

Alpha Chi

National College Honor Scholarship Society

CHAPTER HANDBOOK

Document II: Constitution and Bylaws



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National College Honor Scholarship Society

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Constitution

(Amended to April 7, 2018)

PREAMBLE

The founders of Alpha Chi in 1922 believed that accredited colleges and universities needed a new honor scholarship society; that the Society should establish undergraduate chapters in close cooperation with faculty members, with frequent meetings to discuss matters of scholarly interest; that the Society should be restricted to institutions primarily academic in emphasis so that there might be harmony in experience and viewpoint; and that the Society should govern itself democratically so that it might remain responsive to new needs.

To achieve these ideals the Society ordains and establishes this Constitution dedicated to stimulating sound scholarship in the pursuit of truth. Affirming that such scholarship requires respect for the dignity of every person, the Society opposes discrimination on any basis except that of academic achievement or character, and it adheres to federal, state, and local laws regarding nondiscrimination.

ARTICLE I

Name

The name of this Society shall be *Alpha Chi*, the initial letters of the Greek words ALETHEIA and CHARAKTER, meaning TRUTH and CHARACTER.

ARTICLE II

Purpose

Section 1. The purpose of Alpha Chi shall be the promotion and recognition of scholarship and of those elements of character which make scholarship effective for good among the students in the academic divisions of colleges and universities in the United States of America and other countries.

Section 2. Alpha Chi 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 corresponding section of any future federal tax code.

ARTICLE III

Key and Insignia

Section 1. The key of this Society shall be a shield bearing on the front a lamp of learning and the initials of the Society in raised letters.

Section 2. This key may be worn only by members of Alpha Chi. It may bear distinguishing stones as determined by the National Council.

Section 3. The shield of the Society shall be identical with the shield portion of the key.

Section 4. The colors of the Society shall be emerald green and sapphire blue, signifying victory and truth.

Section 5. The motto of the Society shall be, "You shall know the truth, and the truth shall make you free."

Section 6. The certificate of membership shall certify that the holder thereof has been duly elected a member of Alpha Chi. It shall be inscribed with the name of the member and the name of the local Chapter and shall bear the date February 22 of the academic year of the induction. It shall be signed by or imprinted with the signature of the executive director and impressed with the seal of the Society.

Section 7. The Society shall publish the *Alpha Chi Recorder* and such other publications as are approved by the National Council.

ARTICLE IV

Conventions

Section 1. National conventions of the Society shall be held annually. The convention shall consider proposed constitutional amendments, transact such other business as may be brought before it, and, in odd-numbered years, elect at-large sponsor members of the National Council. The national vice president shall be responsible for the program of the convention.

Section 2. At the national conventions, each college/university chapter is entitled to one sponsor voting representative and one student voting representative, and each area alumni chapter is entitled to one voting

representative. Members of the National Council also shall have the right to vote at the conventions. All current members and sponsors of an Alpha Chi chapter may attend all the student programs and the business sessions of the conventions.

Section 3. The president of the National Council shall call the national convention.

ARTICLE V

National Council

Section 1. The National Council shall determine the size of its membership provided that it shall be composed of no fewer than twelve sponsor members and that eight sponsor members shall be elected by the national convention and provided further that one student member shall be elected at large from and by each region. The secretary-treasurer of each region shall automatically be a member of the Council.

Section 2. Tenure of office.

- a. Terms of sponsor membership shall be four years, and no member may serve more than twelve years consecutively on the Council, unless additional time is required to complete a regular term as an officer on the Council.
- b. Terms of student membership shall be two years.

Section 3. Nominations and elections.

- a. At every national convention in an odd-numbered year, four at-large sponsor members of the National Council shall be elected by a majority of the voting delegates present at the business session. Thus the eight at-large sponsor members shall serve overlapping terms. Student members from odd-numbered regions shall be elected at regional business meetings held in odd-numbered years at the national convention. Student members from even-numbered regions shall be elected at regional business meetings held in even-numbered years at the national convention. Thus the seven student members shall serve overlapping terms. Regional secretary-treasurers shall be elected at regional business meetings held in even-numbered years at the national convention.
- b. Each attending chapter of the Society shall have two votes, as provided elsewhere in the *Constitution*, and each member of the National Council may cast one vote in the election of Council members.
- c. If a seat on the Council is vacated, the National Council may appoint an individual to complete the term of the member whose seat has been left open.

Section 4. Sessions and functions of the National Council.

- a. The National Council shall meet at least annually. It may meet at the call of the president or upon petition of a majority of the members of the Council.
- b. The Council shall have power to initiate amendments to the *Constitution*, to pass upon amendments to the *Constitution* proposed by regions, to review interpretations of the *Constitution* by the Executive Committee, and to act upon applications for new chapters.
- c. The Council shall have power to establish new chapters.
- d. The chapters of the Society will be grouped into regions by the National Council, which shall have power to fix and change the boundaries of such regions. The National Council may subsidize temporarily the operations of a newly established region. Individual chapters shall have the right to petition for transfer from one region to another. Petitions shall be acted upon at the next meeting of the National Council.
- e. The Council shall have power to determine and to make allowances for all official expenses of the National Council and its officers. It shall have power to fix and determine the detailed duties of its officers.
- f. The Council shall have the power to set the annual budget of the Society, including all salaried positions.

Section 5. If a sponsor member of the National Council ceases to be employed at a member institution,

- a. The member may choose to resign from the National Council;
- b. A member who is willing and able to carry out the responsibilities outlined in Section 3 may request to serve until the end of their term; or
- c. The president, with the support of the Executive Committee, may request that the member agree to serve until the end of their term.

Requests for a sponsor member who is no longer employed at a member institution to serve until the end of their term shall be submitted to the entire National Council for approval.

ARTICLE VI

National Officers

Section 1. The officers of the Society shall be elected by the National Council from its sponsor members and shall consist of a president, a vice president, and a secretary. The term of office of each shall be four years, and officers may be eligible to succeed themselves for only eight additional years. After an interval of two years, former national officers shall be eligible for election again to national office. Officers shall serve until their successors are elected and installed.

The National Council shall appoint an executive director and an archivist. The work of each shall be reviewed annually in an executive session of the National Council. The executive director shall serve *ex-officio* as a non-voting member of the National Council.

Section 2. Duties of the officers.

- a. The president shall
 - (i) Be the chief executive officer of the Society,
 - (ii) Be a member of the National Executive Committee,
 - (iii) Supervise generally the operations of the Society,
 - (iv) Be responsible for the chartering of new chapters, as provided in this *Constitution*,
 - (v) Call, and preside over, meetings of the national convention, the National Council and the National Executive Committee of the Society, and
 - (vi) Carry out such other duties specified in the Bylaws and as may be necessary for the conduct of the business of the Society.
- b. The vice president shall
 - (i) Function in the absence, death, resignation, or permanent disability of the president,
 - (ii) Be a member of the National Executive Committee,
 - (iii) Assist, as directed by the president, in carrying out the business of the Society, and
 - (iv) With the advice of the National Council, plan the program of the national convention.
- c. The secretary shall
 - (i) Maintain minutes of the meetings of the national convention, the National Council, and the National Executive Committee,
 - (ii) Be a member of the National Executive Committee, and
- d. The executive director shall
 - (i) Under the direction of the president, issue all certificates of membership upon receipt of correct orders from the chapters of the Society and maintain the membership files of the Society,
 - (ii) Receive and care for all revenue accruing to the Society,
 - (iii) Make expenditures as authorized by the *Constitution*, and
 - (iv) Serve as a non-voting *ex-officio* member of the National Council and the National Executive Committee.
- e. The archivist of the Society, under the direction of the Executive Committee, shall be custodian of the historical records and materials of the Society.

ARTICLE VII

National Executive Committee

Section 1. The National Executive Committee shall consist of the three National Council officers and, *ex-officio*, as a non-voting member, the executive director of the society. The national president shall chair this committee.

Section 2. The committee shall have power to interpret the *Constitution* in the intervals between the meetings of the National Council, subject to approval or modification by the National Council.

Section 3. The committee shall have power to make recommendations to the National Council, to carry out the provisions of the *Constitution*, and to preserve the interests of the Society at all times, subject to approval or modification by the National Council.

Section 4. The committee shall have power to approve the *Bylaws* of the regions and chapters, subject to a right of appeal.

Section 5. The committee shall perform such other functions as fall naturally within the scope of its activities and are not specifically delegated to any other officer or official group.

Section 6. The National Executive Committee shall meet at least one time annually. It shall meet at the call of the president or upon the request of at least two of the other members of the committee.

ARTICLE VIII

Regional Organization

Section 1. The chief governing body of the region shall be the business meeting, held annually. Decisions shall be made by the voting delegates from the chapters. Each chapter is allowed one sponsor voting delegate and one student voting delegate, who must be present to vote. The voting delegate shall be the official sponsor of the chapter or a designee, and the student voting delegate shall be elected or otherwise designated by the chapter. Any alumni chapter located in the region is entitled to one voting delegate. All current members and all sponsors of Alpha Chi chapters in the region may attend the business meeting. Any member of the National Council shall have the privilege of attending the regional business meeting and shall have the privilege of the floor.

Section 2. The regional business meeting shall

- a. Elect the officers of the region and the regional student representative to the National Council,
- b. Consider any matters submitted by the national convention or the National Council,
- c. Hear and act upon reports from the officers and committees of the region, and
- d. Perform such other functions as may be necessary for the transaction of the business of the region.

Section 3. A quorum of the regional business meeting shall consist of the voting delegates present.

Section 4. The officers of a region shall be elected from the sponsors of the chapters in the region. They shall consist of a president and a vice president each elected for one term of two years, and a secretary-treasurer, elected for a term of four years. Ordinarily, neither the president nor the vice president is eligible for re-election. The secretary-treasurer may serve no more than three terms consecutively.

Section 5. Duties of the officers.

- a. The president shall
 - (i) Be the chief executive officer of the region,
 - (ii) Be a member of the regional executive committee,
 - (iii) Supervise generally the operations of the region,
 - (iv) Call and preside over the regional business meetings and the regional executive committee meetings,
 - (v) Appoint committees necessary to the functions of the region, and
 - (vi) Carry out such other duties as may be necessary for the conduct of the business of the region.
- b. The vice president shall
 - (i) Function in the absence, death, resignation, or permanent disability of the president,
 - (ii) Be a member of the regional executive committee,
 - (iii) Assist, as directed by the president or the regional executive committee, in carrying out the business of the region, and
 - (iv) With the advice of the regional executive committee plan any regional activities at the national convention.
- c. The secretary-treasurer shall
 - (i) Be a member of the National Council,
 - (ii) Furnish proper notice concerning the regional business meeting to the chapters in the region and the officers of the National Council,
 - (iii) Keep the minutes of the proceedings of the regional business meeting and the meetings of the regional executive committee, and furnish copies of the minutes to the chapters of the region and the officers of the National Council,
 - (iv) Receive and expend the revenue of the region and, with the advice and consent of the regional executive committee, invest idle funds of the region,
 - (v) Make financial reports to the regional business meeting and to the president of the National Council,
 - (vi) Supervise the procedures for awarding the regional scholarships, if any are awarded, and
 - (vii) Perform such other functions as may be necessary.

Section 6. The regional executive committee shall consist of the three officers of the region and the student representative to the National Council. The president of the region shall chair the committee. The committee shall have the power to act in the name of the region between regional business meetings. It shall meet upon the call of the president or at the request of any two of the other members of the committee.

ARTICLE IX

New Chapters

Section 1. To be eligible for consideration for a chapter of the Society, an applicant shall be a four-year

institution of higher education and must be a member in good standing of the regional accrediting association of the territory in which it is located.

Section 2. Charters for chapters may be granted only to non-profit institutions or divisions of institutions whose work is primarily academic in nature and for which baccalaureate degrees are conferred.

Section 3. A charter may be granted to an applying institution by a two-thirds vote of all the members of the National Council.

Section 4. The loss of an institution's membership in a regional accrediting association shall automatically suspend its Alpha Chi chapter until such time as accreditation is regained.

ARTICLE X

Individual Membership

Section 1. A person may be elected to membership in Alpha Chi either as an undergraduate student, a graduate student, or as an honorary member. Good character as well as high scholarship shall be essential qualifications for election. Membership shall be for life, except that it may be forfeited as provided in *Article XIV, Section 4.*

Section 2. Undergraduate Student Membership.

- a. Membership shall be restricted to undergraduate students who are of junior or senior standing. In addition, at the discretion of the local chapter sponsor, a chapter may issue invitations to recent alumni who qualified for membership at the time of graduation with the baccalaureate degree.
- b. To be eligible for election, a transfer student must have earned not fewer than twenty-four semester hours of credit toward a baccalaureate degree at the electing institution, except that institutions without freshman and sophomore classes may elect to membership students who have completed a minimum of twelve semester hours at the institution. A student must have completed not less than one-half the number of credits required for graduation. Ordinarily, the entire record of the student should be considered; however, an institution may choose to consider only grades earned at that institution.
- c. The faculty, or appropriate committee thereof, of any institution shall have the sole power of selection for undergraduate members of Alpha Chi. It shall set its own standard of scholarship for induction, except that not more than the top-ranking 10 percent of students classified as juniors and not more than the top-ranking 10 percent of students classified as seniors, including those previously elected to membership, may be elected to membership.

Section 3. Graduate Student Membership.

- a. Membership shall be restricted to students enrolled in master or doctoral programs who have completed not fewer than fifteen semester hours of graduate credit.
- b. The faculty, or appropriate committee thereof, of any institution shall have the sole power of selection for graduate members of Alpha Chi. It shall set its own standard of scholarship for induction, except that not more than the top-ranking 10 percent of students classified as graduate students, including those previously elected to membership, may be elected to membership.

Section 4. Honorary Membership.

The National Council may elect to honorary membership persons who have shown special interest or proficiency in scholarship and whose election shall be deemed to be in the interest of the Society.

ARTICLE XI

Affirmation, Induction, and Installation of New Members and Officers

Section 1. Upon induction into membership, each person shall make the following affirmation: "I affirm that I will uphold the purposes of Alpha Chi, striving to make its ideals my ideals in scholarship and in service."

Section 2. Dignified and worthy rituals of induction of members and of installation of officers shall be used by each chapter.

ARTICLE XII

Fees

Section 1. The installation fee for a new chapter shall be fixed by the National Council.

Section 2. The induction fee for each new member shall be fixed by the National Council.

ARTICLE XIII

Regional and Chapter Bylaws

Section 1. Each region may adopt such bylaws as may be necessary for the effective carrying out of the purposes of the Society, but no bylaws may be in conflict with any provision of the national *Constitution* or official interpretation thereof. Such bylaws shall be furnished to the national president for record. The National Executive Committee shall be the judge of the constitutionality of regional bylaws, subject to a right of appeal of the National Council and to the national convention.

Section 2. Each chapter may adopt such bylaws as are not in conflict with the national *Constitution* or regional bylaws. The regional executive committee shall have power to approve the bylaws of a local chapter, subject to a right of appeal to the National Executive Committee, with a further right of appeal to the National Council and to the national convention.

ARTICLE XIV

Local Chapter Organization

Section 1. The chapters shall be named in the order in which their charters are granted in each state. Successive letters of the Greek alphabet shall be used. Moreover, chapters shall be numbered successively in the order in which the charters are granted. Individual chapters may adopt special local chapter names of historical or other significance for strictly local use.

Section 2. The local chapter bylaws shall contain the declaration that the purpose of the chapter shall be the stimulation and recognition of scholarship and those elements of character that make scholarship effective for good.

Section 3. Good character and scholarship shall be essential qualifications for membership.

Section 4. Membership may be forfeited for stated cause by vote of the faculty/administration of the institution concerned and subsequent approval by the National Executive Committee, the regional business meeting, and the National Council. Such member shall be requested to return his certificate of membership and his key to the National Council.

Section 5. During their annual meeting, the National Executive Committee shall review the status of chapters that did not induct members during the previous year. After two years of inactivity, the executive director shall contact the institution to discuss the status of the chapter. After three years of inactivity, the National Executive Committee may recommend that the National Council place the chapter on inactive status.

Section 6. Inactive chapters that name a new chapter sponsor and submit plans for inducting new members may be returned to active status by majority vote of the National Council.

ARTICLE XV

Appeals

Section 1. There shall be a right of appeal from the National Executive Committee to the National Council regarding interpretations of the *Constitution* by the National Executive Committee.

Section 2. There shall be a right of appeal from the executive committee of a region to the National Executive Committee, and from the National Executive Committee to the National Council regarding rulings which involve alleged conflicts between the bylaws of a chapter and those of a region or of the national *Constitution*.

ARTICLE XVI

Dissolution of Society

Upon termination of the dissolution of this Society, after discharge and satisfaction of outstanding liabilities, the remaining funds and assets of the Society, if any, shall be distributed and transferred only to such organizations or entities described by the terms of Section 501 (c) (3) of the Internal Revenue Code of the United States as shall be designated by the National Council at the time of dissolution.

ARTICLE XVII

Amendments

Section 1. Amendments to the national *Constitution* may be proposed to the National Council by National Council members or by a region.

Section 2. Proposed amendments must be submitted in writing to the National Council, and, if approved by the Council, to the national convention. Copies of proposed amendments must be submitted to the chapters at least thirty days prior to the national convention at which they will be voted upon, except that such advance notice may be waived by unanimous consent of the national convention.

Section 3. Adoption of proposed amendments shall require the affirmative vote of two-thirds of all the members of the National Council and the affirmative vote of two-thirds of the chapter representatives present at a national convention. The National Council may submit proposed amendments by mail to individual chapters for voting if the Council is of the opinion that the voting should not be delayed until the time of the national convention. In this event, mail voting at the chapter level shall be carried out in the manner provided for in voting at the national convention, except that at least fifty percent of the chapters must participate in the voting.

Section 4. The National Council shall review the national *Constitution* at least every ten years, and submit any proposed amendments as prescribed in *Article XVIII, Section 3*.

Bylaws

(Amended to April 7, 2018)

1. Nominations and Elections of National Council

- a. Any person who is a president, dean, faculty member, or administrator in a college or university in which there is a chapter of Alpha Chi shall be eligible for election to the National Council.
- b. Any undergraduate or graduate student who holds membership in a local chapter of Alpha Chi shall be eligible for election as a student member of the National Council.
- c. Nominations for faculty membership on the Council shall be presented to the national convention by the National Council. In making nominations, the National Council shall be cognizant of the need for representation on the Council from the established regions. The National Council shall ask the chapters and regions for suggestions for nominations. A list of the National Council nominees shall be submitted to the chapters at least thirty days before the national convention. Additional nominations may be made from the floor of the national convention.
- d. Election of at-large sponsor members shall be by majority of the ballots cast. The tally of votes cast in each round shall be recorded and kept in the national office.

2. Sessions and Functions of the National Council

- a. A quorum shall consist of a majority of the members of the Council.
- b. The Council may transact its business electronically or by mail as conditions may require.
- c. The Council shall have power to determine and to make allowances for all official expenses of the National Council and its officers. It shall have power to fix and determine the detailed duties of its officers.
- d. The Council shall have the following standing committees: Audit and Finance, Awards and Honors, Chapter Development, Convention, Membership, Scholarship, and Strategic Planning. In addition to these standing committees, the president may create ad hoc committees as needs arise.
- e. In all parliamentary procedures not herein specified, Roberts' *Rules of Order* shall be used.

3. Responsibilities of National Council Members

Recognizing that members of the National Council serve as volunteers with responsibilities at their home institutions and in their professional lives, whenever possible and practical, members are expected to:

- a. Comport themselves in a manner that promotes respect for the Society, student members, and academic colleagues during National Conventions and at meetings of the Council.
- b. Continue to fulfill their duties as members and sponsors of their local chapters.
- c. Attend plenary sessions and committee meetings during national conventions.
- d. Participate in the business of the National Council conducted between meetings of the National Council.
- e. Serve on Council committees as member or chair and actively participate in the work of those committees in meetings held online or via telephone between meetings of the National Council.
- f. The chair of each committee will develop a plan for accomplishing the work of that committee between meetings of the National Council. The chair will submit the plan to the president and members of the committee within two months of being named chair of the committee.
- g. If a committee chair has concerns about the participation of a committee member, the chair shall first approach the member directly. If the matter cannot be resolved, the chair shall communicate these concerns to the president.
- h. If a member has a concern regarding the chair of their committee, they should speak to the president directly.

In the event that a member of the National Council fails to meet the expectations in this section, the issue shall be brought to the attention of the president. After consultation with the National Executive Committee, the president may request the member to resign from the committee or from the National Council.

4. Additional Duties of the National Officers

- a. The president shall be responsible for the expansion program of the Society.
- b. The vice president shall
 - (i) Chair the Convention Committee,
 - (ii) Work collaboratively with National Council student representatives,
 - (iii) Set a convention theme,
 - (iv) Plan and implement a national service project,
 - (v) Secure a keynote speaker for the convention, and
 - (vi) Maintain consistent communication with the national office.
- c. The secretary shall
 - (i) Supervise the scholarship/fellowship program of the Society,
 - (ii) Chair the Audit and Finance Committee,
 - (iii) Assist the regional secretary-treasurers as needed, and
 - (iv) Confer periodically with the executive director on the work of the national office and, in the absence, death, resignation, or permanent disability of the executive director, function until a replacement is appointed.
- d. The executive director shall
 - (i) With advice and consent of the National Executive Committee, invest idle funds of the Society,
 - (ii) Post, at the expense of the Society, an individual fidelity bond in an amount fixed by the National Council,
 - (iii) Under the direction of the president, handle correspondence related to the expansion of the Society, or other matters as directed by the president,
 - (iv) Make reports on the state of the Society at meetings of the National Executive Committee, the National Council, and the national convention,
 - (v) Arrange for an annual audit of the financial records by a certified public accountant, approved by the finance committee, and
 - (vi) Be responsible for the production of the publications of the Society, with the approval of the National Council.
- e. The archivist of the Society, under the direction of the National Executive Committee, shall
 - (i) Solicit, select, and secure additional documents of historical value to the Society, and
 - (ii) Provide access to the archives.

5. Vacancies among At-Large Members of the National Council

- a. When a vacancy occurs among at-large members of the National Council, the National Executive Committee shall nominate one or more eligible persons to the National Council, and the National Council shall elect a replacement by majority vote.
- b. If during the election of sponsor members at the most recent National Convention, one or more nominees received a majority of the ballots cast but fewer than those elected to the National Council, and if those individuals remain eligible for election and are agreeable, their names shall be included among those submitted to the National Council for filling the vacancy.

6. Additional Responsibilities of Regions

Regions shall consider such bylaws as may be necessary to carry out the purposes of the regions. These bylaws must have been submitted to the chapters at least fifteen days prior to the annual business meeting, except that the convention may waive this requirement by unanimous vote. Passage of the bylaws requires two-thirds of the votes of the delegates present and voting, and subsequent approval of the National Council.

7. New Chapters

- a. Informal discussions or correspondence regarding the establishment of a new chapter may be carried on by the national and regional officers or by designated and authorized committees. A formal application for a chapter shall be accompanied by the charter fee which shall be returned if the application is rejected. The formal application shall be filed with the executive director, who shall proceed at once to acquire full information regarding the applicant. This detailed information shall be furnished to the members of the National Council.
- b. Voting by the National Council on new chapters may be done by mail, the vote to be certified by the

president of the National Council for record in the minutes of the next meeting of the National Council.

- c. New chapters may be established by the National Council in territory which is not part of a region. Such chapters shall be supervised by the National Council until such territory is annexed to an existing region or a new region is organized.
- d. When a chapter is suspended due to loss of regional institutional accreditation, the National Council may continue such a chapter in good standing for a period not to exceed two years, where such loss of standing appears to have been caused by unusual and temporary circumstances.

8. Individual Membership

All selections of members shall be reported to the executive director. The induction fee, as provided in *Article XII* of the *Constitution*, shall accompany such report to the executive director, and no person may be registered until such fee has been paid.

9. Honorary Membership

- a. Individual chapters and National Council members may petition the National Council for honorary membership for persons who have distinguished themselves in the field of scholarship, except that not more than one such person may be proposed by the same chapter or National Council member in any one year.
- b. All members of the National Council, all regional officers, and all official chapter sponsors who were not inducted as students shall become honorary members.
- c. Each honorary member shall be furnished a certificate of membership by the National Council. On the certificate shall appear the words "Honoris Causa."
- d. Honorary members may affiliate with an area alumni chapter or local collegiate chapter but will not be required to do so.

10. Fees

- a. Each chapter shall pay to the National Council one check per induction for the induction fees for all members elected, and these fees shall include the payment for the certificates of membership.
- b. The National Council shall determine a formula or formulas by which the regions receive a portion of the national registration fee paid by each member of the chapters in those regions. The regional rebates shall be remitted by the national office to the secretary-treasurers of the regions immediately following the close of the semiannual periods ending on June 30 and December 31 as accrued on these dates.
- c. Honorary members shall not be required to pay induction fees, but chapters proposing honorary members shall pay the customary induction fee.
- d. Local chapters may collect fees or dues for their own use.

11. Local Chapter Organization

- a. Selection and induction of members may take place once each term but must take place at least once each year. Seniors who qualify on the basis of grades received during the final term may be elected and inducted at the time of graduation with the baccalaureate degree.
- b. There may be a faculty/administration advisory committee of three composed of the official sponsor of the chapter (appointed triennially by the president or chief academic officer of the college or university) and two members of the faculty or administration (elected annually by the chapter). Such advisors shall have the privilege of attending the meetings of the chapter, of participating therein, and of voting. They shall not have the right to wear the key unless it has been awarded for some other reason.

In order to encourage sponsor continuity in Alpha Chi, up to three additional faculty/administration members annually may be elected by students or appointed by the official sponsor to a faculty/administration advisory committee as non-voting assistant sponsors.

- c. A member transferring to another institution having a chapter of this Society shall have all the rights of members of the chapter of the new institution.
- d. Any faculty member or administrator previously elected to membership in Alpha Chi shall be considered a member at the institution with which he is affiliated as a faculty member or administrator.
- e. Regular meetings shall be held, preferably once a month. At least once a year, a public meeting shall be held for the purpose of presenting a subject relating to scholarship and the advancement of knowledge.
- f. Normally, the officers of the chapter shall be a president, a vice president, a secretary-treasurer, and a

voting student delegate to the conventions of the Society. However, the number and titles of officers may be adjusted as local needs indicate, provided that there are at least two student officers. The official sponsor shall serve as executive secretary-treasurer of the chapter and shall maintain the records of the chapter. The duties of the officers shall be such as are customary. All officers shall hold office for one year or until their successors are elected and installed.

12. Amendments

Bylaws can be amended by a two-thirds vote of the members of the National Council.