

THE D.C. AREA PHI BETA KAPPA
ASSOCIATION

BY-LAWS

Revision approved June 7, 1992

Second Revision approved April 25, 2004

Third Revision approved June 5, 2010

Fourth Revision approved June 8, 2013

ARTICLE I: MEETINGS

Section 1. Executive Committee meetings shall be held at least four times per year as directed by the president.

Section 2. One Business Meeting of the Association shall be held each year, normally in June. This annual meeting shall be concerned with the installation of the officers and other Executive Committee members and any other relevant business.

ARTICLE II: QUORUM

Section 1. Membership Quorum. After proper notice of an Annual Business Meeting, the members present shall constitute a quorum unless challenged. If challenged, twenty members in good standing shall constitute a quorum.

Section 2. Executive Committee Quorum. Five members of the Executive Committee shall constitute a quorum for the transaction of business. A majority of the quorum shall be required to authorize proper action.

ARTICLE III: DUES

Section 1. The annual dues structure shall be set by the Executive Committee.

Section 2. The Association shall contribute, from the dues received, its equitable share to the financial support of the Phi Beta Kappa Society and shall be entitled to receive such publications and services as the Senate of the Society may determine.

ARTICLE IV: ASSOCIATION OPERATIONS

Section 1. The affairs of the Association shall be administered by the Executive Committee in accord with the provisions of the Constitution.

Section 2. Within thirty days after assuming office, the President shall call a meeting of the Executive Committee, primarily for the purpose of planning the activities for the ensuing year

and assigning duties to members of the Committee.

Section 3. The Executive Committee shall establish additional committees needed for the proper and effective operation of the Association.

Section 4. The Executive Committee may designate such administrative officials as are needed for carrying out the purposes of the Association, including Delegate(s) to the Phi Beta Kappa Society Council, the Editor of the Newsletter that provides the membership with timely announcements of Annual Business Meetings, and others to assist elected officers in the performance of their duties. Such administrative officers may attend Executive Committee meetings as non-voting participants.

Section 5. At the Annual Business Meeting of the membership, each officer and committee chair shall report the activities under his/her direction during the preceding year or allow another Executive Committee Member to report on his or her behalf.

ARTICLE V: NOMINATIONS AND ELECTIONS

Section 1. In March of each year the President shall appoint a Nominating Committee of at least three members in good standing, one of whom shall be designated chair.

Section 2. The Nominating Committee shall name one or more candidates for each office. Its report shall be presented in the April newsletter. Additional nominees, with their consent, may be named by the membership by notifying the Chair of the Nominating Committee in writing. Officers (except the President) may, anytime, be nominated for re-election to a consecutive term. After serving two consecutive terms, a President may not be nominated to serve any part of the subsequent term.

Section 3. Election shall be by ballot as presented in the May Newsletter to all members in good standing, for return to the Chair of the Nominating Committee before the Annual Business Meeting. Ballots shall provide spaces for candidates not named in the Nominating Committee's report.

Section 4. The term of office begins with the installation of officers at the Annual Business

Meeting. Officers shall serve for a period of one year or until their successors have assumed office.

Section 5. When an elected officer or member of the Executive Committee is unable to complete his/her term of office, the Executive Committee may appoint another member in good standing to complete the term.

ARTICLE VI: AMENDMENTS

The By-Laws may be amended by the membership of the Association as provided by Article IX of the Constitution.