

Constitution and By-Laws

Phi Beta Delta Epsilon Upsilon Chapter Oklahoma State University

ARTICLE I: Name

The name of this organization shall be Epsilon Upsilon Chapter of Phi Beta Delta

ARTICLE II: Purpose

The purpose of this organization shall be to recognize and encourage high professional, intellectual, and personal achievements in the field of International Education. The organization will serve as a means of encouraging interdisciplinary international programming and promote the exchange of ideas and information among a network of faculty, staff, and students involved in international endeavors.

ARTICLE III: Membership

SECTION 1

Membership is selective and shall be based on criteria established by the Membership Committee and approved by the Board of Directors in accordance with the national organization bylaws and the aims of the organization.

There are two categories of individual membership:

- **Faculty and Staff**
 - Nomination by a member of Phi Beta Delta Epsilon Upsilon Chapter.
 - Demonstrated involvement and interest in recognized international academic endeavors such as teaching, research, service, and/or other engagement in scholarly creative activity of international scope, including significant contributions to campus international education programs.

- **Students (includes undergraduate and graduate status)**
 - Nomination by a member of Phi Beta Delta Epsilon Upsilon Chapter.
 - Undergraduate Students:
 - Completion of 45 credit hours at the bachelor degree level
 - Completion of at least one semester at OSU
 - Minimum GPA of 3.2

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- Graduate Students:
 - Completion of at least one semester in their graduate program at OSU (with evidence of academic distinction at a previous institution or in a previous degree at OSU) or completion of two or more semesters in their graduate program at OSU
 - Minimum GPA of 3.5
- Completion of university-level study, research, or internship abroad or comparable international experience where academic relevance can be demonstrated.
- Demonstrated active involvement in promoting international understanding within Oklahoma State University, the City of Stillwater, or the State of Oklahoma.

SECTION 2

The selection of members by the society is made without regard to gender, race, religion, national origin, disability, or sexual orientation.

SECTION 3

All approved candidates shall be duly initiated according to the rites of the society.

ARTICLE IV: Board of Directors

SECTION 1

Voting members of the Board of Directors of this organization shall be President, Vice-President/President-Elect, Past-President, Secretary, Treasurer, International Student Representative, and U.S. Student Representative. The positions of Secretary and Treasurer may be combined.

SECTION 2

Non-voting, ex-officio Board members will include (1) the Associate Provost/Dean of the School of Global Studies and Partnerships (SGSP) (2) a representative from the office of International Students and Scholars (ISS), and (3) the Chapter Coordinator appointed by the Dean of the School of Global Studies and Partnerships (SGSP). If any of these ex-officio Board members are elected to a voting member position on the Board, they will serve as voting members during their official term then resume ex-officio, non-voting status at the completion of their term.

SECTION 3

The President, Vice-President/President-Elect, Treasurer, Secretary, and Student Representatives shall be elected by the membership of the society.

SECTION 4

To qualify for a board office in this organization, one shall be a chapter member in good standing. The President shall be faculty or staff.

SECTION 5

Responsibilities of Officers are as follows:

- The President shall serve a one-year term (only), preside over meetings of the society, appoint committees with the approval of the majority of the Board, and shall perform all other duties belonging to the Chief Executive Officer. In the year following his/her term, the President shall assume the duties of the Past-President.
- The Vice-President/President-Elect shall serve a one-year term, preside in the absence of the President, and perform other duties as assigned by the President. In the year following his/her term, the Vice-President/President-Elect shall assume the duties of the President.
- The Past-President shall serve a one-year term in support of the President and Vice-President/President-Elect, performing duties as assigned by the President.
- The Student Representatives shall serve as liaisons between the Board and the student members.
- The Secretary shall keep minutes of all meetings and maintain a complete roster of all members initiated as well as a record of candidates eligible for membership.
- The Treasurer shall receive and give receipts for all monies collected, make disbursements on behalf of the Chapter, keep an accurate and complete record of all receipts and disbursements, and shall report to the Chapter on all monies collected or disbursed.

SECTION 6

The election of Board of Directors officers shall be held each year prior to the annual spring meeting of chapter membership.

SECTION 7

A quorum for meetings of the Board of Directors shall be five out of seven voting officers in attendance or four out of six voting officers if the Secretary/Treasurer position is combined.

ARTICLE V: Chapter Coordinator

SECTION 1

The Chapter Coordinator shall be appointed by the Dean of the School of Global Studies and Partnerships (SGSP) and shall serve as a liaison between the Chapter and the Executive Office of Phi Beta Delta.

SECTION 2

The duties of the Chapter Coordinator shall be to serve as chapter liaison to the Society, its Executive Office and the Board; to maintain a list of active chapter members; to assure compliance at the chapter level with policies, procedures, and reporting requirements of the Society; to advise the Chapter concerning policy, organization, and management; and to perform other duties as determined by the Chapter.

ARTICLE VI: Committees

SECTION 1

The standing committees shall include the following:

- Nominations Committee
- Membership Committee
- Programming & Publicity Committee
- Scholarship Development Committee

The functions of these standing committees may be undertaken by the Governing Board or assigned to volunteers from the general membership, at the Board's discretion. Additional committees may be established by the Governing Board as needed.

SECTION 2

The Nominations Committee shall be responsible each year for recommending a slate of officers from the active membership to the board during the spring semester.

SECTION 3

The Membership Committee shall recommend standards for admission to the Society and will receive and recommend nominations for membership.

SECTION 4

The Programming & Publicity Committee shall be responsible for planning chapter events, including induction ceremonies. This Committee will be responsible for planning at least two official chapter meetings per year (e.g. induction ceremonies and annual chapter membership meeting) and will work to increase awareness of other chapter events and promote interest in the Chapter.

SECTION 5

The Scholarship Development Committee shall plan, coordinate, and implement scholarship programs of the Chapter.

ARTICLE VII: Dues and Fees

SECTION 1

A membership initiation fee shall be paid by each undergraduate, graduate, faculty and staff candidate at the time of initiation into the Society. The amount of this fee consists of an induction fee and national membership fee as well as a chapter fee which is determined by the Board of Directors. All national and chapter fees shall be paid to the Treasurer before initiation into the Society.

SECTION 2

The annual sustaining fees (national dues plus chapter fee) for each member of the Society shall be paid on or before January 31 of each year.

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ARTICLE VIII: Elections

SECTION 1

The Nominations Committee will recommend a slate of officers from the active membership to the board during the spring semester.

SECTION 2

Elections will include a provision for additional candidates and for proxy votes. All candidates must be active members. Officers will be elected by secret ballot each spring with election results announced at the annual spring meeting of the chapter membership.

SECTION 3

Only active members of the Chapter shall be eligible to vote. Active members must have been duly selected and initiated, be affiliated with the Epsilon Upsilon Chapter, and have paid all dues and fees for the current year.

SECTION 4

Election to office will require an absolute majority (more than 50%) of valid ballots cast.

ARTICLE IX: Meetings

SECTION 1

Chapter meetings of Phi Beta Delta membership or other chapter events shall be scheduled at least once per semester during the regular academic year. This includes one annual spring meeting of chapter membership to finalize the election of officers and conduct other official business of the Chapter.

SECTION 2

Special meetings may be called by the Board of Directors.

ARTICLE X: Amendment of By-Laws

SECTION 1

Proposed amendments to the By-Laws should be presented in writing to the President of the Board of Directors, who will then direct appropriate action on the proposal(s).

SECTION 2

Approval by a simple majority of the voting members shall be required for passage of a proposed amendment. The amendment shall be put into effect immediately unless otherwise stipulated in the amendment.

SECTION 3

All amendments to the Chapter constitution and By-Laws must be filed with the Executive Director of Phi Beta Delta.