

BY-LAWS FOR UPSILON CHAPTER OF NEW YORK (MANHATTAN COLLEGE)  
AS AMENDED BY THE SENATE COMMITTEE ON CHAPTER BY-LAWS  
MARCH 6, 2000

**Article I. Members and Organization**

Section 1. The membership of the chapter includes:

- a. Charter Members: the Phi Beta Kappa members of the Faculty to whom the charter of the chapter was granted in 1970.
- b. Associate Members: members of other Phi Beta Kappa chapters who are, or who become, members of the faculty or staff of Manhattan College, and who signify their desire to become members of Upsilon Chapter.
- c. Members in Course: all members of the chapter elected as undergraduates.
- d. Honorary Members: persons not included in other classifications elected in recognition of scholarly achievement.

Section 2. Charter members and associate members of the Upsilon Chapter who are in residence during an academic year shall constitute the resident membership. All resident members shall have voting privileges. Other members of the chapter, including members-in-course on campus and honorary members of the chapter, shall have full membership privileges, except the privilege of voting on candidates for election to membership and on amendments to the by-laws of the Chapter.

Section 3. The officers of the chapter shall be a President, a Vice President, a Secretary-Treasurer, and an Historian. Officers shall be elected by a majority vote of the resident members at the annual meeting in the year of the Triennial Council. The President and Vice President shall be ineligible for election to more than two consecutive triennial terms in the same office.

Section 4. The Executive Committee shall be composed of the immediate past President, the elected officers, and one additional member appointed by the President. The Executive Committee shall have authority to conduct the affairs of the chapter between meetings, subject to instruction from the chapter, save as otherwise specifically provided in these By-Laws.

Section 5. The Committee on Members in Course shall be composed of six Faculty members of the chapter and the Secretary-Treasurer of the chapter ex-officio. Two

members of the Committee shall be appointed by the President each year for a term of three years, except that the first year of the installation of the chapter two members shall be appointed for one year, two for two years, and two for three years. Membership on the Committee shall be limited to Faculty members of the chapter who are giving instruction in liberal studies as defined in the chapter constitution, so chosen as to give equitable representation to the humanities, the social studies, and the sciences.

- Section 6. The Executive Committee shall be responsible for considering persons proposed for Honorary Membership.
- Section 7. The retiring President shall appoint a Nominating Committee which shall present to all resident members at least one week before the annual meeting nominations for officers of the chapter for the following triennium. Other nominations may be made from the floor.
- Section 8. An Auditing Committee of two members shall be appointed annually by the President to review the accounts of the Secretary-Treasurer and make a report at the annual meeting.
- Section 9. Special Committees shall be appointed by the President and/or the Executive Committee.

## **Article II. Meetings**

- Section 1. Arrangements for the annual meeting which is to be held in late April or early May and for other regular meetings shall be made by the President and Executive Committee. At the annual meeting, the normal order of business shall be as follows:
- a. Call to order
  - b. Reading of the minutes of the preceding annual meeting and of intervening meetings.
  - c. Report of the Executive Committee
  - d. Report of the Secretary-Treasurer
  - e. Reports of other committees
  - f. Unfinished business
  - g. Consideration of communications from the United Chapters
  - h. New business
  - i. Election of officers
- Section 2. Special meetings may be called by the President or the Executive Committee, and shall be called upon written request of four members. At a special meeting no business shall be transacted other than that stated in the notice of the meeting.
- Section 3. Written notice of meetings shall be sent by the Secretary-Treasurer to all resident

members of the chapter at least one week in advance of the meeting. The notice shall state the purpose of the meeting and the business to be considered.

Section 4. A quorum at meetings shall consist of ten resident members.

Section 5. Any vote shall be by secret ballot if requested by one or more of the members present.

Section 6. Locally resident members of other chapters who do not qualify for Associate Membership as defined in Article I, Section I, of these By-Laws may be invited to any meeting, but they shall not participate in the transaction of business.

### **Article III. Election and Admission of New Members**

Section 1. Members in course shall be elected primarily on the basis of broad cultural interests, scholarly achievement, and good character. Candidates eligible to be considered for election are those students registered in either the School of Arts or the School of Science who meet the following requirements:

- a. Candidates shall be majoring in one of the arts or sciences offered by the School of Arts or the School of Science.
- b. For election to membership after the junior year, the candidate must have completed a minimum of 90 semester hours of humanities, natural sciences and social sciences, taken in the School of Arts or the School of Science at Manhattan College with a minimum cumulative index of 3.8 for six semesters. A maximum of six such juniors may be elected at an election to membership meeting which is to be held at the beginning of September.
- c. For election as a senior at the beginning of the eighth semester, the candidate to be considered for membership must have completed a minimum of 105 semester hours with a minimum of 90 credits in humanities, natural sciences and social sciences. The minimum index shall be a 3.4 cumulative index for the five semesters prior to election.
- d. Grades earned in applied or professional work shall not be counted in computing the quality point ratio for purposes of eligibility. Applied and professional work shall be understood to include such courses as business administration, education, engineering, military and air science, physical education and speech.
- e. Weight shall be given to breadth of program of each candidate as shown by the number and variety of courses taken outside of his major. Weight shall also be given to balance and proportion in the candidate's degree program as a whole as well as to the extent to which he has manifested those qualities of mind and

attitudes to learning that characterize the true scholar.

f. Candidates shall have demonstrated a knowledge of mathematics and of a foreign language at least minimally appropriate for liberal education.

- Section 2. Subject to other provisions of the Constitution and By-Laws of the chapter, students who complete their college course at the end of the summer session and become eligible at that time may be considered with the eligible group of the next academic year.
- Section 3. The number of undergraduates elected from any class shall not ordinarily exceed ten percent, and in no case shall exceed fifteen percent, of the eighth term seniors expected to receive the liberal bachelor's degree in that class.
- Section 4. Election to membership in Phi Beta Kappa is wholly within the discretion of the members of this chapter, subject only to the limitations imposed by the Constitution and By-Laws of the chapter, and no right to election shall adhere to any student solely by reason of fulfillment of the minimum requirements for election to membership in course.
- Section 5. Nominations for membership in course shall be made by the Committee on Members in Course. Election shall be by secret ballot and shall require an affirmative vote of three-fourths of the resident members present. Candidates may also be nominated from the floor, but in such cases an affirmative vote of four-fifths of the resident members present shall be required for election.
- Section 6. Nominations for election to Honorary Membership shall be referred to the Executive Committee. No nomination for Honorary Membership shall be brought before the chapter for action unless favorably reported by the Committee. Election shall be by secret ballot; two negative votes shall serve a reject. A statement of the qualifications of each candidate elected to Honor Membership shall be sent to the Secretary of the United Chapters, as provided in Article III, Section 10, of the chapter Constitution. No graduate of another institution having a chapter of Phi Beta Kappa shall be recommended for election without the consent of that chapter. No more than two Honorary Members may be elected in any triennium.
- Section 7. Provision shall normally be made once a year for initiating new members in course. In its discretion, the Executive Committee may waive the initiation of an Honorary Member.
- Section 8. Since good moral character is a qualification for membership, any member of the chapter found, after being given due notice and an opportunity to be heard, to have lost his qualification may be expelled from Phi Beta Kappa by a four-fifths vote of the resident members present at the annual meeting. The name of any member expelled shall be reported to the Secretary of the United Chapters with a statement of the grounds for the action.

**Article IV. Fees**

Section 1. The initiation fee for members in course shall be determined by the Executive Committee. It shall cover, as a minimum, the registration and Council Fund payments to the United Chapters. The chapter shall be responsible for registration and Council Fund payments for Honorary Members, who shall pay no initiation fee.

Section 2. Payment of initiation fee shall be regarded as formal acceptance of election and shall be made before initiation.

Section 3. Members in course will be invited to purchase a key and to take out an article subscription to The American Scholar at the special introductory rate for new members.

Section 4. Resident members of the chapter shall pay annual dues to be determined by the Executive Committee after consultation with the chapter membership.

Section 5. Special assessments may be levied against resident members by majority vote of the members present at any meeting, provided that written notice of the intention to propose such an assessment is given in the announcement of the meeting.

Section 6. Registration and Council Fund payments shall be forwarded by the Secretary-Treasurer to the Treasurer of the United Chapters in accordance with Article IV of the By-Laws of the United Chapters.

**Article V. Amendments**

Amendments to these By-Laws, not inconsistent with the Constitution and other lawful regulations of the United Chapters, may be adopted by a two-thirds vote of the resident members present at any regular meeting, either upon motion presented and tabled at the preceding regular or special meeting, or upon condition that written notice of the proposed changes has been sent to all resident members at least three weeks in advance of the meeting. All amendments shall be subject to the approval of the Senate of the United Chapters.