

Ends policies of the Board and the Phi Sigma Iota Constitution are binding on the chapters. Accordingly, chapter by-laws will comply with the Constitution and the ends policies of the Board. Because the Society recognizes the importance of chapters in the development of members, chapters shall not fail to self-monitor and be accountable for their activities. Refer to Section 6 of the PSI Policy Handbook and Section X of the Society Bylaws for further guidance.

Sample Chapter By-laws

ARTICLE I Name

The name of this group shall be the _____ Chapter # ___ of Phi Sigma Iota, International Foreign Language Honor Society. [Chapter names and numbers shall be designated by the executive office at the time a chapter charter is granted.]

ARTICLE II Mission

State specific ideals and goals of the chapter.

ARTICLE III Membership

Membership in the Society is open to qualified candidates including persons with disability, without regard to age, color, gender, national origin, race, religion, and/or sexual orientation.

Any chapter, at its discretion, may establish higher, more rigorous academic criteria than those set forth in the By-Laws of the Society and should be clearly stated.

Nominations of candidates for collegiate membership shall be made by the Chapter Advisory Council or a qualified faculty advisor. Nominations of professional and honorary members may be made by a chapter. The slate of candidates for membership shall be affirmed by a two-thirds vote of the chapter.

List any additional chapter dues required of members.

ARTICLE IV Meetings

[Chapters are required to meet at least once per year for the purpose of initiation.] List the meeting schedule in generic terms, i.e. third Tuesday of each month, twice a semester, etc. Establish the criteria for a quorum of voting members.

ARTICLE V Officers

[A chapter must have at least three elected officers representing the functions of President, Vice President, Secretary, Treasurer, and Editor. The elected officers comprise the Chapter Executive Committee.]

List each office, the duties of each, and detail how the officers are elected/appointed.

Any elected officer of the Chapter may be removed for just cause. Sufficient cause for such removal may be violation of the Chapter Bylaws or Society Constitution or any lawful rule, practice, or procedure adopted by the Chapter or other conduct deemed to be prejudicial to the best interest of the Chapter. For removal of an elected officer for cause, it shall be necessary for

the Chapter Executive Committee to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days notice shall be given, and the officer shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken. The Chapter Executive Committee shall adopt such rules as may be necessary to assure due process to the officer. Upon a three-fourths affirmative vote, the Chapter Executive Committee shall recommend removal to the Society Executive Board. The Society Executive Board shall, by majority vote, approve or reject the recommendation of the Chapter Executive Committee either at the next meeting or through an electronic meeting.

ARTICLE VI Committees

List the standing committees of the Chapter and the duties of each. Detail how the committee members are elected/appointed and how the committee chair will be decided..

ARTICLE VII Parliamentary Authority

For example, *Robert's Rules of Order*, the rules for nonprofit organizations determined by your state, or code of conduct policies required by the host institution.

ARTICLE VIII Amendments

Spell out how amendments to these by-laws will be handled.

ARTICLE IX Rules and Procedures

List any Standing Rules & Procedures specific to the chapter.

In addition, chapters are encouraged to include an anti-trust protection policy, a document retention policy, and a Whistleblower policy