

**BY-LAWS OF ZETA GAMMA CHAPTER
PHI BETA DELTA
HONOR SOCIETY FOR INTERNATIONAL SCHOLARS
*Northern Illinois University***

ARTICLE I

Name

Section 1 The name of this society shall be Zeta Gamma Chapter of Phi Beta Delta, Honor Society for International Scholars.

ARTICLE II

Objectives

Section 1 The primary objectives of Phi Beta Delta are:

- 1.1 to recognize achievement in international educational interchange;
- 1.2 to increase the recognition, credibility, and importance of the international experience;
- 1.3 to develop a campus network/cadre of students and faculty involved in the international experience;
- 1.4 to serve as a catalyst for international academic-based programming on campus;
- 1.5 to connect individuals on campus and throughout the U.S. involved in the international experience by recognizing the importance of these achievements in higher education, and by organizing an association and activity similar to other national honor societies.

ARTICLE III

Membership

Section 1 Membership in Zeta Gamma Chapter is open to individuals who have demonstrated scholarly achievement in the international area. These individuals include:

- 1.1 international students (temporary visa holders) at the upper division or graduate levels who have demonstrated high scholastic achievement at this institution;

- 1.2 domestic (US) students at the upper division or graduate levels who have demonstrated high scholastic achievement in the pursuit of academic studies abroad in programs approved by this institution or in participation in comparable international programs or experiences where academic relevance can be demonstrated to the institution;
- 1.3 distinguished faculty and staff who have been involved in recognized international endeavors (teaching, exchange programs, research, programming, service to international students and scholars, etc.).

Section 2 Persons elected and initiated into membership remain members for life.

Section 3 The following membership categories are authorized:

- 3.1 Active Members have been elected and initiated, and have paid their chapter dues for the current year.
- 3.2 Honorary Members have not previously been members, have achieved outstanding eminence in some field of academic, creative, or intellectual endeavor, and have been accorded this status by the Governing Board.
- 3.3 Inactive Members have not paid their dues for the current year. They will be returned to active status when dues are paid for the current year.

Section 4 To be eligible for membership, undergraduate students shall achieve a cumulative grade point average of 3.2 over 30 hours completed at Northern Illinois University. Graduate students shall achieve a cumulative grade point average of 3.5 over 12 hours completed at NIU. Faculty and staff shall have achieved a record of strong teaching, research and/or service in international areas. Subject to the approval of the Governing Board, the Membership Committee can make appropriate exceptions to these membership criteria.

Section 5 Election of Members.

- 5.1 All election to membership shall be by recommendation of the Chapter Membership Committee, subject to the approval of the Governing Board.

- 5.2 Reports of those who accept election shall be made within thirty (30) days to the National Executive Director of the Society by the Chapter Secretary.
- 5.3 The Chapter will conduct at least one induction ceremony annually, during International Education Week in November.

Section 6 Membership Privileges.

- 6.1 Active members receive the membership certificate, the medallion, and any publications of the Society and are eligible to:
 - 6.11 vote in the Chapter;
 - 6.12 hold office in the Chapter;
 - 6.13 serve as Chapter delegates to Society conferences and other functions;
 - 6.14 serve on national committees;
 - 6.15 hold national office; and
 - 6.16 be nominated for Chapter and national awards.
- 6.2 Honorary members are given an Honorary Membership certificate, a medallion, and any publications of the Society.

ARTICLE IV

Chapter Governance

- Section 1 The management of the chapter shall be vested in a Governing Board which shall include faculty, staff and students who are active members.
- Section 2 The elected officers of the Governing Board shall include a President, a President-Elect, a Past President, and a Secretary from among faculty/staff members, and two student Vice Presidents (one international and one domestic student). Additional offices may be established as needed.
- Section 3 The Governing Board shall appoint a Chapter Coordinator who will facilitate Chapter activities and provide liaison between the chapter and the national office. The Business Administrative Associate of the Division

of International Programs will administer the financial account of Zeta Gamma Chapter and serve as Treasurer. The Chapter Coordinator and the Treasurer shall serve as nonvoting ex-officio members of the Governing Board.

- Section 4 The duties of the officers shall be:
President: Preside over Chapter meetings. Chair the Awards and Recognition Committee and oversee the spring award nomination process by recruiting and supervising members who review nominations, seek out further information if needed, and choose the award winners.
President-Elect: Oversee officer nominations in late spring for the following academic year; chair the Program Committee; and become President in the following academic year.
Past president: Chair the Membership Committee and oversee the fall membership nomination process by recruiting and supervising a committee of members to review membership application forms. Oversee annual induction ceremony.
Student Vice Presidents: Assist in developing programs to offer to Chapter members and non-members.
Secretary: Record and distribute minutes of Governing Board meetings.
- Section 5 The President shall, with the advice and consent of the Governing Board, exercise the chapter's voting rights in election of Regional Vice Presidents and other voting by chapters between national conferences.
- Section 6 If the President is not able to participate in the national conference, the Governing Board shall designate one member from among those members attending the conference to serve as the Chapter Delegate with conference voting rights.

ARTICLE V Elections

- Section 1 After the first year, the President-Elect, two student Vice Presidents, and the Secretary shall be elected each year for one-year terms. Officers may be re-elected.
- Section 2 Elections will be conducted by secret ballot and shall include a provision for write-in candidates.
- Section 3 Election to office will require an absolute majority of the valid ballots cast.

ARTICLE VI
Committees

- Section 1 The standing committees must include faculty/ staff and student members.
- Section 2 The standing committees shall include:
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|-----------------------------------|-----------------------|
| Membership Committee | Program Committee |
| Nominations & Elections Committee | Scholarship Committee |
- Section 3 The Governing Board may establish other committees as necessary.
- Section 4 The Membership Committee shall recommend standards for admission to the society and will receive and recommend nominations for membership, and shall consist of a minimum of three members.
- Section 5 The Program Committee shall plan activities and ceremonies for the society and shall consist of a minimum of three members, and shall be chaired by the President-Elect.
- Section 6 The Nominations and Elections Committee shall plan, coordinate, and implement the nomination and election of officers to the Governing Board and shall consist of the Past President and two other members.
- Section 7 The Scholarship Committee will coordinate fundraising for student scholarships for induction fees and other purposes, establish criteria for scholarships, and oversee the selection process for scholarships. The committee shall consist of three members, with the addition of the Treasurer serving in an ex-officio capacity.

ARTICLE VII
Business Meetings

- Section 1 Business meetings, open to all active members, shall be conducted at least once a year.
- Section 2 In voting, a majority shall consist of more than fifty percent of voting members present.

ARTICLE VIII
Dues and Fees

- Section 1 The induction fee and one year of national and local dues shall be paid by each initiate at the time of initiation into the society. The induction fee and national dues are determined by the national Board of Directors, while the local dues shall be determined by the governing board and shall be paid to the Chapter before induction into the Society.
- Section 2 Thereafter, each member will pay annual national and local dues in order to maintain active membership.

ARTICLE IX
Amendment of By-Laws

- Section 1 Proposed amendments to the by-laws must be presented to the Chapter, in writing, one meeting before the proposal may be voted upon. Proposed amendments may be distributed by e-mail.
- Section 2 Approval by two-thirds of the voting members present shall be required for passage of a proposed amendment. The amendment shall be put into effect immediately unless otherwise stipulated.

ARTICLE X
Parliamentary Authority

Robert's Rules of Order, as most recently revised, shall govern the meetings of the chapter in all cases to which they are applicable.

Presented to Chapter business meeting, April 2005
Second draft presented to Chapter business meeting, November 2005
Third draft sent to Chapter members February 2006
Amended and accepted as amended, April 13, 2006