

GAMMA BETA PHI
IDAHO STATE UNIVERSITY CHAPTER
BY-LAWS

ARTICLE I - NAME

The Idaho State University Chapter is an affiliate of the Gamma Beta Phi Society, an association of local chapters organized and regulated by the Constitution of the Gamma Beta Phi Society adopted by duly appointed and qualified representatives thereof at the National Convention. These by laws were adopted by the Idaho State University Chapter on September 24, 2003.

The name of this local chapter shall be the Idaho State University Chapter of the Gamma Beta Phi Society.

ARTICLE II - NATURE AND PURPOSE OF THE CHAPTER

The Idaho State University Chapter is a non-secret, non-profit, scholastic, honor, educational-service organization, for certain students, faculty and staff at accredited colleges and universities that recognizes and encourages excellence in education, promotes the development of leadership ability and character in the members thereof and fosters, disseminates, and improves education by appropriate service projects, through membership in a national association of local chapters of the Society at such colleges and universities.

This Chapter is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code, or any corresponding section of any future Federal Tax Code.

No part of the earnings of the Gamma Beta Phi Society, national organization, or this chapter, shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Chapter and Society identified herein. No substantial part of the activities of the Chapter shall be by carrying on of propaganda, or

otherwise attempting to influence legislation, and the Chapter shall not participate in, or intervene in (including publishing or distribution of statements) any political campaign on behalf or in opposition to any candidate for public office. Notwithstanding any other provision of these by-laws, the Chapter shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code, or any corresponding section of any future Federal Tax Code or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or any corresponding section of any future Federal Tax Code.

ARTICLE III - MEMBERSHIP

Membership in the Chapter shall not be excluded or restricted by race, sex, color, creed, religion or national origin; and it shall also not be excluded by, nor shall it exclude anyone from membership in any other social, academic, fraternal or sororal organization; but membership in the chapter shall be limited to those persons who qualify therefore as an undergraduate or graduate student member or an advisor member or an alumni member.

A. UNDERGRADUATE STUDENT MEMBER QUALIFICATIONS

1. Initial Qualifications

- a. Enrollment as a full or part time undergraduate student in a program leading to an Associate Bachelor's Degree at Idaho State University.
- b. Completion of at least one (1) term at Idaho State University for a minimum of 2 semester hours, excluding any pass-fail work or hours awarded due to placement tests or tests like CLEP or CEEB; and
- c. A ranking within the top 20 percent of the Idaho State University class of the student thereof; and
- d. A commitment to excellence in education, good character and service to others; and
- e. Payment to the National Headquarters of the Society, through the Treasurer of the local chapter thereof, of a one-time National and State Membership Fee established by the National Senate of the Society; local dues; and
- f. Participation in the local chapter induction ceremony, and subscription to the following Society pledge:

I solemnly declare that I shall always strive to hold fast to the principles of honesty, to maintain a standard of academic excellence, to serve humanity, and to develop good character and leadership ability.

I further pledge myself to cooperate with other members of THE GAMMA. BETA PHI SOCIETY in the active promotion of these ideals in our school, community, state, and nation.

* If the inductee is unable to attend the induction ceremony, the pledge to the Society must be subscribed to at a later time.

2. Continuing Membership Qualifications

a. National

1. An undergraduate student member of the Chapter must maintain a ranking within the academic institution class thereof equal to no less than ten (10%) percent below the induction qualification; and, upon failure thereof for more than one academic term, shall be suspended from membership in the Chapter and the Society until such ranking is attained.
2. Any student convicted of cheating on an assignment, examination, or suspended from the college for any reason, are grounds for dismissal from the chapter.
3. An undergraduate student member of the Chapter and Society in good standing at this local chapter of the Society, who transfers to another academic institution where there is another local chapter of the Society, shall automatically qualify for a membership therein; but shall be subject to the continuing scholastic retention standards thereof.

B. GRADUATE STUDENT QUALIFICATIONS

1. Graduate students are eligible for membership in the Idaho State University Chapter of Gamma Beta Phi if they meet the same standards as

undergraduate students in academic hours earned and academic ranking in the graduate class.

2. An undergraduate student in good standing in the Idaho State University Chapter may continue active membership therein as a graduate student without re-induction.

C. ADVISOR MEMBERSHIP

The Advisor(s) of the Chapter shall be a full-time member of the faculty or staff of Idaho State University and shall be elected by the student members of the chapter unless otherwise appointed by the Administrator in charge of student organizations at this institution.

D. ALUMNI MEMBER QUALIFICATIONS

Any former advisor member of the Chapter and Society, and any undergraduate or graduate member in good standing with this chapter, who graduates or otherwise leaves the Idaho State University at which this chapter is located, shall be qualified to continue as an alumni member of the Chapter and Society, through membership and participation in the Alumni Association according to the requirements thereof established by the National Senate.

E. MEMBERSHIP DOCUMENTATION

An official roster of the Chapter and of the Society shall be maintained by the National Executive Director of the Society at the National Headquarters thereof; and any issue or dispute about the membership of anyone in the Society shall be resolved and decided by reference to the official roster. This local Chapter shall immediately notify the National Headquarters, in writing, of the name and address of each person to be added to or deleted from the official roster as a member of the Society.

ARTICLE IV - CERTIFICATE OF MEMBERSHIP

Each new member of the Chapter and Society shall be issued a Certificate of Membership, with the name and insignia of the Society thereon, along with the signatures of the officers of the Society designated by the National Senate. Each new member shall receive a copy of the National Constitution and any other items authorized by the National Senate. Each new member of

the Chapter shall receive a copy the National Constitution and a copy of the Chapter's By-laws.

ARTICLE V - ORGANIZATION AND GOVERNMENT

The members of the Society shall be organized into and governed through: (1) Local Chapters of the Society at qualified academic institutions, (2) an Alumni Association, (3) State Councils, (4) a National Senate, and (5) a National Executive Committee.

A. LOCAL CHAPTERS

The Idaho State University Chapter shall be composed of the undergraduate student members and graduate members of the Chapter and Society, who are enrolled at the academic institution where the chapter is located, plus the advisor members from the faculty or staff thereof.

1. By-laws

An annual general election of officers for the chapter, by and from the undergraduate and graduate student members thereof, for terms of one (1) year including, without limitation, a President, Vice President, Secretary, and Treasurer; and an Executive Committee for the local chapter, which shall be composed of all the elected officers thereof.

- a. The duties of the president shall be: to preside at the meetings; to appoint committees; to guide the activities and administer the policies laid down in the National Constitution and in the Chapter Bylaws; to be the official representative of this chapter when necessary or desirable; to file with National Headquarters the year-end Chapter Report.
- b. The duties of the vice-president shall be: to preside at meetings when the president is absent; to assume the duties of the presidency should the president be unable to serve; to assist in administering the affairs of the chapter; direct, coordinate and delegate responsibilities of any and all committees that are by definition the responsibility of the vice-president.

- c. The duties of the secretary shall be: to keep the records of membership; to prepare and keep an ongoing record of minutes of the meetings; to carry on the general correspondence of the chapter; to keep National Headquarters informed about all changes in membership and reasons therefore; to order and properly disburse material from National Headquarters; to insure that the membership is aware of the time and place of each meeting.
- d. The duties of the treasurer shall be: to collect, safeguard, and disburse the funds of the chapter; to keep a complete and accurate record of all financial transactions; to complete the year-end Financial Report; to pass on the treasurer succeeding him or her all funds remaining in the treasury and to give to the Advisor all financial records.
- e. The officers of this chapter shall be elected at a regular meeting during the Spring semester. The Executive Committee will determine the date of the election and announce it to the membership at least one regular meeting in advance of the meeting at which election will occur. The Executive Committee will determine the method of nomination and ballot-casting. The new officers shall assume their positions at (give a specific time - depending on the time election is held).
- f. Advisor(s) - Each local chapter shall have an advisor, who shall be a full-time member of the faculty or staff of Idaho State University. The Advisor shall be elected by the undergraduate and graduate members of the chapter, unless otherwise appointed by the administrator in charge of student organizations at the Idaho State University Chapter may also have one or two associate advisors to assist the advisor, if such is determined to be desirable by the student members of the local chapter; and whenever the term Advisor is used in these By-laws it includes associate advisor.

2. Induction of New Members

An annual induction of new members, through a dignified induction ceremony, without any elements or practices of secret orders, mysterious rituals, secret signs, passwords, handclasps,

etc., and without any hazing of an inductee, either through physical discomfort or mental embarrassment of the inductee.

3. Local Dues

Local dues for members thereof shall be \$15.00 for each academic year (NOTE: National Constitution provides a range from \$2.00 to \$15.00). These dues are to be received at or before the second meeting of the Fall semester.

4. National Senate Representative

The annual selection of a student member of the local chapter shall be made as the representative thereof in the membership of the National Senate. Normally this will be the President of the chapter unless he or she is unable to attend the annual meeting of the National Senate.

5. Service Projects

The implementation of service projects to:

- a. Foster, disseminate and improve education, both on the campus of Idaho State University, with the cooperation and/or approval of the administration thereof; and, also off the campus thereof; and
- b. Prevent by all honorable means, any undergraduate student or graduate student member from becoming deficient in the studies thereof at Idaho State University; and
- c. Conduct other types of service projects, useful to the members, the institution, or the community, but they shall not take priority over education-oriented projects.

6. Local Regulations

- a. All money transactions shall require 2 signatures (one may be the Advisor and the other to be an elected member of the Executive Committee) and notification of the Treasurer.
- b. To remain as a Member in Good Standing, all members must:
 1. Maintain in the top 30 % of their class, and

2. Completion of 15 hours of community service in which at least 5 of the hours are completed during a club sponsored service project or attendance at the local monthly meeting. Each meeting will count as 1 hour of service with a maximum of 5 counting towards service time.
3. Attend the mandatory semester group service project or make according arrangements with the Service Project Coordinator in advance.
4. Attend the one mandatory monthly meeting or make according arrangements with the Membership Officer in advance.
5. All disputes (as to eligibility of hours and determination of Member in Good Standing status) will be dealt with by the Current Members Committee. Appeals may be made to the Executive Committee on a case by case basis. The Executive Committee must vote to decide with a two-thirds (2/3) majority vote.
6. Members not in Good Standing will be placed on probation for 1 semester to regain their eligibility. During the probation, either grades must be improved to qualify, or the required hours must be made up. The current semester requirements will still need to be attained as well.

(Any other local regulations to govern the members of the local chapter, provided that such regulations do not conflict with the provisions of the National Constitution or the policies, regulations or directions of the National Senate, National Executive Committee or State Council, if any, of the state where the chapter is located.)

7. The standing committees of this chapter shall be: Executive Committee, Membership Induction Committee, Service Project Committee, By-Laws Committee, Current Members Committee, Fundraising Committee, Website Committee, Scrapbook Committee, Program Committee, and the Publicity Committee. These, and all committees, shall be led by a Chairperson with a minimum of one advisor. The committees

will have no limit on membership or service. Any and all members are encouraged to participate in the committee of their choice. Other committees will be formed and appointed as the local chapter has need.

- a. The Executive Committee shall be composed of all officers and the chairman of all other standing committees. The chairman of the Executive Committee shall be the chapter president. The Advisor will be invited to all meetings of the committee and his or her counsel sought. The duties of this committee are: to see that the standards of membership are maintained, to handle all disciplinary matters, to plan general policies, projects and activities for presentation to the membership, to insure that all qualified students are identified and invited into membership.
- b. The Membership Officer shall serve as the Membership Induction Committee Chairman. The committee's duties shall be: to acquire a list of prospective members (as well as data on the grade-point cutoffs for the active and prospective members) from the Advisor(s); to issue the invitations and acceptance letters for the Spring quarter membership drive; to organize the Spring Semester Induction Ceremony; and to monitor the chapter's standards.
- c. The Service Project Coordinator shall serve as the Service Project Committee Chairman. The duties of the Service Committee shall be: to plan and coordinate community service projects; report and document all requirements for each project (three projects per year are required); report membership participation to the Current Membership Officer; and to be in charge of all stages of preparation, coordination and follow-through.
- d. The By-Laws Committee shall be composed of the members of the Executive Committee. The President shall serve as By-Laws Committee Chairman. The duties of this committee shall be: to set forth appropriate by-laws for the hereto said chapter to function on all matters. These by-laws will be in accordance to National, Regional, and State regulations and will serve the Idaho State University Chapter's needs to run smoothly. These

by-laws will be reviewed and approved by the Executive Committee prior to a member vote. The by-laws of this Chapter may be amended by majority vote of the members at any meeting at which such proposed amendment(s), in written form, has/have been placed before the membership at a previous meeting. Both the Executive Director of the Gamma Beta Phi Society and the appropriate institutional administrator or committee shall be immediately sent a copy of these bylaws and of any subsequent amendments or alterations.

- e. The Membership Officer shall serve as the Current Membership Committee Chairman. The duties of this committee shall be: to create and maintain a system of monitoring members for appropriate service, participation in projects, meetings, fundraisers that meets all university and society standards. If the system needs amending at anytime, the committee will devise an amended method for accomplishing the goals initially set out. The method(s) for tracking current member status will in no way be secretive and the society shall approve the procedure at a Chapter General Meeting.
- f. The Fundraising Officer shall serve as the Fundraising Committee Chairman. The duties of the Fundraising Committee shall be: to plan and coordinate at least one fundraising activity each semester; report and document all requirements of fundraising projects; to report to the Current Membership Officer all participation in the project. He or she will also attempt to obtain sponsorships for the local chapter.
- g. The Treasurer shall receive, safeguard, and disburse the funds of the organization and to keep a complete and accurate record of all financial transactions. He or she should be prepared to give a financial report at each business meeting and a summary report at the last meeting of the year; all pertinent financial information shall be provided to the Treasurer.
- h. The Webmaster shall serve as the Website Committee Chairman. The duties of the Website committee shall be: to design, register and maintain the local chapter's

website. The Executive Committee will approve all material placed on the website.

- i. The Historian shall serve as the Scrapbook Committee Chairman. The duties of the Scrapbook committee shall be: to document all chapter activities and to create a scrapbook, each year, with the ultimate goal of entering the scrapbook in the State and National Competition. The scrapbook will be the property of the local chapter.
- j. The President and Secretary shall co-chair the Program Committee. The duties of the program committee shall be: to assist the Executive Committee in coordinating and planning Chapter General Meetings; and to provide support for all chapter functions by providing programs, refreshments, decorations, securing meeting facilities, etc.
- k. The Vice President shall serve as the Publicity Committee Chairman. The duties of the Publicity Committee shall be: to ensure that the name, nature, and contributions of Gamma Beta Phi are recognized throughout the campus and the community by full and proper use of all available media; and to provide appropriate advertising for public support for fundraisers, induction ceremonies and service projects.

8. Reports

Each local chapter shall cause the following reports and documents to be mailed to the National Executive Director of the Society, at the times indicated therefore:

- a. Copies of the By-laws thereof, and each amendment and revision thereto, immediately upon the enactment thereof.
- b. The name and address of each new member of the local chapter and each member whose membership has expired or been otherwise terminated or discontinued.
- c. An annual chapter report, on a form therefore provided by the National Executive Director, which shall be postmarked on or before the twenty-first day of June each year.

B. MEETINGS

1. Local

Regular meetings of this chapter of The Gamma Beta Phi Society shall be held every month during the regular school year. The time and place of the meeting will be decided upon by the Executive Committee. Every effort shall be taken to keep the time and place of the meetings consistent and to give adequate notice to the members. Special meetings may be called by the Executive Committee. All members are to be sent notification of the special meeting and its purpose for being called. Only the business for which the meeting is called will be transacted.

2. State and National

This chapter of the Gamma Beta Phi Society will make every effort to send the appropriate student and advisor delegates to all State and National meetings and will endeavor to send other members as well.

3. Parliamentary Authority

The final parliamentary authority at any and all meetings of the members of this chapter of Gamma Beta Phi shall be the latest edition of ROBERT'S RULES OF ORDER; and the presiding officer thereof may appoint a parliamentarian thereof.

ARTICLE VI - MOTTO, WATCHWORDS, COLORS, EMBLEMS, AND COAT OF ARMS

The MOTTO shall be Progressus per Eruditionem; the WATCHWORDS shall be Scholarship, Service, and Character, and the COLORS shall be Gold and Ebony.

The Emblem of the Society shall be a shield on which shall be inscribed:

- Three stars at the top of the shield (representing the spiritual values of life);
- The letters "Gamma" "Beta" "Phi" (representing the ideals of the organization) in the center of the shield-with the "Beta" being prominently displayed between and above the Gamma and the Phi;

- At the bottom of the shield an eagle with outspread wings bearing an olive branch in one claw and arrows in the other (representing loyalty to our country).

The COAT OF ARMS shall have as its central theme the emblem of the organization, with a knight's armored head at the top and the words "Scholarship", "Service", and "Character", inscribed on a flowing ribbon around the base and lower part of the emblem. The Coat of Arms shall constitute the insignia of the Society to be used on all charters, certificates and other official documents of the society.

ARTICLE VII –

AMENDMENTS AND TRANSMISSION OF BY-LAWS

The By-laws of this chapter may be amended by a majority vote of the members present at the meeting, provided such proposed amendment in written form has been placed before the membership at a previous regular meeting. Such amendments may not be in conflict with the national standards or policies.

Both the National Executive Director of the Gamma Beta Phi Society and the appropriate institution administrator or committee shall be sent immediately a copy of these By-laws and of any subsequent amendments or alterations. Each new member shall receive a copy of these By-laws.

ARTICLE VIII - DISSOLUTION

This Chapter may be dissolved pursuant to these By-laws and the National Constitution of the Gamma Beta Phi Society. The assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code. Any assets will be returned to the National Headquarters of Gamma Beta Phi.