

Mission and By-Laws

Phi Eta Sigma

Georgia Southern University

Article 1

Mission Statement: Phi Eta Sigma Honor Society at Georgia Southern University recognizes scholastic achievement of first-year students who have excelled in the classroom. As a student organization, Phi Eta Sigma fosters leadership development of its members through community service and promoting the success of first-year students through partnerships with the First-Year Experience program.

Article 2

Membership: Membership in Phi Eta Sigma is based on scholastic achievement during the first year at Georgia Southern University. Invitations to join the society are issued by the chapter advisor in December in accordance with the Constitution of Phi Eta Sigma's international organization. Upon acceptance of the invitation and payment of the current initiation fee, students are members for life. A formal induction ceremony is held during the Spring semester. Attendance at the induction ceremony is optional.

Article 3

Officers and Responsibilities: Georgia Southern University's chapter of Phi Eta Sigma has four student officers and a chapter advisor. Each has a role to play during the annual initiation ceremony. Specific responsibilities are as follows:

3.1: President: The President is the executive officer of the organization responsible for setting the organization's direction. He or she has authority to call meetings of the other officers and the membership and the membership at large. The President also is responsible for sending out messages to members about events and meetings.

3.2: Vice President: The Vice President assists in the organizing of meetings and events. In the absence of the President, the Vice President is responsible for the running of meetings and events.

3.3: Treasurer: The Treasurer is responsible for keeping track of financial transactions the organization makes. After action of the membership, the Treasurer makes the formal request for use of the organization's funds from the advisor.

3.4: Secretary: The Secretary is responsible for keeping the minutes of the meetings. The Secretary will also type up the minutes in order for them to be sent out to members.

3.5: Chapter Advisor: The Chapter Advisor is responsible for identifying students who meet the criteria for membership into Phi Eta Sigma and offering membership to those individuals. The Chapter Advisor has primary responsibility for organizing the induction ceremony, accepting new member forms and induction fees, paying duly documented financial obligations and communicating the list of new members to the student officers. The Chapter Advisor also issues a call for applications for scholarships to Phi Eta Sigma national, and selects the applications that will be forwarded to the national office for consideration.

Section 4

Election of Officers: Guidelines for the elections are as follows:

- 4.1: Elections are to be held at least one week after the induction ceremony, but no later than three weeks after the induction ceremony (excluding spring break).
- 4.2: Candidates for each officer position shall give a speech on why they would be the best fit for that particular position.
- 4.3: After all candidates have spoken, candidates will leave the room and members will vote via secret ballot. One of the outgoing officers not a candidate him- or herself for the specific office shall count the votes.
- 4.4: Upon resignation of an officer, an election shall take place during the next meeting of the membership. In the absence of a meeting, the chapter advisor may temporarily appoint an officer or officers.

Section 5

Meetings:

- 5.1: General Meetings should occur at least twice per semester.
- 5.2: Meetings must be communicated via email (and potentially other means) to the membership at least one week previous to the meeting.
- 5.3: Minutes from each meeting are to be kept by the Secretary.
- 5.4: Quorum shall be the members present at a regularly called meeting.
- 5.5: A majority vote shall be required for all action aside from amendments to these by-laws (see Section 9, below)
- 5.6: Meetings of the officers shall be called in preparation for General Meetings.

Section 6

Activities:

- 6.1: Induction Ceremony: The annual induction ceremony, held in the Spring, is the marquee event of the organization, designed to celebrate the success of new members. The officers and other members are needed to facilitate the smooth functioning of the event.
- 6.2: Conversations with Professors, held prior to the beginning of each semester, is the most visible event Phi Eta Sigma undertakes beyond the initiation. Interested members assist faculty in providing new first-year students an academic welcome.
- 6.3: National Conference: In even numbered years, Phi Eta Sigma's national organization holds a leadership conference, and Phi Eta Sigma may send delegates.
- 6.4: The organization should look to do some form of volunteer service at least once a semester; both on campus or in Statesboro are acceptable.

Section 7

Finances:

- 7.1: Income: The primary income for Phi Eta Sigma comes from initiation dues, which are \$10 at the local level. The organization may also participate in funding raising events in order to fulfill its mission without raising dues.
- 7.2: The organization's funds are deposited in an agency account administered by the First-Year Experience office. Funds are dispensed without specific chapter approval for expenses incurred for the initiation ceremony.

Mission and By-Laws
Phi Eta Sigma, Georgia Southern University

7.3: The following are legitimate uses of chapter funds. Disbursal requires a formal vote of the chapter in a regularly scheduled meeting and a formal request made by the Treasurer to the Chapter Advisor:

- Expenses incurred to travel to the National Convention;
- Sponsorship of Conversations with Professors (typically sponsorship of the T-shirts for student assistants) and other events in conjunction with First-Year Experience at Georgia Southern;
- Donations to philanthropic causes;
- Other purposes agreed upon by the members with the approval of the Chapter Advisor.

Section 8

Scholarships: Phi Eta Sigma national offers scholarships available to members who have strong undergraduate records, including service to the local chapter. Each Spring, the Chapter Advisor issues a call for applications and selects the most competitive of the undergraduate applicants to forward on for consideration. The number of undergraduate applications allowed is capped by the national office and is determined by the number of initiates the previous year. Members may also apply for scholarships to support their first-year of graduate study. There is no limit to the number of applicants Georgia Southern may put forward.

Section 9

Amendment Procedures: These by-laws may be amended by the approval of 75 percent of members present at a regularly called meeting, provided that they do not jeopardize the ability of the chapter to hold the initiation ceremony.

These by-laws were ratified by the membership on 6th day of March, 2008.

Secretary

Name (print)

Signature

President

Name (print)

Signature

Chapter Advisor

Name (print)

Signature