

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

General suggestions appear first, with more specific language in italics inended beneath.

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

As explained by the society itself, "Phi Sigma Iota recognizes outstanding accomplishment in the study or teaching of any of the academic fields related to foreign language, literature, or culture. These fields include not only modern foreign languages, but also Classics, Linguistics, Philology, Comparative Literature, Bilingual Education, Second Language Acquisition and other interdisciplinary programs with a significant foreign language component. Phi Sigma Iota is the highest academic honor in the field of foreign languages." The mission of this chapter is to support the study of modern languages and global perspectives by recognizing student excellence in these fields and working to bring exposure of the international world to campus.

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.

Membership in this organization is open to all enrolled students at [INSTITUTION NAME]. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment. 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. The Chapter shall comply with the Phi Sigma Iota criteria for membership and categories of membership, which are as follows:

Active Members: Collegiate or professional members who pay annual national dues shall be active members of the Society.

Collegiate Members: At the time of initiation, Collegiate members shall be students enrolled in undergraduate or graduate programs and pursuing a curriculum with a major/minor in:

- Foreign Languages, including Classics and ESL
- Comparative Literature
- Foreign Language Education
- Linguistics
- Second Language Acquisition
- Other interdisciplinary programs with a significant foreign language component.

Undergraduate students shall be enrolled in the institution represented by the chapter, have completed at least one course in a foreign language at the third-year level or its equivalent (fifth semester or seventh quarter), have completed 45 semester hours or its equivalent, have a minimum grade point average of 3.0 on a 4.0 scale, and rank in the top 35% of their class.

Professional Members: Alumni of collegiate chapters shall be professional members. Others meeting the following criteria may be elected to professional membership: have made a distinctive contribution to the profession and (a) earned one or more degrees in foreign language and ranked within the top 35% of the class as undergraduates or 3.5 as graduate students and not been previously initiated into the Society, (b) earned one or more degrees qualifying them to work in the field and rank in the top 35% as undergraduates or 3.5 as graduate students, or (c) faculty of the university, after one academic year of teaching in that institution and having shown remarkable ability in their field as well as demonstrating support of the ideals of the Society .

Honorary Members: Honorary members shall be persons outside the field, excluding those who are employed in the field, who have made distinctive scholarly and research contributions to the study, use, or promotion of foreign languages and the ideals of the Society.

Nominations of candidates for collegiate membership shall be made by faculty advisor. Nominations of professional and honorary members will be made by the chapter, in consultation with the faculty advisor. The slate of candidates for membership shall be affirmed by a two-thirds vote of the chapter.

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.

We shall meet at least three times a year. We will meet once in the Spring Semester for our member initiation and banquet. We will also meet one time in each semester for a common event held in conjunction with [CAMPUS CLUB OR EVENT].

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.

The elected officers shall be the president, vice-president and secretary/treasurer.

Elections will be held in the spring of each year shortly after initiation, and terms shall be for one academic year. Any member may nominate any other member, and any member may nominate themselves. The duties of the offices will be as follows:

President: *The president shall preside over all meetings and coordinate the work of the officers. The president shall also serve as the president of the International Club.*

Vice-President: *The vice-president shall serve as an aide to the president and shall preside over the meetings in the absence of the president.*

Secretary/Treasurer: *The secretary/treasurer shall record minutes of all meetings and keep an active log of the membership housed in a Google Document shared with the faculty advisor. This officer shall also keep an accurate account of all receipts or expenditures and shall insure that dues have been collect from each of the newly elected members.*

Any elected officer of the Chapter may be removed for just cause. Sufficient cause for such removal may be violation of the Chapter By-laws 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

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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.

This chapter shall have no standing committees; any necessary ad hoc committees shall be convened at the discretion of the officers in consultation with the faculty advisor.

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.

Meetings will proceed using Robert's Rules of Order.

ARTICLE VIII Amendments

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

Amendments to this constitution may be made at any regular meeting of the Chapter provided notice of the proposed amendment was given one week prior to a vote. Amendments require a two-thirds vote of the voting members in attendance at the meeting, and are subject to final approval by the faculty advisor.

ARTICLE IX Rules and Procedures

List any Standing Rules & Procedures specific to the chapter.

Article IX: Faculty Advisor

The faculty advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The faculty advisor shall attend executive and general meetings; however, the faculty advisor may not vote in any Society matters. The faculty advisor shall be chosen by the Modern Languages Department faculty in consultation with the officers.

Article X: Discrimination and Harassment Policies

Section A. Non-Discrimination

Phi Sigma Iota agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions

or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment

Phi Sigma Iota agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

Section C. Hazing

Phi Sigma Iota agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Responsibility to Report

If this organization becomes aware of any such conduct described in this article, Phi Sigma Iota will report it immediately to the appropriate campus authorities.

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