**BY-LAWS**

**Name of Chapter: XI PI Effective Date: November 2006**

**Ratification Date: July 2018**

**Phi Alpha Honor Society**

**University of Washington Tacoma**

**Social Work Program**

**1900 Commerce Street**

**Tacoma, WA 98402-3100**

**Chapter I – Membership**

Section 1 – An undergraduate student is eligible for active membership after achieving the following National minimum requirements and meeting local Chapter requirements:

1. Must *be and remain* a declared social welfare/work major
2. Must have achieved junior status
3. Must have completed 12-quarter hours of required social welfare/work courses
4. Must have achieved an overall grade point average (GPA) of 3.5 based on a 4.0 scale.
5. Must have achieved a 3.5 GPA in required social welfare/work courses.

Section 2 – A graduate student is eligible for active membership after meeting the following requirements:

1. Must have completed one quarter of course work with a minimum of six social work credits.
2. Must have achieved a minimum GPA of 3.75 based on a 4.0 scale.

Section 3 – Social welfare/work students who do not meet the required GPA and course work requirements will be admitted as pledges for one quarter. Pledges will be inducted as Phi Alpha members only upon meeting the Phi Alpha national and chapter standards. Pledges must adhere to all regulations and laws required by the university and the national Phi Alpha Honor Society.

Section 4 – Minimum requirements for maintaining annual membership will include:

1. Attendance at 2 official Phi Alpha meetings
2. Participation in online meetings and email newsgroup
3. Participation in at least one Phi Alpha function (i.e. guest lectures, community service, conferences, etc.)

Section 5 – A faculty member may be granted membership by invitation and consensus approval of the chapter

Section 6 – Honorary members may be granted to two social work and/or criminal justice students whose support of social work education and practice merit such recognition by the consensus approval of the chapter each academic year. Honorary members shall not be assessed membership dues.

Section 7 – Any member may be expelled from membership for reasons of academic or personal conduct that violates policies of the social work program or the NASW Code of Ethics by a three-fourths vote of the chapter, upon completion of an investigation, made by officers.

**Chapter II – Officers**

Section 1 – The officers of the organization shall consist of President, Vice President, Secretary, and Treasurer to be elected by majority vote of the active chapter membership.

Section 2 – The duties of the President shall be as follows:

1. To open all meetings at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
2. To announce in proper sequence all business that comes before the Chapter or becomes in order of accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
3. To state and to put forth all questions that legitimately come before the chapter as motions or that otherwise arise in the course of proceedings (except questions that relate to the presiding officer her/him/themselves) and to announce the result of each vote.
4. To protect the Chapter from obviously frivolous or dilatory motions by refusing to recognize them.
5. To expedite business in every way compatible with the right of the members
6. To authenticate by his, her or their signature, when necessary, all acts, orders, and proceedings of the chapter.
7. To declare the meeting adjourned hen the Chapter so votes or (when applicable) at the time prescribed in the program, or at any time the event of sudden emergency affecting safety of those present.
8. Be responsible for all Chapter reports.
9. Perform the duties of ritual chair at induction ceremonies.
10. Promote the welfare of Phi Alpha Honor Society and the Chapter.

Section 3 – In the absence of the President, the Vice President serves in her/his/their stead; thus, it is important to elect a Vice President who is competent to perform the duties of President. The Vice President is also responsible for ensuring that the pledges meet and adhere to the standards of the National Phi Alpha Honor Society.

Section 4 – The duties of Secretary shall be as follows:

1. To keep a record of all the proceedings of the Chapter – usually called the *minutes.*
2. To keep all committee reports.
3. To keep the Chapter’s official membership roll and to call the roll where it is required.
4. To make minutes and records available to members upon request.
5. To send a copy of the minutes to any officer or faculty advisor when they are unable to attend any official meetings.
6. To notify officers, committee members, and delegates of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
7. To furnish delegates with credentials.
8. To sign all certified copies of acts of the Chapter, unless otherwise specified in the By-Laws.
9. To maintain record book(s) in which By-Laws, special rules of order, standing rules, and minutes are entered, with amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
10. To send out to the membership a notice of each meeting, known as the *call* of the meeting, and to conduct the general correspondence of the organization.
11. To prepare prior to each meeting, an order of business for the presiding officer, showing in their exact order, under the correct headings, all matters known in advance that are due to come up and (if applicable) the times for which they are set.
12. In the absence of the President and Vice President, to call the meetings to order and preside until the immediate election of a chairman pro-tem.

Section 5 – The duties of the Treasurer shall be as follows:

1. To handle all funds of the Chapter.
2. To be responsible for collection of the national initiation fee for each student and faculty member; these fees must be collected prior to the acceptance of membership for any student or faculty.
3. To be responsible for collection of all fees for Chapter dues and any other special fees, assessments, or penalties.
4. Provide a report certified by the faculty advisor that details the Chapter’s financial status at the end of each academic quarter.
5. Make an annual financial report to the Chapter and interim reports as directed by the Executive Committee.

Section 6 – A tenure-track faculty member in the undergraduate or graduate social work program shall serve as the faculty advisor.

**Chapter III – Dues**

Section 1 – The initiation fee shall be an amount that will include the following:

1. The initiation fee required by Phi Alpha Honor Society
2. The initiation fee required by the local Chapter

Section 2 – Annual chapter dues shall be established in accordance with chapter needs by active of the Executive Committee and a three-fourths vote of the chapter membership present.

Section 3 – Special fees, assessments, fines and penalties may be levied by the Executive Committee and a three-fourths vote of the chapter membership.

**Chapter IV – Organization and Procedure**

Section 1 – The officers shall consist of the President, Vice President, Secretary, Treasurer, Chair of any appointed committees, and the faculty advisor(s).

Section 2 – The Chapter shall meet in official sessions at least once a month of each academic quarter.

Section 3 – For the advancement of the organization, a committee, may be appointed by the President to consider, investigate, or take action on certain matters or subjects, or do all of these things.

Section 4 – The Chapter shall maintain detailed and accurate records of its membership, activities, and finances. All documents shall be written and fled in a way to assure that they will be permanent and historical records.

Section 5 – Election of officers will be held at the end of the Spring quarter of each academic year.

Section 6 – The Chapter shall have a standing Executive Committee composed of the following: President, Vice President, Secretary, Treasurer, and Faculty Advisor(s).