

**BY-LAWS OF THE THETA CHAPTER OF BETA PHI MU**

**ARTICLE I. NAME AND PURPOSE**

Section 1. This Chapter shall be known as the Theta Chapter of Beta Phi Mu, the International Library Science Honorary Society.

Section 2. The objectives of this Chapter are a continuing interest in and service to Pratt Institute and its School of Information and Library Science (SILS), and to the profession of librarianship. This is achieved by:

1. Awarding scholarships to qualified students of Pratt SILS.
2. Promoting, organizing and holding meetings, seminars, workshops, conferences and similar activities.

**ARTICLE II. MEMBERSHIP**

Section 1. Membership in this Chapter shall be open to those persons who shall be qualified in accordance with these By-Laws. There shall be active and honorary members.

Section 2. Active Membership. Active membership in this Chapter shall be open to all graduates of SILS who have fulfilled all of the requirements of the national organization of Beta Phi Mu and have been accepted into membership.

- a. Active membership in this Chapter shall become effective when an application signed by an eligible individual is submitted to this Chapter and is accompanied by the dues detailed in Article 7. The applicant is notified in writing of election into active membership in this Chapter.

Section 3. Honorary Membership. Honorary membership into this Chapter may be conferred on a member of the library profession or other who has, either by word or deed, contributed to the advancement of the library profession, to the advancement of SILS, and/or to the advancement of Beta Phi Mu.

- a. Honorary membership in this Chapter shall become effective when such membership shall have been proposed by the Executive Board, ratified by the Chapter's general membership, and approved by the Executive Council of the national organization of Beta Phi Mu as provided in its By-Laws.
- b. Persons elected into honorary membership shall have the right to attend all general membership and special meetings of this Chapter and shall have the right to speak at meetings and on motions. They shall not, however, have the right to propose motions, to vote, to hold office, or to preside.

Section 4. Initiation. Active and honorary members are initiated at the Theta Chapter's annual dinner. Active members may be initiated in absentia.

### ARTICLE III. OFFICERS

- Section 1. The officers of this Chapter shall be President, Vice-President, Treasurer, Secretary, Marshal, and three (3) Directors.
- Section 2. The term of office for the officers of this Chapter, except for Directors, shall be for two (2) years. The President shall not serve more than two consecutive terms. All other officers shall be eligible for re-election to their respective offices. The terms of office shall expire at the close of the annual meeting of this Chapter and/or upon election of successors. Directors shall serve for three (3) year terms on a rotating system, one being elected each year.
- Section 3. In case of vacancy in any office, the Executive Board shall fill such vacancy for the remainder of the unexpired term, and the appointee shall be eligible for re-election.
- Section 4. The retiring President shall have automatically the position and title of Past President during the incumbency of his successor in office, and shall have all the privileges pertaining to membership in the Executive Board.
- Section 5. The duties of the Officers of this Chapter shall be as follows:
- a. The President. It shall be the duty of the President to preside at all meetings of this Chapter; call special meetings; appoint such committees or may be authorized to appoint by the Executive Board and/or the membership of this Chapter. The President shall have the general supervision over all matters of the Chapter, and perform such other duties as are required from time to time. All proper checks, drafts, notes, or bonds of this Chapter shall be countersigned by the President. The President shall be a member ex-officio of all committees.
  - b. The Vice-President. It shall be the duty of the Vice-President to fulfill the duties when the President is absent or otherwise unable to serve. In the absence of the President, the Vice-President shall have the same authority as the President.
  - c. The Treasurer. It shall be the duty of the Treasurer to receive all Chapter funds. At such times as this Chapter or the President may direct or require, the Treasurer shall present for examination all books, papers and records which are deemed necessary for a proper audit. The Treasurer shall present a report at each regular membership meeting showing the current condition of the funds. Accurate accounts shall be kept of all monies received, disbursed or entrusted to the Treasurer, and the Treasurer shall sign all checks, drafts, notes or bonds of the Chapter as are authorized in accordance with these By-Laws by the Executive Board and/or the membership of this Chapter.

- d. The Secretary. It shall be the duty of the Secretary to keep correct minutes of all meetings of the Chapter, and the meetings of the Executive Board. The Secretary shall keep a correct mailing list of members; shall attend to all official correspondence for this Chapter, and shall send out notices for all meetings, subject to the direction of the President and the Executive Board. The Secretary shall be the Historian for the Chapter and shall be responsible for keeping its archives and records, turning them over to his or her successor at the end of the term of office.
- e. The Marshal. It shall be the duty of the Marshal to enforce the By-Laws, rules and orders of this Chapter at the request of the President, as shall be required. The Marshal shall maintain decorum at all meetings; shall be charged with the care and preservation of all accoutrements used in Chapter rituals; and with the supervision over rituals as conducted at meetings of this Chapter. The Marshal shall supervise the canvassing of all ballots cast at any meeting of the membership, or at any meeting which shall be called in accordance with these By-Laws. The Marshal shall be the Parliamentarian.
- f. The Directors. It shall be the duty of the Directors to serve in capacities assigned by the President and/or the Executive Board, such as, but not limited to, liaison with SLIS Alumni Association, and liaison with other Beta Phi Mu Chapters.

Section 6. The Executive Board shall name a chapter representative and an alternate to the Advisory Assembly of the national organization of Beta Phi Mu.

Section 7. The Executive Board may declare vacant any elective office by the reason of death, resignation, incapacity, declination to act, or nonmaintenance of membership of an incumbent. Absence from two (2) consecutive Board meetings without acceptable reason shall cause the Board to consider declaring the office vacant.

#### **ARTICLE IV. EXECUTIVE BOARD**

Section 1. An Executive Board shall administer the affairs of this Chapter. Said Board shall be composed of all elected officers and the Past President. The President shall be the Chairman of the Executive Board.

Section 2. The Executive Board shall be responsible for carrying out the aims, purposes and objectives of this Chapter as are defined in these By-Laws. It shall deal with questions of financial and general policy. It shall set the time, place and program of meetings of this Chapter. It shall present a written report at the annual meeting. It shall delegate specific responsibilities to committees with the exception of the Nominating Committee.

Section 3. The Executive Board shall secure from the Dean of the Graduate School of Library and Information Science of Pratt Institute a list of students deemed eligible for membership, according to the Constitution of the national organization of Beta Phi Mu, and make arrangements for initiation into this Chapter of those persons declared eligible for membership in the national organization who are graduates, and such others as are eligible for membership.

Section 4. The Executive Board may propose for Honorary Membership those persons who have been deemed to meet the requirements of Article II, Section 3. Persons so nominated shall be ratified by majority vote of the Chapter members in good standing present at a general membership meeting at which such names are proposed. Nominees shall then be recommended to the Executive Council of the national organization of Beta Phi Mu in accordance with its By-Laws. Nominations for honorary membership may be made to the Chapter's Executive Board by a letter signed by three (3) members.

Section 5. The Executive Board shall meet at least twice yearly, at the call of the President, or at the request of at least four (4) members thereof. Four members shall constitute a quorum at any meeting duly called.

#### **ARTICLE V. NOMINATION AND ELECTION OF OFFICERS**

Section 1. The President shall appoint a Nominating Committee consisting of three (3) members in good standing and shall announce the membership of the Committee at the Spring meeting preceding the election in an odd numbered year.

Section 2. Nomination and election of officers shall take place at the annual meeting in odd numbered years. No member of this Chapter shall be eligible to hold office unless he is in good standing.

Section 3. In even numbered years, when only the term of one director expires, the Nominating Committee from the previous general election shall continue to serve. If the Nominating Committee cannot serve, the Executive Board shall be authorized to nominate a Director.

Section 4. Simultaneously with the notice of the annual meeting, members shall be notified of the slate of candidates of the Nominating Committee. Additional nominations may be made from the floor at such meetings.

Section 5. Election of officers shall be by voice unless there is more than one (1) candidate for any office, in which case election shall be by secret ballot, and a majority of those members in good standing present and voting shall elect. The Marshal and two (2) inspectors designated by the President shall canvass the ballots cast.

Section 6. Newly elected officers shall be installed at the annual meeting at which elected to their respected offices. Their terms of office shall commence following the adjournment of the annual meeting.

#### ARTICLE VI. COMMITTEES

Section 1. Special committees of this Chapter may be appointed by the President as deemed necessary for the operation of this Chapter and for carrying out its objectives.

#### ARTICLE VII. DUES

Section 1. The regular dues shall be fifteen dollars (\$15.00) per year for the period beginning September 1st of each year and ending on August 31st of the following year.

- a. Such dues shall be payable in advance, but may be paid within six (6) months after they are due. After such period of time, members shall be considered in arrears. After one (1) year such members shall be deemed inactive and therefore ineligible to the full rights and privileges of active membership, thereby being designated as not in good standing.

Section 2. The obligation to pay annual dues may be fulfilled by paying one hundred dollars (\$100.00) as a life membership at any time.

Section 3. Honorary members shall pay no Chapter dues.

Section 4. In addition to the dues payable in accordance with Section 1, above, a Chapter initiation fee of seventy dollars (\$70.00) shall be paid by each member elected into active membership. Active members or other Chapters of Beta Phi Mu, who shall transfer into this Chapter will not be charged.

Section 5. Due increases will be set by the Executive Board with the majority vote of Board Members.

#### ARTICLE VIII. MEETINGS

Section 1. **Annual Meeting. The annual meeting of this Chapter shall be held at such time and place as the Executive Board shall select.**

- a. Written notice of the annual meeting shall be sent to all members of this Chapter by the Secretary at least one month prior to the date selected.
- b. The Order of Business at duly called annual meetings of this Chapter shall be:
  1. Call to order

2. Initiation of new members
3. Reading or other disposition of minutes of previous meeting
4. Treasurer's report
5. Report of the Executive Board
6. Reports of special committees
7. Report from Faculty on Pratt SILS
8. Unfinished business
9. New Business
10. Election of officers
11. Installation of officers
12. Adjournment

- c. Robert's Rules of Order (Revised), in the latest edition, shall govern the Chapter in all cases to which it can be applied and in which it is not inconsistent with these By-Laws or special rules of order of the Society.

Section 2. Additional meetings or programs may be arranged by the Executive Board.

Section 3 Special Meetings. Special meetings may be called by the President, or on the request of the Executive Board, or upon written request of five (5) active members in good standing, stating the purpose thereof.

- a. At least three (3) day written notice of all special meetings shall be given, and notice thereof shall be mailed to all members of this Chapter in good standing by the Secretary, stating the reason thereof, and that such business shall be the only business transacted at such meetings.

## **ARTICLE IX. FINANCES**

Section 1. All checks, notes, bonds, drafts, etc. shall be signed by the Treasurer and countersigned by the President.

Section 2. Officers or members of this Chapter, whether serving upon Committees, or in their private capacity, shall not have the power or authority to incur any expense or obligation in the name of, or for the account of this Chapter without first obtaining the consent of the Executive Board, except as elsewhere provided by these By-Laws.

Section 3. All expenditures of Chapter funds shall be in furtherance of the objectives of the Chapter as stated in Article 1, and shall not jeopardize the tax-exempt status of Beta Phi Mu and/or Pratt Institute.

Section 4. This Chapter shall not have the power or authority to lend money to any of its members or to expend Chapter funds for the personal benefit of any officer or member.

Section 5. Any member of the Board or member of Theta Chapter shall be able to audit the finances of Theta Chapter.

#### **ARTICLE X. QUORUM**

Section 1. A quorum shall consist of the members in good standing present at any duly authorized membership meeting of the Chapter.

#### **ARTICLE XI. DISSOLUTION**

Section 1. This Chapter may be dissolved in accordance with the Constitution and By-Laws of the national organization of Beta Phi Mu.

Section 2. In the absence of specific provisions as provided in Section 1, above, this Chapter cannot be dissolved as long as there are at least three (3) active members in good standing, as defined by these By-Laws, who oppose such dissolution.

Section 3. In the event that dissolution of the Chapter has been voted in accordance with Section 1 and/or Section 2, above, all assets of this Chapter shall revert to Pratt Institute Graduate School of Library and Information Science Scholarship Fund, Restricted Endowment.

#### **ARTICLE XII. AMENDMENTS**

Section 1. Any member in good standing may propose changes to the Chapter By-Laws in written communication to the Executive Board. Changes or amendments to the By-Laws may be adopted at any annual meeting by a two-thirds (2/3) vote of those members in good standing, present and voting.

1. Proposed changes to the By-Laws and Amendment(s) to these By-Laws by Board members shall be discussed by the Board during regular meetings and approved by the Board before adoption by the Theta Chapter membership during the annual meeting.

Section 2. It shall be the duty of the Secretary to make accessible a copy of the proposed changes to the By-Law(s) or Amendment(s) to these By-Laws to the membership at least one (1) month prior to the annual meeting.