

Adopted by the Alpha Pi Chapter on April 7, 1993.
Revised April 1, 2004. Amended May 3, 2016.

PHI BETA DELTA
Alpha Pi Chapter
University of Kansas
By-Laws

ARTICLE I

The name of this organization shall be "Alpha Pi Chapter of Phi Beta Delta, Honor Society for International Scholars."

ARTICLE II

The aim of Phi Beta Delta is to recognize and encourage high professional, intellectual and personal achievements in the field of International Education. The society seeks to serve as a means of encouraging interdisciplinary and intergenerational contacts and promoting the exchange of ideas and information in the area of international affairs among students, faculty and staff of the University community, and between it and other academic institutions.

ARTICLE III

Membership

Section 1. Membership in the Chapter is open to individuals, without regard to gender, race, religion, national origin, disability, marital status or sexual orientation, who are or have in the past been affiliated with the University of Kansas and who have demonstrated a strong international orientation through studies, research and/or scholarly and creative activities.

Section 2. The Chapter maintains the following categories of membership:

- (a) **Active Members:** Individuals who have been elected in accordance with section 3 of this Article, have been duly initiated and have paid their national and local dues for the current year. Charter Members (individuals who have participated in the organization and formation of the Chapter) are considered active members upon initiation and remain so as long as they pay annual dues. Active members who are retired as members of the

University of Kansas faculty or staff retain their active membership but are not required to pay local chapter dues.

- (b) **Affiliate Members:** Individuals who have been duly inducted into Society membership and have previously been an active member of the Society, who wishes to maintain affiliation and active involvement with only the Alpha Pi Chapter following expiration of the previous period of active Society membership as defined by Society by-laws Article III, Section 3, Subsection 3.1. A Chapter Affiliate Member shall remain in "inactive" status at the Society level, as defined by the Society by-laws Article III, Section 3, Subsection 3.2. since no Society dues shall have been paid for the current year.

Consequently, a Chapter Affiliate Member shall not be entitled to the active membership privileges as defined in the Society by-laws Article III, Section 6, Sub-section 6.1, and shall therefore be excluded from: Receiving the regular publications of the Society; Voting in the Chapter; Holding office in the Chapter; Serving as a Chapter delegate to any Annual Conference; Serving on Committees appointed by the [Society] Board; and Holding office on the [Society] Board of Directors. Since a member needs to be in

"active member" status with the Society to be eligible for Society Award nomination, and since the Chapter Award recipients are generally considered nominees for the Society Awards, Chapter Affiliate Members shall be ineligible for nomination for or receipt of a Chapter Award. Exclusion from consideration for Chapter travel grants shall be imposed where the travel grant is used to attend any Annual Conference of the Society. A Chapter Affiliate Member shall be ineligible to be a delegate to such a conference as noted above. Except for the limitations and exclusions" section noted above, a Chapter Affiliate Member shall be entitled to actively engage in all activities and events sponsored by the chapter, shall be eligible to serve on Chapter committees and can otherwise be involved in organizing and facilitating functions of the Chapter. Annual dues for a Chapter Affiliate Member should not be less than the Chapter dues assessed to Society active members. So as not to serve as a disincentive to maintaining "active" Society membership, it might be desirable to establish annual dues for a Chapter Affiliate Member at a level slightly higher than the annual Chapter dues assessed for "active" Society members.

- (c) **Distinguished Members:** Person who have distinguished themselves in the advancement, encouragement and support of the international activities of the University of Kansas, have been nominated for such recognition by the Dean of International Studies of the University and have been accepted for recognition by the Governing Board of the Chapter. Distinguished members shall, if they so indicate in writing to the Governing Board of the Chapter, be entitled to vote and otherwise participate in the affairs of the Chapter. If they elect to so participate, they shall also pay annual dues to the Chapter.
- (d) **Honorary Members:** Persons who have achieved outstanding eminence in some field of international academic, creative or intellectual endeavor and have been selected for the award of honorary membership by the Governing Board of the Chapter. Honorary members shall, if they so indicate in writing to the Governing Board of the Chapter, be

entitled to vote and otherwise participate in the affairs of the Chapter. If they elect to so participate, they shall also pay annual dues to the Chapter.

- (e) Inactive Members: Individuals who have been duly elected and initiated but have not paid dues for the current year. Such members shall be returned to active status when their dues are paid for the current year.

Section 3.

- (a) Student members of the Chapter may be nominated by members of the faculty or staff of the University, or may submit applications for membership. The following minimum criteria shall apply:

For undergraduate students, junior or senior standing, including the completion (prior to initiation) of at least thirty (30) semester credit hours, in residence at the University of Kansas, with a minimum grade point average of 3.25.

For graduate students, the completion (prior to initiation) of twelve (12) semester credit hours, with a minimum grade point average of 3.50.

Transfer students may become active members by paying annual membership dues as long as they were PBD members at their previous institution.

United States students must also have studied abroad or conducted research abroad or have had a comparable international experience and/or have been actively involved in promoting international understanding at the University of Kansas or in other academic settings.

International students must have demonstrated interest and commitment to international understanding by their activities at the University of Kansas.

Verification of the satisfaction of these minima will be accomplished by International Student Services for international students and by the Office of Study Abroad for United States students.

- (b) Members of the faculty and staff may be nominated by active members of the Chapter or may apply for consideration. Nominations or applications shall be accompanied by evidence of active involvement in international endeavors such as: teaching courses with international focus, teaching abroad, conducting research abroad or involving international topics, participating in projects abroad, administering study abroad or exchange programs, or providing courses or services to international students and scholars.
- (c) Election to membership shall be by the Governing Board of the Chapter or may be delegated by that body to a standing committee appointed for that purpose.

ARTICLE IV

Officers

Section 1. Officers Defined.

The officers of Alpha Pi chapter of Phi Beta Delta shall be President, Vice President, President-Elect, Domestic Student Vice President, International Student Vice President, Past President, Secretary, Treasurer, and Chapter Coordinator.

Section 2. Duties of Officers.

In addition to any duties of the Chapter officers as defined in the by-laws of the Society, the duties of the Chapter officers shall include, but are not limited to the following:

President: Presides at all meetings of the Chapter Governing Board; appoints chairs of committees not otherwise specified in these by-laws; chairs the Chapter Awards and Recognition Committee; exercises the chapter's voting rights in any voting by the Chapter as defined by the Society by-laws; assumes the term of office as the Past President for the subsequent year upon completion of the current Past President's term of office as defined in Section 6 of these by-laws.

Vice President/President-Elect: Presides in the absence of the President; chairs the Chapter Program Committee; coordinates the Chapter officer nominations and election process; assists with the programming aspects of the Chapter as requested by the President; assumes the term of office as President for the subsequent year upon completion of the current President's term of office as defined in Section 6 of these by-laws.

Past President: Serves as a resource to the President in matters relating to the duties of the President; chairs the Chapter Membership committee and coordinates the selection process for new members.

Student Vice-Presidents (both Domestic and International): Assists with the programming aspects of the Chapter as requested by the President.

Secretary: Records and distributes minutes of the Governing Board meetings.

Treasurer: Maintains the financial records of the Chapter; receipts monies paid to the Chapter and disburses payments for financial obligations of the Chapter as needed; reports fiscal status of the Chapter to the Governing Board.

Chapter Coordinator: advises the Chapter concerning policy, organization, and management; maintains the official records, membership lists, and archives of the Chapter; serves as Chapter liaison to the Society; assures Chapter compliance with

Society policies, procedures, and reporting requirements; and performs other duties as determined by the Chapter.

Section 3. Eligibility for Office

All officers shall be active members of the Society at the time of their nomination and shall remain active members of the Society throughout their term of office.

The President, Vice President/President-Elect, and Chapter Coordinator shall be faculty/ staff of The University of Kansas at the time of their nomination and shall remain in such a capacity throughout their term of office.

The student vice presidents shall be actively enrolled students at The University of Kansas at the time of their nomination and must remain so enrolled throughout their term of office, excluding the summer term and other periods when the university is not officially in session.

The Domestic Student Vice President shall be a citizen or permanent resident of the United States, and/or a domestic student as otherwise defined by The University of Kansas.

The International Student Vice President shall be a non-immigrant visa holder and/or an international student as otherwise defined by The University of Kansas.

All other officers not limited by the definitions of this section on the by-laws may be either students or faculty/staff at the University of Kansas at the time of their nomination and must maintain their respective affiliation with the University of Kansas throughout their term of office.

Section 4. Selection of Officers

Except for the office of President, two or more offices may be held by the same person, provided the person holding more than one office meets the eligibility qualifications for each respective office held.

The Chapter Coordinator shall be designated by and serve at the pleasure of the vice provost for International Programs. By definition of their office, the President and Past President positions are filled by the progression of office as defined in the respective position descriptions in Section 3 of these by-laws. All other officers shall be elected or appointed from among the active members by the active membership in attendance at the Chapter's annual meeting or be appointed by the Chapter President and approved by the board.

The Vice President/President-Elect serves as nominations and elections coordinator, with the Governing Board acting as the nominating committee.

Voting may be by voice vote or by show of hands or by written ballot, and a majority of the votes cast shall constitute an election. A written ballot shall be used at the discretion of the election coordinator or if a majority of the members present at the annual meeting vote for its use.

Section 5. Term of Office

Except as otherwise noted in these by-laws, the terms of office shall commence upon adjournment of the annual meeting and shall terminate when their successors have qualified for the respective positions.

The term of office for the Chapter Coordinator shall be determined by the Dean of International Programs of The University of Kansas.

Section 6. Vacancy in Office

In the case of a vacancy in the office of President, the Vice President/President-Elect shall assume that office. Other vacancies shall be filled by appointment from the president and the person so selected shall hold office until the person elected for or appointed to the respective office at the next annual meeting assumes the office.

Section 7. Governing Board

The officers described in Section 1, along with the Dean of International Programs (or designate of the Dean) serving in an advisory capacity, and such other members of the Chapter as these officers may wish to co-opt, shall constitute the Governing Board of the Chapter. The President shall serve as the presiding officer of the Governing Board. Each member of the Board, except for the advisor who does not have a vote, shall have only one vote; however, the President may vote only in the case of a tie vote. The Board shall meet no less than once each semester to transact such Chapter business as may be at hand. A majority of the members of the Board shall constitute a quorum. Meetings of the Governing Board shall be open to all members of the Chapter.

ARTICLE V

Meetings

Alpha Pi Chapter shall, on a date to be determined by the Governing Board, conduct an annual meeting for the election of officers, the initiation of new members and the transaction of other business. Other meetings may be called by the Governing Board and shall be called if twenty or more active members request, in writing, that a meeting be called and for what purpose. No business may be transacted unless the active membership has been given a minimum of forty-eight (48) hours' notice, weekend and holidays excluded, prior to the time of the meeting.

ARTICLE VI

Committees

The Governing Board may determine what standing committees the Chapter needs, of what size they shall be, and who the members shall be. The Governing Board may terminate any committee member at any time, with or without cause.

Ad hoc committees may be appointed by the President who may serve as an *ex officio* member of any committee, standing or *ad hoc*.

ARTICLE VII

Dues and Fees

The Governing Board shall determine the Chapter initiation fees and Chapter dues. Special assessments may be levied by vote of the Chapter only.

ARTICLE VIII

Amendments

Section I. Amendments to these By-Laws may be initiated by the Governing Board or by a petition signed by fifteen (15) percent of the active membership of the Chapter. Upon receiving a proposed amendment, the Governing Board shall, at its discretion with or without calling a general meeting of the Chapter to discuss the proposed amendment, issue a mail ballot to the active membership. If no general meeting is called, the Governing Board shall provide an opportunity for interested members to submit pro and con arguments to accompany the ballot. Two weeks, including Saturdays and Sundays but excluding other days on which University classes do not meet, shall be allowed for the return of the ballots, which return shall be to the chapter coordinator.

Section 2. For a proposed amendment to these By-Laws to be adopted a majority of the ballots cast on the proposition shall be in the affirmative.

INSTALLATION STATEMENT FOR

PHI BETA DELTA Alpha Pi Chapter

"In my capacity as chancellor of the University of Kansas I hereby install the Alpha Chapter of Phi Beta Delta, the honor society for international scholars and recognize as founding members of the chapter those who are about to be initiated. I confirm you as founding members, based on your affirmation of your interests in the initiatives and conduct of international scholarship locally and nationally. I commend you for these interests and what they have meant and continue to mean for this university and for the advancement of international education in general."