



## psi iota Chapter Bylaws

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# Chapter Bylaws

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*INSTRUCTIONS: TO COMPLETE YOUR CHAPTER BYLAWS EASILY, SIMPLY FILL IN THE BLANKS AS NOTED. IF YOUR CHAPTER WANTS TO NOTE OPERATIONAL NUANCES SPECIFIC TO YOUR CHAPTER, ATTACH ADDITIONAL SHEETS WITH ARTICLE AND SECTION NUMBER(S).*

## BYLAWS FOR THE PSI IOTA CHAPTER OF KAPPA DELTA PI, INTERNATIONAL HONOR SOCIETY IN EDUCATION

### ARTICLE I – THE CHAPTER

#### **SECTION 1. NAME**

The designation for the St. Vincent College Chapter of Kappa Delta Pi is the Psi Iota Chapter.

#### **Section 2. Purpose**

The purpose of the Psi Iota Chapter of Kappa Delta Pi shall be to promote excellence in and recognition of outstanding contributions to education. Kappa Delta Pi shall endeavor to maintain a high degree of professional fellowship among its members, to quicken professional growth, and to honor achievement in educational work. To these ends, it shall invite to membership persons who exhibit commendable professional qualities, worth educational ideals, and sound scholarship, without regard to race, ethnicity, age, religion, gender or sexual identity, or disability.

#### **Section 3. Chapter Year**

The chapter year shall begin on July 1 and end on June 30.

#### **Section 4. Authority**

In all matters of organization and procedures, the Constitution, Bylaws, and Rituals of the International Society of Kappa Delta Pi shall have precedence and should be consulted.

### Article II – Membership

#### **Section 1. Qualifications**

Membership in the Psi Iota Chapter is open to undergraduate students, graduate students, students seeking alternative certification and/or licensure, faculty members, educational support staff, and other professional educators affiliated with St. Vincent College. Invitation to membership in an active chapter at an institution shall be dependent upon fulfillment of the following qualifications without regard to race, ethnicity, age, religion, gender or sexual identity, or disability.

##### **1.1 General Qualifications**

- 1.11 Demonstration of worthy educational ideals.
- 1.12 Expression of the intention to continue in the field of education (except for honorary membership).
- 1.13 Manifestation of desirable professional qualities.
- 1.14 Evidence of leadership attributes.
- 1.15 Exemplify commitment to equity.
- 1.16 Demonstrate a commitment to involvement in the educational program and activities at St. Vincent College.

##### **1.2 Undergraduate Students**

When seeking membership as an undergraduate student, a candidate must have:

- 1.21 no less than the equivalent of at least 24 semester hours earned by the end of the term prior to the time of initiation;
- 1.22 a cumulative grade point average of 3.25 (on a 4.00 scale); and
- 1.23 a 3.50 grade point average in Education courses based upon the total previous collegiate record of the student; and
- 1.24 at least twelve (12) semester hours (or the equivalent) of Professional Education courses programmed, in progress, or completed.

### **1.3 Graduate Students**

When seeking membership as a graduate student, a candidate must have:

- 1.31 regular graduate admission status at Psi Iota;
- 1.32 completed of six (6) or more semester hours (or equivalent) of graduate work at the same institution applicable to the degree program in which the student is enrolled;
- 1.33 at least twelve (12) semester hours (or the equivalent) of Professional Education courses programmed, in progress, or completed; and
- 1.34 a cumulative grade point average on all graduate work undertaken of at least 3.75 (on a 4.00 scale).

### **1.4 Faculty and Educational Support Staff**

The number of faculty/staff initiated at any one initiation ceremony shall not exceed the number of other initiates. When seeking membership as a faculty member, a candidate must:

- 1.41 be a faculty or educational support staff member of St. Vincent College; and
- 1.42 give evidence of support for the Chapter and its programs.

### **1.5 Professional Members**

Qualifications and limitations include:

- 1.51 meet qualifications for graduate students listed in 1.3; or
- 1.52 hold a Master's or other advanced degree; or
- 1.53 obtain two letters of recommendation from two supervising administrators; or provide evidence of a distinguished performance record consistent with the ideals of Kappa Delta Pi.

### **1.6 Honorary Members**

Qualifications and limitations include:

- 1.61 record of distinguished service in the cause of education.
- 1.62 Honorary membership is not open to a person eligible for another membership category or one who holds a degree in education.
- 1.63 No chapter may elect more than two (2) persons to honorary membership during any one Society year.
- 1.64 A person approved for an honorary membership shall be initiated according to appropriate ritual.

### **1.7 Students Seeking Alternative Certification and/or Licensure**

When seeking membership as an alternatively-certified or alternatively-licensed teacher, a candidate must:

- 1.71 hold a baccalaureate degree;
- 1.72 have completed at least 3 semester hours of an alternative certification program; and
- 1.73 at least six (6) semester hours (or the equivalent) of Professional Education courses programmed, in progress, or completed.
- 1.74 a cumulative grade point average on all graduate work undertaken of at least 3.75 (on a 4.00 scale).

## **Section 2. Chapter Membership**

Invitations into membership should be offered to any candidates who meet the above qualifications.

### **2.1 Local Chapter Requirements**

The Psi Iota Chapter may increase requirements for eligibility for membership above what is required by the international Society bylaws if, and only if, specified in the bylaws.

### **2.2 Active Chapter Membership**

A person who has become a member of Kappa Delta Pi can always be an active member of the Psi Iota chapter and the Society as long as Society and local chapter dues are paid. A member may not pay chapter dues only. An active life member of the Society is an active chapter member as long as local chapter dues are paid.

### **2.3 Transfer of Membership between Chapters**

An active member of the Society may transfer membership from one chapter to another with appropriate notification to the Society Headquarters. Multiple chapter memberships are permissible.

### **2.4 Initiation**

All candidates for chapter membership shall be duly initiated using the official Society ritual.

### **2.5 Involuntary Suspension of Individual Members**

A member may be suspended for cause. A two-thirds (2/3) vote of the chapter executive committee is required for suspension of chapter membership, and a two-thirds (2/3) vote of the Executive Council is required for suspension of Society membership.

### **2.6 Eligibility to wear regalia: Honor Cords**

Members will be eligible to earn Honor Cords if they show evidence of the ideals set forth in Section 1.16.

2.6.1 Members must demonstrate a commitment to Kappa Delta Pi, Psi Iota Chapter through attendance at meetings and events.

2.6.2 Members must commit to be involved, through attendance and/or volunteering, at other education events and with other education clubs.

2.6.3 Members are required to be active participants in chapter activities and events as well as in activities and events held by the Education Department. Active membership is identified (1.16) as one of the general qualifications for membership. A member's lack of participation may lead to the member being suspended from Society (Section 2.5), which would include removal of honor cords.

2.6.5 Information about education department and Psi Iota events will be published on the St. Vincent College Education webpage. Members will also be notified of Psi Iota events via email and through social media.

2.6.5 If local and national dues are paid during a member's final year in College before graduation and/or certification, honor cords will be free.

## **Article III – Finances**

### **Section 1. Responsibility**

The Chapter Treasurer—with the assistance of the Counselor—shall keep accurate records of the assets and the liabilities of the Chapter and shall receive and expend Chapter monies as the Executive Committee directs.

### **Section 2. Local Dues**

Annual local dues for the Psi Iota Chapter shall be determined by a majority vote of active members present at a regular Chapter meeting and submitted to Headquarters on the Annual Financial Report. Annual local dues are not to exceed annual Society dues. Local dues are set at \$10 annually to be paid at the beginning of the fall semester.

### **Section 3. Initiation Fee**

A one-time initiation fee for new members of the Psi Iota Chapter shall be determined by a majority vote of active members present at a regular Chapter meeting and submitted to Headquarters on the Annual Financial Report. A one-time initiation fee is used to pay for initiation materials or pieces of the ceremony. The initiation fee is set at \$12.00 to be paid prior to the initiation ceremony.

## **Article IV – Initiation**

All candidates for membership in the Psi Iota Chapter shall be duly initiated according to the prescribed Society ritual. Members initiated previous by another chapter of the Society may be formally received into the Psi Iota Chapter according to the official Society reaffirmation ritual. The Chapter, when applicable, shall remit to the Society Headquarters required information for each initiate—along with required fees—within two weeks of initiation.

## **Article V – Chapter Officers**

*Each chapter executive committee shall include a minimum of President and Treasurer, but it is recommended that each chapter reference the Society bylaws (Article V, Section 4. Election and Installation of Chapter Officers) for the responsibilities of all possible officer positions. All officer positions that have a role on the chapter's executive committee will be indicated and defined in the chapter bylaws as an additional attachment, and all officers will be properly elected by the chapter membership.*

### **Section 1. Qualifications**

All candidates for officer positions must be active members of both the Society and the Psi Iota Chapter.

### **Section 2. Election**

Officers shall be elected and installed a minimum of once each academic year and be reported to Headquarters no later than two weeks after elections are completed.

#### **2.1 Candidate Names**

Names of candidates for office must be submitted to the Executive Committee no later than two weeks prior to the election.

#### **2.2 Voting**

Chapter officers for the ensuing term shall be elected during any regular meeting of the chapter, through a ballot sent to all active members, or through a combination of both methods.

A majority vote of active members participating in the vote shall be required for election.

### **Section 3. Vacancies**

Should a chapter office become vacant because of resignation, neglect of duty, or other causes, the Counselor and/or President may call a special meeting for the purpose of filling the vacancy. The procedure for filling the vacancy shall be the prerogative of the chapter and will be described in these bylaws.

## **Article VI – Chapter Counselor(s)**

*Each Chapter must have a minimum of one Counselor with the possibility of adding any additional Co-Counselors or Associate Counselors as needed.*

## **Section 1. Qualifications**

The Chapter counselor must be a member of the college/university faculty or staff—if an institutional chapter—and an active member of both the Society and the Psi Iota Chapter.

## **Section 2. Selection of Counselor and Associate Counselor(s)**

Each active institutional chapter shall have a Chapter Counselor selected from the faculty or staff of the institution. In such chapters where there is no Counselor, the Dean or designee will be asked to perform the duties of Counselor after appropriate consultation with the members. In addition to Counselor, each chapter may select one or more Associate Counselors. All provisions applicable to the Chapter Counselor shall apply to Associate Counselors. However, the Associate Counselor(s) need not be a faculty or staff member.

## **Section 3. Notification of Counselor Appointment or Change**

The name of the Counselor shall be forwarded to the Chapter Services Department at Society Headquarters within two weeks of appointment or change. A certificate confirming the appointment shall be forwarded to the new Counselor.

## **Section 4. Removal of Counselor from Office**

The Executive Council may—with cause—declare the office of Chapter Counselor vacant. Should this happen, representatives from the Society will work with the institution to appoint a replacement.

## **Article VII – Committees**

*Each chapter should maintain the following committees that consist of active members of both the Society and the Psi Iota Chapter.*

### **Section 1. Executive Committee**

The Executive Committee shall consist of the current officers of the chapter including the Counselor and Associate Counselor(s), where there are such officers, and may include the immediate Past-President. It shall be the duty of the Executive Committee to supervise the general activities of the chapter, serve as the official agency for communication, act in emergencies between meetings of the chapter, conduct initiations, and ensure the completion of all required reports. The Executive Committee may call meetings of the Chapter, other than the regular meetings, for the purpose of discussing or acting upon Chapter business.

### **Section 2. Standing Committees**

The following committees shall be appointed annually and led by members of the aforementioned Executive Committee:

#### **2.1 Membership Committee**

The Membership Committee shall lead the recruitment efforts by receiving names of candidates suggested for membership, obtaining a list of valid candidates from the Chapter Counselor, Associate Counselor, designated faculty member, or appropriate college/university staff administrator, etc.

#### **2.2 Program Committee**

The Program Committee shall be responsible for planning programs for the chapter.

#### **2.3 Fundraising Committee**

The Fundraising Committee shall be responsible for planning fundraising projects for the chapter and/or for external organizations the missions of which are consistent with Kappa Delta Pi. This committee is also responsible for coordinating donations/gifts to Kappa Delta Pi as a part of the Chapter Challenge.

#### **2.4 Other Committees**

The Executive Committee shall have the authority to appoint other committees as the need for them may arise.

## **Article VIII – Active Chapters**

### **Section 1. Meetings and Quorum**

The Psi Iota Chapter shall hold at least two meetings during the Society year. At least one meeting shall include an initiation of new members. A quorum shall be defined in the local chapter bylaws; a simple majority of the voting membership in good standing of the Chapter shall constitute a quorum. Quorum for the Chapter of Kappa Delta Pi is declared when at least three members of the Executive Committee and five other active Chapter members are present. The Chapter Secretary shall provide written notice of each meeting of the Chapter by posting information at an approved location or through email to active members.

### **Section 2. Chapter Online Presence**

The Chapter Online Presence shall:

- 2.1 Support the ideals, mission, and goals of the Society.
- 2.2 Not conflict in any way with the Constitution and Bylaws of the Society.
- 2.3 Contain the following disclaimer:

*The opinions and comments expressed via this electronic forum do not necessarily reflect the views of Kappa Delta Pi, International Honor Society in Education.*

### **Section 3. Dissolution of Chapter**

The process for elective dissolution of a chapter can be found in the Society bylaws (Article V, Section 9. Dissolution of Chapter).

## **Article IX – Amendments**

The bylaws of the Psi Iota Chapter may be amended at any regular meeting of the Chapter by a 2/3 vote of active members present, provided that a copy of the proposed amendment(s) has been sent to all active Chapter members at least ten (10) days prior to the meeting. Chapter bylaws must be reviewed at least every two years and ratified by the chapter membership.

The following signatures certify that these bylaws have been adopted for use by the Psi Iota Chapter.

### **Signatures (See document on next page)**

Chapter Counselor \_\_\_\_\_

Date \_\_\_\_\_

Chapter President \_\_\_\_\_

Date \_\_\_\_\_

Society Headquarters Approval \_\_\_\_\_

Date \_\_\_\_\_

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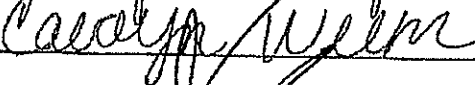
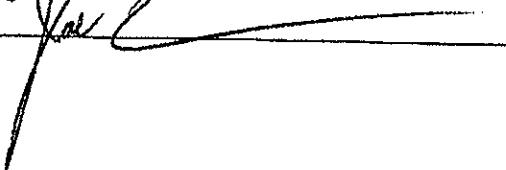
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### **SIGNATURES**

Chapter Counselor		Date	9/12/18
Chapter President		Date	9/12/18
Society Headquarters Approval		Date	12/12/18