

Phi Alpha Theta – Mu Zeta Chapter Bylaws

Article 1: Name of the Organization

- During the petitioning process, the name of this organization shall be the Phi Alpha Theta Petitioning Chapter (Mu Zeta) at Marist College, Poughkeepsie, NY.

Article 2: The Objectives and Purposes of the Chapter

- Phi Alpha Theta is an honorary society for History majors. Its stated purpose is the recognition of scholastic and professional excellence in the field of history. The provision of opportunities for self-development and association among student members and professionals, and the encouragement of research projects on important issues in world history.
- These national objectives are consistent with the mission of Marist College as an institution that is committed to excellence in education, the pursuit of higher human values, and dedication to the principle of service. In addition, the Marist College (Mu Zeta) petitioning chapter of Phi Alpha Theta is dedicated to the concept that a student's education should include research and discussion outside of the classroom.

Article 3: Student Membership

Student members in the chapter must be degree-seeking undergraduate students that:

- Have declared a concentration in history.
- Have completed 12 credits in history.
- Have attained a cumulative 3.3 GPA.
- Attained a 3.4 GPA in at least 4 completed history courses.
- Students inducted into Phi Alpha Theta (Mu Zeta chapter) will be offered membership.
- A member may be expelled for conduct detrimental to the purposes or interest of Phi Alpha Theta. See the Marist Student handbook for unacceptable behaviors. Conduct will be evaluated by the faculty advisor.
- A member may be placed on probation, in a meeting with the faculty advisor if their GPA drops below 3.3 within their concentration of history or if their cumulative GPA drops below a 3.3.
- Members shall be placed on probation status for a period of one semester before expulsion. Expulsion occurs if the student who has been placed on probation has not returned his/her GPA to the required levels by the end of the semester. This expulsion will be carried out by the faculty advisor.
- Expulsion for other reason such as behavior or lack of attendance will be carried out by the president or vice president after consulting with the faculty advisor.
- Once GPA has been restored after a full semester to a 3.3 or above, probation will be removed.

- All sections of the National Bylaws of Phi Alpha Theta code of conduct are to be followed by members of Mu Zeta.
- All sections of the Marist Code of Conduct shall be followed by the members of Phi Alpha Theta Mu Zeta Chapter.

Article 4: Faculty Membership

- All full time Faculty within the history department are eligible for election as faculty members.

Article 5: Meetings for the Conduct of Business:

- In addition to the required historical and service activities, there will be at least two general meetings each month. These meetings will be scheduled and announced at least one week before they are held.
- Any change in policy must be voted on at a meeting of the general members.
- A quorum shall consist of at least 75% of the leadership team and an equal number of additional members at voting meetings.
- Only members may vote on other matters.
- The executive board will decide on topics for discussion during executive meetings during private meetings of only the executive board members.
- Faculty advisors may attend private executive board meetings when needed.
- Members are encouraged to bring matters to the attention to the executive board for timely consideration.
- The executive board may schedule additional general meetings of the members as needed.
- A total of 2 priority points shall be granted per semester to general members, and a total of 3 priority points shall be granted per semester to officers.
- In order to achieve priority points, members must attend 50% of events and 75% of meetings, including 75% of voting meetings.
- Special circumstances for absences must be brought to the attention of the Faculty Advisor and/or President prior to absence. The Faculty Advisor and President shall determine the validity of the exception.

Article 6: Elections

- All members (not on probation) may vote for officers.
- Any member (not on probation) may run for officer positions.
- Elections will be held beginning in the Spring of 2010 before April 30th.
- All resignations need to be in writing and submitted to the president of the Phi Alpha Theta Mu Zeta Chapter and/or a Faculty Advisor of Phi Alpha Theta Mu Zeta Chapter.
- Votes during elections shall be counted by the sitting President and a Faculty Advisor. During the first vote, the president will abstain from voting. Only a

simple majority is required to gain elected positions. In the case of a tie, the sitting President casts the deciding vote.

- Nomination for election should be submitted to the sitting President and/or a Faculty Advisor.

Article 7: Student Officers:

- **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 over all meetings. Has the right to vote in any election other than his/her own except in the case of a tie during the normal voting process; if there is a tie for a presidential election the sitting president may cast the deciding vote. Has the power to vote to determine topics of discussion for general meetings.
- **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 Secretary; and, when a vacancy occurs in the office of the President, shall assume the office for the remainder of the term. Has the right to vote in any election other than his/her own except in the case of a tie during the normal voting process; if there is a tie for a vice presidential election the sitting vice president may cast the deciding vote. Has the power to vote to determine topics of discussion for general meetings.
- **The SECRETARY:** shall record the minutes at both the General and Executive Committee Meetings; shall edit the Marist Historical Journal or delegate this responsibility to another good standing member; shall coordinate revision of the Phi Alpha Theta Marist Chapter Constitution, when needed; shall co-direct the collection of local and national dues with the Chapter Treasurer; and, shall keep the FACULTY ADVISOR apprised of Chapter affairs. Has the right to vote in any election other than his/her own except in the case of a tie during the normal voting process; if there is a tie for a secretarial election the sitting secretary may cast the deciding vote. Has the power to vote to determine topics of discussion for general meetings.
- **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 faculty advisor(s) of said disbursements and deposits; shall request monies from the Student Government Association and or the History department of Marist College. Has the right to vote in any election other than his/her own except in the case of a tie during the normal voting process; if there is

a tie for a treasurer election, the sitting treasurer may cast the deciding vote. Has the power to vote to determine topics of discussion for general meetings.

Article 8: Faculty Advisors:

- The Faculty Advisor serves as the advisor to the chapter. The faculty advisor is selected from amongst the fulltime history faculty by the leadership team in consultation with the chair of the Department of History of Marist College.

Article 9: Fiscal Year:

- The fiscal year of the chapter will end during the final week of April.

Article 10: Authority:

- These bylaws shall be the principal governing document of the Marist College Petitioning Chapter (Mu Zeta) of Phi Alpha Theta. These bylaws will be subordinate to the National Constitution and Bylaws of the Phi Alpha Theta. Any provision of this document that conflicts with the National Constitution and Bylaws of Phi Alpha that is currently in effect will be rendered null and void with exception the GPA requirements.

Article 11: Requirements for Amendments to the Bylaws

- A proposed amendment to these bylaws must be submitted in writing to Officers of the organization. If it is consistent with the National Constitution and Bylaws of Phi Alpha Theta and the policies of Marist College, it will be discussed and voted on at the next general meeting. Proposed amendments may be amended prior to the vote. A simple majority is needed to pass an amendment.
- Officers and Faculty Advisors shall abstain from voting during the general meeting on amendments and will meet in private to break ties in amendment votes

Article 12:

- Unless suspended, all meetings will be run according to the Robert's Rules of order, Newly Revised.

Article 13:

- These by laws may be amended by a majority vote of the members provided that a quorum is present. If such Amendments pass by the majority, it then must be presented to the Student Government Association for final approval.

Article 14:

- The club and any individual associated with it, shall abide and conform to all federal and New York state laws, all rules and regulations of Marist College, and all directives of the Student Government Association. Any violation of the aforementioned criteria may result in disciplinary action taken on the club charter.

Article 15: Hazing

- Hazing as defined by the Marist College Student Handbook: An act which endangers the mental or physical health or safety of a student which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization (club) prohibits hazing of any kind.