

**CONSTITUTIONAL BYLAWS OF
PHI ALPHA THETA HISTORY HONORS SOCIETY,
EPSILON PI CHAPTER**

PREAMBLE

We, the members of the Phi Alpha Theta History Honors Society, Epsilon Pi Chapter, in order to encourage the study of history and to create dialogue with our professors and colleagues, do create this Constitution for the government of our order.

ARTICLE I- NAME AND NOTICE OF NONDISCRIMINATION

This Society shall be known as the Phi Alpha Theta History Honors Society, Epsilon Pi Chapter.

Phi Alpha Theta, Epsilon Pi does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or veteran status in its programs or activities.

ARTICLE II – BYLAW DEFINITIONS

Section 1. Customary Bylaw

A Customary Bylaw is hereby defined as an amendment to Epsilon Pi Chapter's policy that shall not require amending the Chapter's Constitution. Examples include the founding of a new committee, changes in recruitment policy, and discretionary spending on scholarship programs or journal publications.

Section 2. Constitutional Bylaw

A Constitutional Bylaw is hereby defined as an amendment to Epsilon Pi Chapter's policy that shall require amending the Chapter's Constitution. These amendments require a simple majority of the general membership voting in assent. A Constitutional Bylaw repealing a customary bylaw or constitutional amendment must garner unanimous approval of the Executive Committee members, along with the approval of a simple majority of the general membership.

ARTICLE III – CONDITIONS OF INITIAL INDUCTION

Section 1. GPA Requirement

Potential members shall have a 3.0 overall grade point average or better and a 3.1 history grade point average.

Section 2. History Requirement

Potential members, at the time of induction, shall have completed at least TWELVE semester credit hours of history, whether through Advanced Placement, International Baccalaureate, SAT II, or classes taken at an accredited college or university.

Section 3. Inclusion Clause

One need not be a History major to garner induction into the Epsilon Pi Chapter of Phi Alpha Theta, as long as they have met the History Credit Requirement explained in Article III, Section II.

ARTICLE IV – OFFICERS

Section 1. ELECTIVE OFFICERS

The officers of the Society shall be the President, the Vice President, the Executive Director (who will serve as the Secretary and as the Editor of the Epsilon Pi History Journal), the Treasurer, and the Historian. In some cases, the Executive Director shall hold both the titles of Secretary and Treasurer. Unless otherwise agreed upon at the first Executive Committee meeting of the year, the two offices of Secretary and Treasurer shall be separate.

Section 2. THE EXECUTIVE COMMITTEE (OR OFFICER COMMITTEE)

The Epsilon Pi Executive Committee shall consist of the President, the Vice President, the Executive Director, the Treasurer, and the Historian. Votes on the budget and on amendments to this Constitution will be brought before the General membership in cases of stalemate in Executive Committee.

Section 3. ELECTION OF OFFICERS

The President shall ask for interest among members aspiring to run for an officer position. If more than one person expresses interest in running, then the procedures in Article IV, Section IV apply to the officer elections.

The officers shall be elected at a regular membership meeting sometime in the spring semester; the previous officers shall hold their offices until their successors have been duly installed.

The Vice President shall succeed to the Presidency, unless s/he graduates in the same year as the outgoing President or unless s/he does not wish to be President. In those cases, the election guidelines below will apply to the Presidential election.

Section 4. NOMINATING EXECUTIVE OFFICERS

Nominees for Executive Office must garner the signatures of at least 10 percent of members in good standing. When more than two candidates run for a particular office or if no one candidate receives a majority vote (50% + 1 vote), then the top two candidates will participate in a run-off for that office.

The Outgoing President of the Epsilon Pi Chapter, in his/her capacity as the Chief Executive, certifies the vote counts with the help of an electoral committee comprising two non-officers and him/herself.

If the Outgoing President runs for reelection, then EXECUTIVE COMMITTEE will appoint a third non-officer to occupy the third spot left vacant by the Presidential incumbent. Other Elective Officers and Executive Committee members SHALL NOT participate in the vote tabulation.

Section 5. TERMS OF OFFICE

The term of office for the President, Vice President, the Executive Director, the Treasurer, and the Historian, shall be one year, at which time any of the elected officers may seek reelection as incumbents or run for another Chapter office.

A member CANNOT serve for more than two years in any one elective office.

If the EXECUTIVE COMMITTEE deems it necessary that an officer be removed from office, all of the members of the COMMITTEE excluding the officer in question must reach a unanimous decision for the officer's removal and must notify the officer of the decision. The issue must go to a vote during a regular membership meeting. The officer in question may speak at the meeting to defend him/herself; if s/he does not attend the meeting, s/he forfeits the right to this defense. If $\frac{3}{4}$ of those at the general

membership meeting agree to removing the officer from office, the officer is removed immediately and replaced by an interim officer appointed by the EXECUTIVE COMMITTEE until the time of the next scheduled election. If the issue does not achieve the $\frac{3}{4}$ vote, the officer will remain in office unless s/he formally resigns, at which time the EXECUTIVE COMMITTEE will appoint an interim officer. No quorum is necessary for this vote to take place.

Section 6. DUTIES

PARAGRAPH 1.

The PRESIDENT shall have full executive authority; shall be required to authorize and sign all budget, constitutional, and legal documents for the Chapter; shall certify annual elections; shall review the budget with the treasurer, the professorial advisor, and history department administrators; shall delegate his/her powers when needed; shall facilitate the work of other officers; shall officially induct Chapter members; and shall preside at all meetings.

PARAGRAPH 2.

The VICE PRESIDENT shall act for the President when requested by the President; shall coordinate advertising and recruitment; shall keep the online and calendar memoranda updated; shall update the website when needed, with the help of the Executive Director; and, when a vacancy occurs in the office of the President, shall assume the office for the remainder of the term.

PARAGRAPH 3.

The EXECUTIVE DIRECTOR shall record the minutes at both the General and Executive Committee Meetings; shall edit the Epsilon Pi Chapter Historical Journal or delegate this responsibility to another good standing member; shall coordinate revision of the Epsilon Pi Constitution, when needed; shall co-direct the collection of local and national dues with the Chapter Treasurer; and, shall keep the PROFESSORIAL ADVISOR apprised of Chapter affairs.

PARAGRAPH 4.

The TREASURER shall keep a record of the Chapter's financial accounts; shall present regular reports of disbursements and deposits to the Executive

Committee; shall inform the University of Georgia Department of History secretary of said disbursements and deposits; shall request monies from the Fee Allocation Committee for the University of Georgia Student Council in Spring; and, most importantly, MUST KEEP the original financial documents in trust at the following address: 220 LeConte Hall, Athens, Georgia, 30602.

PARAGRAPH 5.

The HISTORIAN shall record Epsilon Pi Chapter activities for posterity; shall aid the Vice President in revising the website; shall produce a scrapbook, if the rest of the Officer Committee consents to it; shall organize conference trips; and shall research scholarship opportunities for members.

PARAGRAPH 6.

Other ELECTIVE and APPOINTED officer positions will be created when the need arises. These positions will be enumerated in Article X of the Epsilon Pi Chapter Bylaws, if indeed such positions are created.

PARAGRAPH 8.

EX OFFICIO OFFICERS are good standing members that serve on non-Executive Committees in the absence of the President, Vice President, Executive Director, or Treasurer.

PARAGRAPH 9.

The Epsilon Pi Chapter of Phi Alpha Theta MUST have a PROFESSORIAL ADVISOR, per the National Constitution.

PARAGRAPH 10.

The EXECUTIVE DIRECTOR (as Secretary) publishes resignations on the Epsilon Pi Chapter website, after which the PRESIDENT and the EXECUTIVE COMMITTEE appoint a good standing member to the vacated office with the suggestions of the general membership.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1. INAUGURATION

This Epsilon Pi Chapter document HEREBY INAUGURATES the Executive Committee as expounded in ARTICLE II, SECTION II.

Section 2. COMPOSITION

The EXECUTIVE COMMITTEE shall be composed of the President, the Vice President, the Executive Director, the Treasurer, and the Historian.

Section 3. DUTIES/CONSTITUTIONAL LIMITS

The EXECUTIVE COMMITTEE has SUPREME constitutional, budgetary, and customary power. A petitioning group of good standing members comprising at least 5 percent of the membership can formally challenge the EXECUTIVE COMMITTEE directives. In these cases, an independent review committee will investigate alternatives and the Executive Committee will revote on the alternatives' merits.

Section 4. MEETINGS

Minutes MUST be recorded and location of the meetings published, but only the PROFESSORIAL ADVISOR and ELECTIVE OFFICERS may attend the Executive Committee unless a special arrangement is made in advance.

ARTICLE VI – SELECT COMMITTEES

Section 1. INAUGURATION

The PRESIDENT or EXECUTIVE DIRECTOR may inaugurate a select committee with the unanimous approval of the five voting members of the EXECUTIVE COMMITTEE and a simple majority of good standing members attending the next immediate GENERAL MEETING after such committees are suggested. NO QUORUM is required in these instances.

Section 2. COMPOSITION

The SELECT COMMITTEE shall be composed of the President or at least one Executive Committee member.

Section 3. DUTIES/CONSTITUTIONAL LIMITS

SELECT COMMITTEES have NO constitutional, budgetary, or customary power over the Executive Committee or general membership. The Select Committee is subordinate to the Executive Committee. Within its constitutional limits, the Select Committees shall appoint a Chairperson and construct its own mission statement. Said mission statement will be appended to the Epsilon Pi Chapter Constitution upon approval by the Executive Committee AND publication among the general membership.

Section 4. MEETINGS

Meetings shall be held and minutes taken and presented to the Secretary, who in turn makes available the minutes to EXECUTIVE and GENERAL members. Notice of meetings MUST be published on the Epsilon Pi website. Good standing members MUST be allowed entrance to these proceedings, but have no voting power.

Section 5. LOCATION OF RECORDS

All records, financial or otherwise, must be held in trust at 220 LeConte Hall. The EXECUTIVE DIRECTOR and TREASURER hold duplicate copies of said records.

ARTICLE VII – GENERAL MEETINGS

Section 1. SCHEDULE

A calendar on the Epsilon Pi website will show the date, location, and time of General Meetings. The Vice President shall create the General Meeting schedule keeping in mind the schedule constraints for and suggestions of its general membership.

Section 2. BYLAW VOTING

A quorum of at least 10 percent of the General membership shall be required for passage of Executive Committee or Select Committee memoranda. Failure to garner a quorum will cause the said memoranda to become a customary bylaw without a vote.

Section 3. AMENDMENT VOTING

A quorum of at least 50 percent of the General membership shall be required for passage of amendments to the Epsilon Pi Constitution. Failure to garner a quorum at the next General Meeting will table the Amendment motion until the next meeting.

Section 4. DUTIES/CONSTITUTIONAL LIMITS

The general membership body serves a check against the Executive Committee. As an electorate, it is both a right and a duty of members to attend General Meetings to vote on such motions. The Chapter Calendar SHALL include memoranda on any motions to be voted upon at the General Meetings.

Section 5. GOOD STANDING IN MEMBERSHIP

A good standing member is defined as, but not limited to, one who regularly attends meetings and participates in promotional activities, recruitment drives, and coordination of guest lectures.

Section 6. POINT SYSTEM FOR GOOD STANDING

A point system for maintaining good standing in membership shall be published on the Epsilon Pi Chapter website. Since the point system is subject to change, the point system's contents will carry the label of a "customary bylaw." Nonetheless, the point system, as a condition for maintaining good standing, is HEREBY INAUGURATED as a "constitutional bylaw" for the Epsilon Pi Chapter.

Section 7. CHAPTER PROBATION AND EXPULSION

Failure to pay local dues, as well as not participating regularly as prescribed by the point system published on the Epsilon Pi website, shall result in probation or expulsion. The Executive Committee shall conduct probation and expulsion proceedings. Any actions undertaken by the Chapter DOES NOT revoke the member's national membership.

ARTICLE VIII – EPSILON PI CHAPTER HISTORY JOURNAL

Section 1. Presiding Officer

Normally, the Executive Director, in his/her capacity as secretary, will be the presiding officer of the Epsilon Pi Chapter History Journal. S/he may also delegate this responsibility to a general member in good standing.

Section 2. Funding

Funding for the Journal shall come from the discretionary section of the Epsilon Pi Chapter budget. Dollars shall be earmarked for this venture if the Executive Committee inaugurates a new volume of the Epsilon Pi Chapter History Journal in a given year.

Section 3. Publication/Inclusion/Intellectual Property

Publication of the Epsilon Pi History Journal shall be announced to the General membership through memoranda and at general meetings. Authors need not be members of Phi Alpha Theta or of the Epsilon Pi Chapter to submit an article to the Journal. The Journal Editing Committee (e.g. a Select Committee) shall review members' submissions for publication. Members shall be notified of their submissions' status throughout the editing process, although said members must reedit the submission to the satisfaction of the Journal Editing Committee for it to be considered for publication. Per copyright law, a member's submission shall be protected as his/her intellectual property.

ARTICLE IX – CHAPTER RESPONSIBILITIES PER THE NATIONAL ORGANIZATION

Section 1. CHAPTER BY-LAWS

Each active chapter shall adopt its own By-Laws (which shall conform to the provisions of the National Phi Alpha Theta Constitution) and shall submit a copy of the same to National Headquarters.

Section 2. CHAPTER OFFICERS

Each chapter shall elect officers annually, according to its By-Laws, and the newly elected chapter secretary shall notify National Headquarters promptly of the results of the election.

Each chapter shall have a faculty advisor, who shall be responsible for the conduct and well being of said chapter.

Section 3. MEMBERSHIP ELIGIBILITY

Any person who shall have met the requirements set forth in the By-Laws of the Society shall be eligible for membership in the Society within two classes of membership: active and honorary.

An active member is one duly initiated at the institution where the student is a candidate for a baccalaureate or advanced degree.

An honorary member shall be a person who has made conspicuous contributions to the field of History and is designated an honorary member by a majority vote of the National Council. Individual chapters may propose notable local persons for such consideration by the National Council.

Section 4. INSIGNIA OF THE SOCIETY

See the National Constitution, linked from the Epsilon Pi Chapter website.

ARTICLE X – AMENDMENTS TO THE EPSILON PI CONSTITUTION