



**CONSTITUTION AND LAWS OF PHI ETA SIGMA NATIONAL HONOR SOCIETY,
INC.**

Indiana University of Pennsylvania

PREAMBLE

We, the members of the Indiana University of Pennsylvania Chapter of Phi Eta Sigma National Honor Society, Inc., in order to promote a higher standard of learning and to encourage high scholastic attainment among the freshmen in our institutions of higher learning, do ordain and establish this constitution for the government of our society.

Article I— Names and Insignia

Section 1. This society shall be known as Phi Eta Sigma National Honor Society, Inc.

Section 2. The colors shall be black and gold.

Section 3. The seal shall be circular in form; around the outer edge shall be the name “Phi Eta Sigma National Honor Society, Inc.” The center portion shall contain a lamp of knowledge, beneath which shall be the Arabic number 1923.

Section 4. The coat-of-arms shall be a shield of black, bearing a gold band extending from the upper left corner diagonally across the shield, upon which shall be superimposed the Greek letters for Phi Eta Sigma. In the upper section thus created shall be a lamp of knowledge in gold and in the lower section a pyramid of gold, the

shield being surmounted by three gold links and a star, radiating its brilliance; the motto being placed below the shield on a scroll.

Section 5. The emblem of the organization shall be a gold key in the form of a scroll, with the letters superimposed thereon.

Section 6. Regulations changing the standard of dimensions, quality of material, and display use of the insignia may be prescribed by statute.

Section 7. The Chapter Handshake will be that which was passed down on Monday, October 20th, 2003.

Article II - Organization

Section 1. The members of Phi Eta Sigma shall be those persons who have been initiated according to the ritual as hereinafter provided.

Section 2. Active chapters shall be those established in regularly incorporated colleges and universities, as hereinafter provided.

Section 3. Chapters of Phi Eta Sigma shall be limited to four-year, degree-granting colleges or universities which are accredited by the appropriate regional accrediting agency.

Article III-The Chapter Executive Committee

Section 1. In extreme cases where both the President and Vice-President are found to be incapable of holding office because of impeachment, absence for an extended period of time, or failure to meet active membership requirements, then the Executive Committee shall hold a special session to choose and approve a new President.

Section 2. If any officer vacancy should arise, outside of the Presidency, by impeachment, absence for an extended period, appointment of a current officer to President or Vice President, or failure to meet active membership requirements, than the executive committee shall appoint officers until all officer positions are filled.

Section 3. Impeachment Proceedings. An elected member of the Executive Committee may be impeached if he or she does not work towards the good of the society, perform his or her duties properly, or meet active membership criteria. This person must be informed in writing of the specific charges against him or her with documented evidence. He or she may request a hearing in front of the members of the society before they vote to impeach the member of the Executive Committee. A unanimous vote of the remaining Executive Committee and a four fifths majority of the members is required to impeach an elected Executive Committee member.

Article IV-The Chapter President

Section 1. The Chapter President shall be a member with at least one year's active membership before election or appointment. The Chapter President shall be the official head of the chapter. The Chapter President shall act as chairman of the Executive Committee; call all regular and special sessions of the chapter; sign all charters and official documents issued by the society; and submit to the Executive Committee such recommendations from time to time as seem to the benefit of the society. The Chapter President shall add all email addresses of incoming inductees under his or her term as President, and shall complete this before he or she leaves office.

Article V-The Chapter Vice President

Section 1. The Vice-President shall be appointed President by default if the President is impeached, absent for an extended period of time of one month or more during a semester, or if the President fails to meet active membership requirements for a semester during term in office. Should a Vice-President be appointed President then a new Vice-President shall be appointed by the new President subject to vote of approval by the executive committee.

Section 2. The Vice-President shall be a member with at least one year's active membership before election or appointment. It is the duty of the Vice-President to aid the President and take Presidential duties if the President is unable to perform them temporarily.

Article VI-The Chapter Secretary

Section 1. The Secretary shall keep accurate records of all meetings, report the minutes of all General meetings by e-mail and make all efforts to keep the entire Chapter informed of Chapter events and issues. The Secretary shall also keep a record of attendance and maintain an accurate enrollment of all members.

Article VII-The Chapter Historian and Website Manager

Section 1. The Historian and Website Manager shall collect and compile historical and biographical material for use of the society.

Section 2. The Historian and Website Manager shall also update the chapter's website with historical information at least monthly.

Article VIII-The Chapter Treasurer

Section 1. The Treasurer shall collect and preserve all moneys due or donated to the Chapter, keep accurate books of account, and, upon request, furnish the Executive Committee with a statement of the finances of the society.

Section 2. The Treasurer shall have the authority to disperse funds as needed for expenses after approval of the Executive Committee, with each check co-signed by two of the following: President, Treasurer, or Faculty Advisor.

Article IX-The Chapter Faculty Advisor

Section 1. The Faculty Advisor shall have a role of guidance, make his/her best effort to attend all General and Executive Committee meetings, and shall assist the Chapter with all capable means.

Article X-The Chapter Senior Advisor

Section 1. The Senior advisor shall be a member with at least one year's active membership before election to office.

Section 2. The Senior Advisor shall be a member of the Executive Committee, serve in a role of guidance, and assist the Chapter with all capable means.

Article XI-The Chapter Publicist

Section 1. The Chapter Publicist shall design all publications of Chapter events, serve as a media relations representative for the Chapter, facilitate community relations, and complete any clerical duties requested for publicizing the Chapter

Article XII- The Chapter Recruitment Chair

Section 1. The Chapter Recruitment Chair shall be responsible for recruitment of all members and soon-to-be members

Section 2. The Chapter Recruitment Chair shall be in charge of making all arrangements for the yearly Induction ceremony and dinner.

Article XIII- The Activities Chairperson

Section 1. The activities chairperson should be responsible for recording membership points for all activities in which Phi Eta Sigma participates. He/she should keep track of each member's active membership points and determine, upon the completion of a school term, active membership for those who attain the required 50% of total points possible. Thus, the activities chairperson is responsible for recording attendance at all events and meetings.

Section 2. The activities chairperson shall chair the activities committee whose members will be utilized to plan and organize any activities in which Phi Eta Sigma participates.

Article XIV - Membership

Section 1. The members of Phi Eta Sigma National Honor Society, Inc. shall be those persons who have been initiated according to the ritual as hereinafter provided or, in such cases where it was not possible to assemble other students, have been duly initiated by proxy by the local chapter adviser without the requirement of going through the initiation ceremony.

Section 2. **CRITERIA FOR MEMBERSHIP.** Any person, irrespective of membership in other organizations and associations, shall be eligible for membership in Phi Eta Sigma if all the following criteria are met:(a) The person is a student in the college or university in which the chapter proposing initiation is chartered, or resident in a temporary branch of the institution if the student is matriculated in the mother institution. (b) The student achieves a cumulative grade-point average of at least one-half the highest grade and one-half the next highest grade at the close of any curricular period of the first year of registration in the college or university. (c) The student is enrolled in a baccalaureate (Bachelor's) degree program during the curricular period in which the requisite grade-point average is achieved. (d) The academic work upon which the grade-point average is based is acceptable toward a bachelor's degree. (e) The academic work upon which the grade-point average is based is completed during

the first year of registration in the college or university. (f) The student is classified by the proposing institution as a full-time student during the curricular period in which the requisite grade-point average is achieved. (g) The student has not completed more than twenty semester hours or thirty quarter hours at another college or university after high school graduation and before matriculation in the institution of the chapter proposing initiation. Furthermore, (h) A student who enters an institution with advanced standing, and/or with college credit obtained prior to graduation from secondary school, but no credits obtained in residence at a college or university, may be initiated into Phi Eta Sigma on the same basis as any other candidate for the society. (i) Where these requirements for determining the grade-point average are deemed to work a hardship on the individual chapter, the Executive Committee shall have authority to consider and adjust the eligibility requirements for initiation. (j) In every instance a candidate must rank in the upper 20% (twenty percent) of his or her respective class.

Section 3. Such honorary members may be initiated by any chapter upon the express recommendation of the chapter adviser, senior adviser, the President of the chapter, and by a three-fourths majority vote.

Section 4. No member of Phi Eta Sigma can be suspended or expelled from membership except by the unanimous vote of the Executive Committee, such action to be reported by the Committee at the next meeting of the Grand Chapter.

Section 5. Persons suspended or expelled from membership may be reinstated by a unanimous vote of the Executive Committee.

Section 6. A member shall remain an active member of the society for the first year subsequent to initiation, and for as much longer as the local chapter shall determine.

Section 7. Any student meeting the requirements of Phi Eta Sigma at an institution which has an established chapter of Phi Eta Sigma and transferring to another institution before initiation, will, upon request, be automatically initiated at the next regular initiation of the chapter of the institution to which the student has transferred.

Section 8. Active Membership Program: At the beginning of each semester the Executive Committee shall determine an estimate of how many participation points will be offered. Any member must earn 50% of the estimated points offered to be named an active member. The point value of each meeting and activity shall be determined by the President with guidance from the Executive Committee. If circumstances arise where a member is unable to attend meetings or activities and notifies the Executive Committee of the reason for absence, he or she may receive points by participating in approved assignments/activities that need to be performed for the chapter outside of the regular meeting hours. Upon meeting the criteria for active membership, the member shall receive an Active Membership Certificate signed by the President, Faculty Advisor, and any other member of the Executive Committee deemed appropriate by the current Executive Committee.

Section 9. Soon-to-be members will be called Inductees: These members can still participate in regular events and meetings and vote on matters of the chapter. They may not however, represent the Chapter at Phi Eta Sigma Conventions. One time fee will be paid and on the recommendation of the president, chapter advisor and senior advisor and with the approval of 4/5 of the active members present, the inductee will be welcomed into membership with a Chapter Membership Certificate. They will be officially inducted in the spring ceremony, at which all membership rights are bestowed.

Section 10. Medallions shall be awarded to graduating seniors who have maintained a 3.5 grade point average (on 4.0 scale), and who have achieved active membership for at least one semester of their senior and, as well as at least one full year's active membership prior to their senior year. Medallions shall be purchased on a need basis. Special exceptions shall be considered by the Executive Committee.

Article XV - Active Chapters

Section 1. Active chapters may be chartered and established in regularly incorporated colleges and universities as hereinafter provided.

Section 2. Active chapters shall have the power to adopt by-laws for the local government and for the regulation and control of their revenues and expenses, provided that no by-law shall be, in legal effect, in conflict with the constitution or any enactment of the society.

Section 3. The chapter officers shall be President, Vice- President, Secretary, Treasurer, Chapter Historian, and/or Correspondent, and their duties shall be described by Robert's Rules of Order. Active chapters shall have the authority to elect additional officers as deemed appropriate.

Section 4. Initiation shall be held in the form and manner prescribed by the ritual.

Section 5. Active chapters shall pay dues, maintain records, and make reports as shall be prescribed by statute or resolution; and any such statute or resolution may provide as a penalty for non-compliance with its provisions the forfeiture of the charter of the delinquent chapter in the next succeeding session of the Grand Chapter.

Section 6. Each active chapter shall elect a delegate and an alternate to each session of the Grand Chapter, who with the chapter adviser shall represent such chapter at the Grand Chapter.

Section 7. There shall be a chapter adviser for each chapter, to be elected by the chapter subject to the approval of the Executive Committee.

Section 8. There shall be a senior adviser for each chapter, to be elected by a majority vote. Nominations for this office shall be solicited from the chapter adviser and the outgoing senior adviser.

Section 9. Every chapter is encouraged to sponsor and promote activities of an academic nature as well as social and service oriented projects. These activities may encompass both the campus and surrounding communities.

Article XVI - Charters

Section 1. An active chapter in Phi Eta Sigma may be established upon petition of not fewer than twenty undergraduate students, other than from the senior class, enrolled in a four-year, degree-granting college or university which is accredited by the appropriate regional accrediting agency and which is on the expansion list approved by the Executive Committee. All petitioners must fulfill the requirements for

initiation hereinbefore provided. The procedure is as follows: (a) the petition shall be transmitted to the Grand Secretary-Treasurer with all information necessary as to the school's academic standing; (b) upon receipt of the petition and information as prescribed above, the Executive Committee shall make full and speedy examination of the authenticity and general merits thereof; (c) no charter shall be granted except by an affirmative vote of two-thirds of the Executive Committee.

Section 2. The petition for a charter to an active chapter may also be granted by a vote of three-fourths of the members of any regular session of the Grand Chapter, provided said petition is presented in the same manner as required for presentation to the Executive Committee.

Section 3. Active chapters shall be installed under the direction of the Executive Committee.

Section 4. Any chapter failing to initiate members for two consecutive years shall be declared inactive and shall be notified by the Grand Secretary-Treasurer that failure to initiate members for a third consecutive year will result in the loss of its charter.

Section 5. An inactive chapter may be re-chartered by meeting the requirements of this article or by a special new-member installation ceremony under the direction of the Executive Committee.

Article XVII - Revenues

Section 1. The revenues of the society shall be gained from such sources, apportioned to such funds and such manner as shall be prescribed by the statutes.

Article XVIII - The Ritual

Section 1. The enactments shall be those contained in the ritual. These enactments shall have equal force and validity in all respects with this constitution.

Section 2. The ritual shall be turned over to the Grand Secretary-Treasurer for safe keeping. No member of the society, save the Grand Secretary-Treasurer, shall be permitted to make copies thereof either in whole or in part. Copies of the ritual shall only be supplied by the Grand Secretary-Treasurer under the seal of the society on the order of the Executive Committee.

Article XIX - Amendments

Section 1. This constitution, the ritual and the statutes shall remain unaltered and unamended except by a three-fourths vote of the attending members of any regular or special session of the Chapter to which all members have been invited with seven days notice.

STATUTES

Statute I - Revenues

Section 1. The funds of the society shall be kept in a bank or other depository to be designated by the Executive Committee and shall be paid out by the Treasurer with co-signatures of two of the following: the President, Treasurer, or Faculty Advisor on all checks and only on order of the Executive Committee.

Section 2. Every member shall upon initiation pay the national membership fee of \$20 to the Grand Secretary-Treasurer. Each new member is entitled to receive an official key and membership certificate.

Section 3. Each new chapter shall be required to pay \$50 as a charter fee to help defray chartering expenses.

Statute II - Initiation

Section 1. Active chapters shall, before the initiation of members, send to the Grand Secretary-Treasurer the names of the proposed initiates, upon forms to be provided by the Executive Committee, duly certified by the chapter adviser of the chapter.

Statute III - Insignia and Membership Certificates

Section 1. No person who is not a member of the society shall be permitted to wear the key.

Section 2. Each initiate after complying with the constitution and statutes pertaining to membership shall receive a certificate of membership. The said certificate shall state the full name of the initiate, the name of the chapter into which, and the date on which, the person was initiated; and it shall bear the seal of the society. Membership certificates shall be signed by the Grand President and the Grand Secretary-Treasurer.

Section 3. No person who is not a member of the society shall be permitted to perform or witness the Chapter Handshake.

Statute IV - Names of Chapters

Section 1. The several chapters of the society shall be known by the name of the college or university in which they are located.

Statute V - The Founders Fund

Section 1. The Trust Fund of Phi Eta Sigma shall be known as the Founders Fund, in honor of the founders of the society.

Section 2. This fund shall be established by the transfer of \$5,000 of the assets of the national society and shall be increased by the allocation of \$2.50, if earned, on an annual basis, from every initiation fee received from a member. Excess non-budgeted funds from the General Fund shall be deposited in the Founders Fund on an annual basis. All society excess of returns over expenditures generated from auxiliary enterprises shall be deposited in the Founders Fund.

Section 3. The members of the Executive Committee of Phi Eta Sigma shall act as Trustees of the Fund.

Section 4. The Trustees shall apply the whole or any part of any income from the principal of the fund solely to the educational purposes as designated by the society.

Section 5. All of the income from the Founders Fund shall be used to grant annually one or more Distinguished Member Scholarships of up to \$5,000 each to members of Phi Eta Sigma. Five such scholarships shall be designated for students pursuing graduate degrees, and twenty-nine such scholarships shall be designated for undergraduate students, and one or more awards of \$1,000 each to members of Phi Eta Sigma for use during one year of undergraduate study. The following criteria shall be used in granting scholarships and awards:

1. High scholastic record with minimum of 3.5 (on 4.0 scale) cumulative.
2. Participation in local chapter activities.
3. Evidence of creative ability.
4. Potential for success in chosen field.
5. Letters of recommendation, not to exceed three.

Section 6. Nominations for the scholarships and awards are to be made by the local chapters, with the selection committee to include the chapter adviser. Each chapter may nominate one undergraduate; in addition, chapters inducting 150 to 299 members the previous year may nominate a second person and chapters inducting 300 or more members the previous year may nominate a total of three persons.

Section 7. Distinguished Member scholarships shall be known as the Thomas Arkle Clark Award, the Kendrick C. Babcock Award, the Charles Manfred Thompson Award, the Scott H. Goodnight Award, the Fred H. Turner Award, the G. Herbert Smith Award, the William Tate Award, the Arno "Shorty" Nowotny Award, the Raymond E. Glos Award, the Karlem Riess Award, the James E. Foy Award, the John W. Sagabiel Award, the Gaylord Hatch Award, the James G. Allen Award, the Charles Burchett Award, the Archie L. Lejeune Award, the Larry L. Mangus Award, the M. L. Wardell Award, the G. Robert Standing Award, the Robert D. Place Award, the Oscar Beck Award, the Gary Grikscheit Award, the W. Lee Johnston Award, the Curtis F. Lard Award, the Stanley L. Stephens Award, the Roy E. Thoman Award, the Richard Tuerk Award, the Gerald T. Cowley Award, the John R. Harrell Award, the Bill W. Shafer Award, the Emma O'Rear Foy Award, the Kyle C. Sessions Award, the Donald Gregory Award, and the Herb Songer Award. At such time as funds are available, additional awards may be granted.

Section 8. Chapter advisers of Phi Eta Sigma who have given loyal and devoted service to the society for a period of twenty-five years will be recognized with a Distinguished Member Scholarship in their name.

Section 9. The Grand Secretary-Treasurer of Phi Eta Sigma shall act as the Treasurer of the Fund and shall make annual reports on the financial condition of the Fund.

Section 10. The Chapter shall, when determined appropriate, bestow scholarships upon members who meet active membership criteria and application criteria as determined by the Chapter Scholarship Committee and Executive Committee.

This the Constitution and Laws of the Indiana University of Pennsylvania Chapter of Phi Eta Sigma National Honor Society, INC. was established in accordance with the Constitution and Laws of Phi Eta Sigma National Honor Society, INC. and Indiana University of Pennsylvania and passed into effect on October 10th, 2005 by a three fourths majority vote of the attending members of the Indiana University of Pennsylvania Chapter of Phi Eta Sigma whose names appear below.

Ashlee Jones
Allison Prince
Matt Gorzalski
Brittany Bayer
Jeff Mattocks
Abby Mook
Brandi Stewart
Stephanie Lockcuff
Suzie Creps
Sasha Gregory
Susan Cairl
Kristen Sinisi
Neil Meredith
Davanna Graham
Zoe Phillips