

Phi Alpha Theta

Zeta Omicron Chapter

Park University
Parkville, Missouri

Bylaws

Preamble

We, the members of the Phi Alpha Theta History Honor Society of Park University, in order to encourage the study of history and to recognize academic excellence, do hereby establish these Bylaws for the governance of our society.

Mission Statement of Phi Alpha Theta

We are a professional society whose mission is to promote the study of history through the encouragement of research, good teaching, publication and the exchange of learning and ideas among historians. We seek to bring students, teachers and writers of history together for intellectual and social exchanges, which promote and assist historical research and publication by our members in a variety of ways.

Article I – Name

Chapter Name

The society shall be known as the Zeta Omicron Chapter of the Phi Alpha Theta History Honor Society.

Article II – Officers

Section I – Officers

The officers of Zeta Omicron shall be the President, Vice President, Historian, Social Chair, and Secretary-Treasurer. Other officer position(s) may be added by a two-thirds vote by the Executive Board.

Section II – Executive Board

The Executive Board shall consist of the President, Vice President, Historian, Social Chair, Secretary-Treasurer, and any future officer positions unless said position is deemed ex-officio. The Parkville Campus full-time History Faculty Advisor shall be ex-officio unless in the event of a tie.

Section III – Eligibility of Officers

Qualifications:

- The individual must attend both past and regular meetings per academic year on a regular basis.
 - “Regular basis” shall be defined as attending two-thirds of all meetings through the academic year.
- The member shall be continuously active in outside activities.
- The individual must be a member of Phi Alpha Theta.
 - Those with pending membership applications shall be eligible through temporary authorization until acceptance has been approved.
- For additional requirements see Article IV

Duties:

- Officers will take their positions when installed.
- The individual is to be familiar with the operations of the society.
- They will attend and plan monthly society meetings along with any additional Executive Board meetings.

Section IV – Terms of Office

The term of office for the President, Vice President, Historian, Social Chair, Secretary-Treasurer, and any future positions shall be shall be one term. One term is defined as one academic year beginning June 1st and ending May 31st. The maximum a member shall hold the same position shall be a number of two terms be it consecutive or nonconsecutive. Those who have filled a position due to vacancy are entitled to the remainder of that term plus the maximum of that position should they choose to continue holding it.

- Elections shall be held during the meeting in the month of February.
- New officers will take their position as a co-holder of said position until the final meeting of the spring semester.
 - The spring semester shall be a transitional phase.
 - Should the current office holder be unable to assist with the transition the new officer shall take their position immediately.
- In the event of vacancy an election will be held during the next scheduled monthly meeting.

Section V – Officer Duties

President

- The President shall...
 - preside at all regular and Executive Board Meetings of the chapter.
 - perform any and all duties that shall pertain to the office.

- present business to the organization, student senate, represent the organization at all times, and develop goals for the chapter with the assistance of the Parkville Campus full-time History Faculty Advisor and other officers.
- willingly assists all other officers and members.
- only vote in case of a tie.
- assist the Parkville Campus full-time History Faculty Advisor with organizational finances when needed in the event of the Secretary-Treasurer position being unfilled.
- maintain the power to appoint members for any specific duties or projects that may occur during the term of office.
 - The new President reserves the right to review these appointees of the former administration and make any necessary changes.
- plan all elections with the Parkville Campus full-time History Faculty Advisor.
- perform any other responsibilities given by the Parkville Campus full-time History Faculty Advisor.

Vice President

- The Vice President shall...
 - perform all the duties of the President in their absence, including presiding over meetings due to absence.
 - take role at all meetings.
 - oversee the planning and management of all financially oriented events.
 - assist with the organization of elections and voting with the President and Parkville Campus full-time History Faculty Advisor.
 - perform any other responsibilities given by the Parkville Campus full-time History Faculty Advisor.

Historian

- The Historian shall...
 - maintain all records i.e. scrapbook, files, photographs, invitations, and et cetera.
 - keep officer and member attendance records.
 - Prepare an annual report.
 - The annual report is to be made available to members at the final meeting for the academic year.
 - perform any other responsibilities given by the Parkville Campus full-time History Faculty Advisor.
 - Submit an annual holding of photographs and other material(s) of activities to the University Archivist.
 - Maintain contact with the University Archivist for proper submission of material(s).

Social Chair

- The Social Chair shall...
 - be responsible to send press releases to area newspapers, coordinate electronic and/or paper mail correspondence, and prepare other forms of advertisements.
 - coordinate activities for campus wide events and other campus activities.
 - oversee the planning and management of all events excluding financial events.
 - perform any other responsibilities given by the Parkville Campus full-time History Faculty Advisor.

Secretary-Treasurer

- The Secretary-Treasurer shall...
 - work as an assistant to the Parkville Campus full-time History Faculty Advisor.
 - assist with maintaining business accounts.
 - receive all money, keep financial records, and present a financial report during each monthly meeting.
 - develop fund raising activities with assistance of the other officers.
 - take the minutes at each meeting.
 - submit minutes and all other documentation to Historian.
 - perform any other responsibilities given by the Parkville Campus full-time History Faculty Advisor and assist all other officers with other duties as assigned.

Advisor(s)

- The Advisor(s) shall...
 - be a member of Phi Alpha Theta.
 - be a full-time faculty member of the Program of History.
 - provide advice, guidance, and counsel in all matters pertaining to the general welfare of the Society.
 - maintain the finances of the society.
 - Depending on the situation the Parkville Campus full-time History Faculty Advisor shall be assisted in this when needed by the President or Secretary-Treasurer.
 - oversee the election process with the President.
 - maintain communication with the national organization and Park University administration.

Section VI – Removal and Re-election of Executive Board

Should an unexpected circumstance occur that would cause the member in question to no longer fulfill or properly perform their duties, the removal and reelection of the Executive Board member shall follow these procedures:

1. Attention is to be brought forth to the members of the Society.
2. The Parkville Campus full-time History Faculty Advisor will meet separately with the member in question in order to seek a resolution to the problem.
3. Should the issue be resolved without the Executive Board, the issue will be dismissed.
4. Should the issue not be resolved, the Parkville Campus full-time History Faculty Advisor will present the matter to the Executive Board during the next monthly meeting.
5. If the Executive Board finds it necessary and proper that the member be removed, then the Executive Board shall vote on the dismissal of the member in question with a two-thirds vote.

Article III – Society

Section I – Powers

The power of legislation for the Executive Board shall be vested in the Society.

Section II – Composition

The Society shall be comprised of all members and the Executive Board.

Section III – Officers

The officers of the Society shall be the President, Vice President, Historian, Social Chair, and Secretary-Treasurer. In the event of any officer vacancy, it shall be the duty of the Society members to fill said vacancy.

Section IV – Executive Board

The Executive Board shall...

- be comprised of the five officers and the Parkville Campus full-time History Faculty Advisor.
- always have general supervision and control of the Society.
- have the ability to exercise any and all additional powers as established by these Bylaws.

Section V – Advisory Board

The Advisory Board shall...

- consist of former Executive Board members for a term of up to two years.
- provide guidance to the Executive Board for how previous administrations carried out the operations of the Society.

- have no Executive Board powers and are only to give their advice when called upon.

Section VI – Committees

Procedures for Committees and/or Ad-Hoc Committees

- Committees shall be led by at least one executive member and any additional Society members.
- Committees shall be established when deemed necessary and proper.
- The term of any committee will be deemed at the inception of any said committee. Should a committee last until the new Executive Board term then the will fall upon the new officers to decide if the committee should continue.

Section VII – Assistants

When an assistant is necessary officers may decide to appoint an individual to help with various tasks required by the position they're assisting. An assistant has absolutely no executive power and cannot vote on executive matters. This position will continue as needed or until the end of the officer's term.

Section VIII – Meetings

The Society shall meet at least once every month during the fall and spring semesters. The President has the power to call an Executive Board meeting with at least two weeks notice. Emergency Executive Board meeting may be called at the discretion of the President; however Executive attendance is not to be mandatory in these instances.

Section IX – Voting and Officer Elections

Ballot Voting

The Executive Board is to be elected through ballot voting. Executive Board nominations are to be made during the January meeting with actual voting taking place during the February meeting. The Executive Board members shall be present while the Parkville Campus full-time History Faculty Advisor counts the ballots. All election results are to be made available to the Society within two weeks of the election. Newly elected officers will be ex-officio until June 1st unless the position was vacant at the time of appointment.

Executive Board Voting

The Executive Board shall vote on all financial matters and any matter that is not represented by a committee. Executive Board votes shall be conducted at Executive Board or monthly Society meetings. Voting results made outside of the Society meetings must be made available to members as an opening topic during the following meeting.

Officer Elections

Officer elections shall take place between the January and February meetings.

During the January meeting those who wish to run for office shall make it known during the meeting that month's meeting. This also includes those who are already in an officer position. Current officers whom have not filled their two maximum terms can elect to run for their current position or another.

The February meeting will hold the actual officer elections. Those running will make a brief speech (five minutes maximum). Voting will commence through ballot voting after the speeches. Results will be made public within two weeks with an official announcement made during the March meeting.

Additional information concerning qualifications, duties, and etc. are listed in Article II.

Section X – Vacancies

The Executive Board shall fill any position by election during the meeting following said vacancy. The nomination and vote will take place during the same meeting in this instance. Once elected the new officer shall assume all the duties and privileges granted by said office.

Section XI – Location of Records

The official records of the Society will be retained by the Parkville Campus full-time History Faculty Advisor. The records include meeting agendas, minutes, financial reports, photographs, videos, scrapbook, membership applications, and other materials. The Historian may retain this information as well, but it must be made available to members who request it.

Article IV - Membership

Section I - Eligibility

- i. **Undergraduate Students**
Undergraduate students must complete at least 12 semester hours in History (4 courses) with a GPA of at least 3.1 in History, have a GPA of 3.0 or better overall, and be in the top 35% of the class. Membership is not limited to History majors.
- ii. **Graduate Students**
Graduate students should have completed a minimum of 12 semester hours towards their Master's Degree in History, have a GPA of better than 3.5, and shall have completed approximately 30% of the residence requirements for the Master's Degree.
- iii. **Faculty Members**
Faculty members above the rank of Instructor who teach History automatically qualify, pay the same induction fee, and receive the same membership privileges.
- iv. **Associate Membership**
Undergraduate students who are currently ineligible to meet the general membership requirements are eligible for an associate membership within the Zeta Omicron chapter. Associate membership is open to all undergraduate and graduate students of Park University.

Associate members are not full fledged members of Phi Alpha Theta. These members may not be eligible for some activities sponsored by the national organization. However, associate members are allowed to participate in any and all local chapter activities.

Associate membership requires the payment of local chapter dues. Once becoming accepted into the national organization these members need not repay the local dues.
- v. Membership to the national organization of Phi Alpha Theta is an amount of fifty dollars. This amount is a one time fee. The chapter Zeta Omicron may collect its own initiation dues at the time of sign up. The Parkville Campus full-time History Faculty Advisor and officers determine the initiation dues and any proceeding contributions.

Section II – Initiation

All new members shall be initiated during the Senior Send-off of the fall or spring semester. In the event of no Senior Send-off the new initiates shall be inducted during the final meeting of the fall or spring semester.

Section III – Expulsion

Any member of the Society shall be expelled by formal request under regulations presented in these Bylaws, Park University student codes of conduct, or by the Parkville Campus full-time History Faculty Advisor. Members may be formally expelled after an opportunity for due process as presented in these Bylaws. (see Removal and Re-election of Executive Board)

Article V – Dues and Expenses

Dues:

National dues are determined by the chapter of Phi Alpha Theta. Any additional local dues are to be determined by this Society. The amount of dues will be enforced until they are changed by the Society. Any local increases are to be discussed and voted upon by the Executive Board. All dues will be stated on the membership application. The Executive Board shall assess annual membership dues when deemed necessary and proper.

Expenses:

Officers shall spend no money unless authorized by the Executive Board with a two-thirds majority. The Parkville Campus full-time History Faculty Advisor, President and/or Secretary-Treasurer shall maintain record of all incoming and outgoing monetary transactions.

Article VI - Amendments

Amendments to these Bylaws shall be made by a two-thirds affirmative vote by all active Society members. The proposition will be made during a monthly meeting with the vote taking place during the next monthly meeting. The Executive Board shall have the power to make, alter, amend, or appeal these Bylaws as it deems necessary and proper. The Bylaws are not to be changed during any special meetings unless proper notice is given to all Society members.

We, The Executive Board of the Zeta Omicron chapter of Phi Alpha Theta due hereby approve these Bylaws as means to govern our Society as of this date February 21, 2007.

Brett Ferguson, President

Courtney Culp, Vice President

James Pratt, Historian

Mariette Janning, Social Chair

Dr. Timothy Westcott, Parkville Campus full-time History Faculty Advisor