutes of the previous Annual Meeting and of all subsequent Chapter meetings; the Treasurer shall submit the annual financial report; reports of the Nominating Committee and other committees shall be presented and Officers and Executive Board Members shall be elected for the ensuing year.

Section 2. Other Chapter meetings shall be called at the discretion of the President. Upon written request of twenty members of the Chapter, a meeting must be called.

Section 3. Not less than five days' notice shall be given by mail, e-mail, or facsimile to all members of the Chapter for any Chapter meeting.

Section 4. Twenty-five members of the Chapter shall constitute a quorum for the transaction of business at any regularly called Chapter meeting.

Section 5. The members of other chapters of Phi Beta Kappa who are not Associate Members of this Chapter shall be cordially welcome to the Meetings and other activities of the Chapter, but shall not be entitled to vote upon any matter under discussion, or to participate in debate except by special invitation.

### Article IV: Election of Officers

Section 1. The Officers and Board Members of the Chapter shall be elected at the Annual Meeting.

Section 2. At least a month prior to the Annual Meeting, the President shall appoint a nominating committee which shall present a proposed slate of Officers and Board Members to be elected at the Annual Meeting.

Section 3. After the nominating committee has submitted its proposed slate at the Annual Meeting, further nominations may be made from the floor by any duly accredited member who is present at the meeting.

Section 4. The Officers and Board Members shall be elected by a majority vote of the members present at the Annual Meeting.

Section 5. The Officers elected at the Annual Meeting shall serve for one year from the July 1<sup>st</sup> following such Annual Meeting and until duly elected successors have been chosen.

Section 6. The Board Members elected at the Annual Meeting shall serve for three years from the date of such Annual Meeting and until duly elected successors have been chosen.

#### Article V: Membership

Section 1. Members in Course shall be elected to Phi Beta Kappa only by those members of the Society who are members of the Faculty or Administrative Staff of the University of Rochester.

Section 2. Members in Course shall be elected as follows: The Vice-President shall annually appoint a Committee on Election to Membership of which he or she shall be chair and consisting, in addition to the Secretary, of three other faculty members qualified to vote. This committee shall prepare a list of those seniors, juniors, and graduate students whom they consider worthy and eligible for election to the society. This list, with such additional information as the faculty members may desire, shall be presented to the members eligible to vote at a meeting called by the Vice-President not more than sixty days before the annual spring commencement. Each candidate recommended by the committee shall be voted upon separately by ballot, in the order of academic ranking. If the number of ballots marked "yes" be not less than four-fifths of the number of eligible persons present, the candidate shall be declared elected. A quorum at this meeting shall be not less than 12 of the faculty members eligible to participate in the election. Nominations of candidates not on the list submitted by the committee may be made from the floor, and shall be voted upon by ballot as previously described.

The number of students elected annually shall be governed by the Constitution of this Chapter.

Immediately following the meeting at which the candidates have been elected to the Society, the Recording Secretary of the Chapter shall extend the greetings of the Society to those elected and advise them concerning initiation and other details. Each candidate must within ten days after receiving notice thereof signify acceptance of this election to the Secretary.

Section 3. Honorary Members shall be elected to Phi Beta Kappa, on rare occasion and for good reason, by the Executive Board of the Chapter, with election requiring the unanimous concurrence of members present for the meeting.

Section 4. All those elected to membership in the society shall have their names enrolled in a book kept for that purpose by the Recording Secretary.

#### Article VI: Initiation of Members

Section 1. Initiation of the new candidates shall be within two months of their election to the Society. Those initiated must have accepted their election to the Society in writing as heretofore provided.

Section 2. The Initiation Fee for Members in Course shall be the same as the assessment for new members levied by the United Chapters.

Section 3. The Initiation Fee for Honorary Members shall be \$10.00.

Section 4. No person shall be initiated until the Secretary certifies to the payment of the Initiation Fee.

Section 5. All those who have been elected to membership shall not be regarded as members of the Society until they are duly initiated or excused from attending initiation on the basis of a written request to the Office of the Secretary. The fact of initiation in absentia shall be noted against their names in the book in which the names are enrolled as aforesaid.

Section 6. The newly initiated members of the Society shall purchase their own keys, except that the Chapter shall furnish a Balclad key for Honorary Members.

#### Article VII: Committees

Section 1. The President shall appoint whatever committees he or she might consider essential for the proper functioning of the Chapter.

#### Article VIII: Seal

Section 1. The Seal of the Chapter shall consist of a disc around which shall be inscribed the words "Iota of New York, Phi Beta Kappa" and in the center "University of Rochester, 1887."

#### Article IX: Dues

Section 1. The annual dues of the Chapter shall be determined by the Executive Board.

#### Article X: Amendments

Section 1. These By-Laws may be amended by a two-thirds vote of the members present at an Annual Meeting of the Chapter.

Revised By-Laws were adopted June 5, 1953. The current revision (March 28, 2008) incorporates the following amendments:

1. June 11, 1954. By-Laws amended to add Corresponding Secretary as an Officer, and to omit reference to Graduate Members.
2. June 11, 1955. By-Laws amended to include Article VII-A on a Scholarship and Loan Fund.
3. June 8, 1956. Article VII-A, Section 5 amended to permit extension of time for repayment of loan under certain conditions.
4. June 7, 1963. Article I, Section 1 amended to add the office of President-elect. Article I, Section 4(b) amended to include the duties of the President-elect. Article II, Section 1 amended to increase the number of Officers on Executive Board to six.
5. June 4, 1965. Article VI, Section 5 amended. Section 6 eliminated; Section 7 changed to 6. These amendments made to provide for the election of members in absentia.
6. June 6, 1967. Article VII-A amended to allow greater flexibility in the use of the Scholarship Fund; reduced size of Board of Trustees from 5 to 3.
7. June 2, 1972. Article V, Section 2 amended to restore reference to graduate students. Change of wording regarding election meeting from “not later than March 31” to “not more than 30-35 days before the annual spring commencement.” Deletion of following paragraph: “The Committee may again review the student body near the end of the school year, and additional candidates may be elected at a meeting of the faculty members at the end of the final examination period.”
8. May 18, 1973. Article III, Section 1 amended to provide for the Annual Meeting to be held during the thirty days prior to Commencement Week. Article VI, Section 2 amended to increase initiation fee from \$7.50 to \$10.00.
9. May 1, 1974. Article V, Section 1 amended to permit student members to participate in the election of Members in Course.
10. May 8, 1980. Article II, Section 2 amended to provide that the immediate past President serve on the executive Board for a term of one year without election. Article VII-A, establishing a trustee-managed scholarship fund. Although no provision was made in the By-Laws, it was intended that “The purposes of the fund shall be carried out with moneys from the general treasury subject to approval by the Executive Board” (minutes of the Annual Meeting, 1980). Article VI, Section 6 wording changed to insert “Balclad.” Article VII, Section 2 amended to change the initiation fee for Members in Course from \$10 to that levied by United Chapters for new members.

11. May 8, 1981. Article V, Section 1 amended to delete “and/or student members of Iota Chapter” from the description of the electorate. This repeals the amendment noted in (9) and restores the electorate to that described in the revised By-Laws adopted June 5, 1953.

12. March 28, 2008. Article II, Section 1 amended to specify that student members serve as part of the Executive Board. Article II, Section 2 amended to remove term limits for members of the Executive Board and to authorize the Executive Board to elect student members each year. Article III, Section 1 amended to increase the permitted time between the Annual Meeting and Commencement Week from thirty to sixty days. Article III, Section 3 amended to provide for notice of meetings by e-mail or facsimile. Article III, Section 5, which formerly outlined the order of business at Annual Meetings, deleted in its entirety. Article IV, Section 2 amended to remove references to the size of the nominating committee and to the number of Board Members to be elected each year. Article V, Section 2 amended to increase the permitted time between the Annual Meeting and Commencement from 30-35 days to sixty days. Article V, Section 3, amended to specify that the election of Honorary Members requires a unanimous vote of the Executive Board and that election occur on rare occasion and for good reason. Article V, Section 4, which formerly outlined the process for electing Honorary Members, deleted in its entirety. Article VI, Section 1 amended to provide for a two-month period between the election and initiation of new members to the Society. Article VII amended to delete specific references to a Committee on Honorary Membership and an Auditing Committee. Small typographical errors were also corrected.