

THE PHI BETA KAPPA SOCIETY
ALPHA CHAPTER IN THE STATE OF WASHINGTON

BYLAWS

ARTICLE I. MEMBERSHIP

The membership of the Chapter includes:

Section 1. **Active Members:** Members elected at any institution who are active or retired faculty members, staff, or administrative officers, as well as students enrolled at the University of Washington.

Section 2. **Members in Course:** All members of this Chapter elected as University of Washington undergraduates.

Section 3. **Alumni/ae Members:** Persons elected *honoris causa* from the alumni/ae who hold Bachelor's, Master's, or Doctor's degrees from the University of Washington.

Section 4. **Honorary Members:** Non-graduates of the University of Washington who are elected *honoris causa* on the ground of distinction in arts, letters, science, or education.

ARTICLE II. ELECTION OF NEW MEMBERS

Section 1. The election of **members-in-course** of the Chapter shall conform to the following rules and regulations:

- i. Election shall be based on high scholarship in a course of study that is liberal in character and purpose. The precise criteria for election may change from time to time. However, the criteria currently in effect shall be made publicly available, and changes to them shall be ratified at Regular Meetings of the membership of the Chapter.
- ii. The review for election to membership shall take place as soon as possible after the students' transcripts are available.
- iii. All candidates who have completed the required minimum credits by the end of Winter Quarter shall be considered for election in Spring Quarter.
- iv. At each election, a Board of Electors shall be selected by the Executive Committee from the Active Members of the Chapter. This Board shall consider the candidates individually to determine if they have met the criteria for election. Their decisions shall be ratified at an Executive Committee Meeting.

Section 2. The election of **Alumni/ae** and **Honorary Members** shall be *honoris causa* and upon nomination of the standing committee provided in Article V, Section 3. Alumni/ae members shall not be elected until ten years have elapsed between the granting of their first degree from the University of

Washington and such elections. Not more than two individuals may be elected *honoris causa* in any one academic year.

Section 3. With the exception of Honorary Members, this Chapter shall not elect to membership any graduate of another institution having a chapter of Phi Beta Kappa at the time of graduation.

ARTICLE III. OFFICERS

Section 1. **Elected Officers**

The elected officers of the Chapter shall be a President, Vice President, Secretary, and Treasurer.

- a. The President shall Preside at all meetings of the Chapter, the Executive Committee and the Initiation Ceremony, and shall perform all other duties normally associated with this office.
- b. The Vice President shall Act for the President in the President's absence, shall be responsible for selecting the Boards of Electors, and shall perform all other duties normally associated with this office. The Vice President shall assume the Presidency if the President is unable to carry out those duties.
- c. The Secretary shall Take minutes at the meetings, write reports as requested, and shall perform all other duties normally associated with this office.
- d. The Treasurer shall Co-sign checks, prepare an annual financial report, and other financial reports as requested.
- e. The officers shall be elected annually, and hold any particular office for a maximum of three consecutive years. If possible, no more than two of these officers shall leave office in the same year.

Section 2. **Appointed Officer**

The appointed officer of the Chapter shall be the Executive Secretary who shall be appointed by the President and shall serve at the pleasure of the Executive Committee and under its direction. The duties of the Executive Secretary shall be those usually associated with this position.

ARTICLE IV. ELECTION OF OFFICERS

Section 1. Officers of the Chapter shall be elected from those Active Members who are officers or employees of the University of Washington, by ballot, at the Regular Meeting in the spring quarter, and shall assume their duties the following July 1. The President, with approval of the Executive Committee, shall appoint a Nominating Committee, chaired by a current member of the Executive Committee, and otherwise consisting of two to four former members of the Executive Committee not serving at this time. This Committee shall submit at least one name for each position on the Executive Committee. They shall also set the total number to be elected, within the limits specified in Article V, Section 1.

Section 2. If any office is vacated during the term, the Executive Committee shall select an acting replacement to serve the remaining term unless a Special Meeting, as provided by Article VI, section 3, is called to provide an elected replacement to take office immediately after that meeting and likewise serve out the term.

ARTICLE V. COMMITTEES

Section 1. **EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the officers of the Chapter, together with up to six Active Members, to be elected annually. The Past President, at his or her discretion, may serve on this Committee. The President of the Chapter shall be ex-officio Chairman. A majority of the members of this Committee shall constitute a quorum for the transaction of business. Its duties shall be as follows:

- a. To conduct the routine business of the Chapter.
- b. To authorize disbursements by the Treasurer, other than those required or sanctioned by the Constitution and Bylaws of the Society and this Chapter. However, no expenditure shall be authorized which would necessitate the levy of a special assessment not voted by the Chapter.
- c. To take charge of any public meetings of the Chapter and to conduct initiations of new members.
- d. To ratify the decisions of the Board of Electors as described in Article II, Section I, v.

Section 2. **AUDITING COMMITTEE.** At least every three years, an Auditing Committee shall be appointed by the President to audit the Treasurer's Annual Report and the Chapter's financial books. When accepted by the Executive Committee, the report shall be placed on file with the Executive Secretary.

Section 3. **SPECIAL MEMBERS ELECTION COMMITTEE.** A standing committee composed of the President of the Chapter and two other members of the Chapter chosen by the President shall nominate Alumni/ae Members and Honorary Members.

ARTICLE VI. MEETINGS

Section 1. **Regular Meetings** for the transaction of business shall be called by the President twice a year.

Section 2. The **Initiation Ceremony** of members-elect may be held in the winter and/or spring at times designated by the Executive Committee.

Section 3. **Special Meetings** of the Active Members of the Chapter shall be called by the President upon written request of five Active Members or whenever the President shall deem it necessary.

Section 4. **Ten days notice** of the meetings and of the nature of the business to be transacted shall be given in writing and/or electronically transmitted to the members. The only members of the Chapter who shall be qualified to vote shall be the Active Members.

Section 5. At such times as the University may be operating on a semester basis, the Executive Committee shall interpret the foregoing sections to bring them as nearly as possible into line with the semester equivalents.

ARTICLE VII. FEES

Section 1. The initiation fee for undergraduate and graduate members shall be set by the Chapter. Fees and assessments required by the Society shall be payable before initiation. No regular fee shall be assessed upon these members thereafter.

Section 2. Honorary and Alumni/ae Members shall pay no initiation fee, but fees and assessments required by the Society shall be paid by the Chapter.

Section 3. Special assessments for special purposes may be levied by a vote of a majority of the Active Members upon the Active Members as a whole, but no member shall ever be deprived of membership through inability to pay such assessment.

ARTICLE VIII. AMENDMENTS

Amendments to these Bylaws, not inconsistent with the Constitution and other lawful regulations of the Phi Beta Kappa Society, may be adopted by a two-thirds vote of the Active Members present at a Regular Meeting. Notice of the proposed change shall have been given at a previous meeting or ten days previously in writing and/or electronically.

Adopted May 19, 1980
Revised May 16, 1997
Revised December 30, 2002