

**Theta Epsilon Chapter of Phi Beta Delta
Honor Society for International Scholars**

Southeast Region, Phi Beta Delta

Shepherd University

P.O. Box 5000

Shepherdstown, West Virginia 25443

Bylaws approved by the Internationalization Advisory Council on March 1, 2016. Revised in response to changes in the national bylaws in 2020. Approved by the Phi Beta Delta – Theta Epsilon chapter membership on October 13, 2020. Revised in response to changes in the national bylaws in 2021, and approved by the Phi Beta Delta –Theta Epsilon chapter membership on February 1, 2022.

These bylaws are in accordance with the Bylaws of Phi Beta Delta, Honor Society for International Scholars, Inc., a California nonprofit mutual benefit corporation.

Articles of Incorporation, 1986; bylaws approved July 1988; bylaws revised and approved November 2021.

ARTICLE I

Name

The name of the chapter shall be Theta Epsilon Chapter of Phi Beta Delta, Honor Society for International Scholars. Theta Epsilon Chapter will be referred to herein as Chapter.

ARTICLE II

Aim

The aim of Phi Beta Delta, Theta Epsilon Chapter is to recognize and encourage high professional, intellectual and personal achievements in the field of international education, international exchange, and internationalization. The Chapter will encourage interdisciplinary and intergenerational contacts and promote the exchange of ideas and information among students, staff, and faculty of Shepherd University, the community, and other institutions and organizations.

ARTICLE III

Functions of the Chapter

The Chapter shall recognize outstanding achievement through election to membership, sponsor activities and/or promote projects that support or recognize international scholarship; hold a minimum of two (2) meetings per year; send a chapter delegate to the annual conference; and participate through the Chapter President, Chapter Coordinator, or a duly authorized delegate in national elections and other voting between Phi Beta Delta conferences. {Each chapter is entitled to cast one (1) vote on each matter submitted to a vote of the chapters.}

ARTICLE IV

Chapter Governance

The management of the Chapter shall be vested in the Executive Board, consisting of the elected officers, Chapter Coordinator, the Immediate Past President, and such additional members as designated by the Executive Board in consultation with Chapter members.

Elected chapter officers shall consist of a President (faculty), President-Elect (faculty), Vice-President, secretary, and treasurer. The secretary and treasurer positions may be combined.

The Chapter Coordinator (faculty or staff) shall be elected and recommended for approval by the Chapter to the Provost, subject to approval by the Provost.

Faculty, staff, and students are eligible to serve on the Executive Board. All members of the Executive Board must be active members of the Chapter. Active members have been elected and initiated, affiliate with the Chapter, and have paid their dues for the current year.

The Chapter President must be a faculty member at Shepherd University. The President shall:

- a) Preside over meetings of the Chapter and its Executive Board;
- b) With the advice and consent of the Executive Board, appoint members of committees;
- c) Chair the Membership and Awards Committee;
- d) Represent the Chapter at official functions;
- e) Communicate regularly with the Chapter Coordinator regarding Chapter business and events;
- f) With the advice and consent of the Executive Board, exercise the Chapter's voting rights in any voting by chapters between annual conferences. When a ballot is mailed to the Chapter, the Chapter President or Chapter Coordinator shall complete and return the ballot promptly to the Executive Director and CEO of the Society or other designated office.

- g) Perform all other duties normally assigned to the chief executive officer.

The Chapter President-Elect must be a faculty member of Shepherd University, shall preside in the absence of the President, and perform other duties assigned by the President. The President-Elect shall chair the Nomination Committee.

The Vice President shall serve on committees established by the Executive Board and shall chair the Program Committee.

The Secretary shall record and distribute minutes of meetings and be responsible for Chapter communications and public relations.

The Treasurer shall:

- a) collect initiation fees and membership dues and provide receipts for all monies collected;
- b) place orders and make disbursements as requested by the Executive Board;
- c) maintain an accurate and complete record of receipts and disbursements and make regular reports to the Chapter.

The Chapter Coordinator must be a faculty or staff member of Shepherd University. The Coordinator shall:

- a) Serve as the liaison between the Chapter and the Executive Office of Phi Beta Delta;
- b) maintain a list of active members of the Chapter;
- c) assure that the Chapter is compliant with policies, procedures, and reporting requirements of Phi Beta Delta (and register annually with Shepherd University);
- d) advise the Chapter on matters of policy, organization, and management;
- e) perform other duties as determined by the Chapter.
- f) vote on behalf of the Chapter when designated by the national office.

ARTICLE V

Committees

The Executive Board shall establish standing and ad hoc committees. Faculty, staff, and students are eligible to serve on these committees. The following standing committees are recognized:

The Nomination Committee shall be responsible for preparing a slate of nominees for the officer and coordinator positions. This committee shall be chaired by the Immediate Past President or President-Elect of the Executive Board.

The Membership and Awards Committee shall be responsible for collecting nominations for induction into the Chapter; and shall determine initiation fees and annual membership dues, subject to the approval of the Executive Board. This committee shall be chaired by the President of the Executive Board.

The Program Committee shall be responsible for planning the induction ceremonies and special events and activities sponsored by the Chapter. This committee shall be chaired by the Vice President of the Executive Board.

ARTICLE VI

Election to the Executive Board

The terms of the Executive Board members shall be two years, and correspond to the Shepherd University academic calendar. Executive Board members may be re-elected.

The Executive Board shall establish a Nomination Committee and it shall be the responsibility of the Nomination Committee to recommend a single slate of officers to the Executive Board. The Executive Board shall distribute electronically the list of nominees for each office to the active Chapter membership at least two weeks prior to the business meeting.

The election of members of the Executive Board shall be conducted by secret ballot at the Chapter's annual business meeting in April for terms beginning the next academic year (August). Only active members of the chapter may vote. When conducting a vote a quorum is defined as 51% of the active membership of the Chapter. Elections shall be conducted by hard-copy or electronic means at the business meeting, utilizing Survey Monkey or a similar program; active members unable to attend the business meeting may vote absentee through the electronic program provided. There shall be a provision for write-in candidates. A neutral party or parties designated by the Executive Board shall access the hard-copy ballots or electronic data and report the election results to the Chapter. Election to office shall require an absolute majority of valid votes cast.

A report shall be sent within 30 days by the Chapter Coordinator to the Executive Office of Phi Beta Delta.

In the event that an officer resigns or is unable to serve, the Executive Board shall appoint a replacement to serve out the term.

ARTICLE VII

Membership

Active members have been elected and initiated, affiliate with the Chapter, and have paid their dues for the current year.

Inactive members have not paid dues for the current year. Such members shall be returned to active status when they pay their dues to the Chapter for the current year.

Charter members are individuals who participated in the organization of the Chapter and were inducted into the Chapter at the founding induction of the Chapter.

Membership shall be based on criteria in accordance with the aims and requirements of the national organization. Persons nominated, approved, and inducted into the Society shall retain this honor for life. Active and inactive membership shall determine the privileges accorded to individuals inducted into the Society.

All election to membership in the Chapter shall be by recommendation of the Chapter Membership and Awards Committee, subject to the approval of the Executive Board, based upon categories and criteria stated herein. The membership categories and criteria are as follows:

Domestic Students (undergraduate and graduate): Domestic students become eligible upon demonstrated high academic achievement in the pursuit of academic studies abroad in exchange programs approved by the institution or in participation in comparable international programs or experiences where academic relevance can be demonstrated to the institution, including but not limited to those who are students who have not physically traveled abroad for study but have evidence in the form of a portfolio, which may include, for example, letter(s) of recommendation, curricular description, course syllabus, which verifies engagement in virtual and global learning, and intercultural competencies which may also include individuals having multicultural origins, and/or who are fluent in more than one language, and at the undergraduate level: attainment of 30 credit hours at the associate degree level, and 45 credit hours at the bachelor degree level; or at the graduate level of: (a) one semester in a one-year master's degree program, or two semesters in a two-year master's degree program; and (b) two semesters at the doctoral level. Undergraduate students with a minimum 3.2 GPA and graduate students with a minimum 3.5 GPA are eligible for membership.

International Students (undergraduate and graduate): International students (non-immigrant visa holders) become eligible upon demonstrated high academic achievement at their institution and at the undergraduate level: 1) attainment of 30 credit hours at the associate degree level, and 45 credit hours at the bachelor degree level; 2) or at the graduate level of: (a) one semester in a one-year master's degree program, or two semesters in a two-year master's degree program; and (b) two semesters at the doctoral level; or **(3)** at either undergraduate or graduate levels; those who are students in institutions abroad who have not physically traveled abroad for study but have evidence in the form of a portfolio, which may include, for example, letter(s) of recommendation,

curricular description, course syllabus, which verifies engagement in virtual and global learning, and intercultural competencies (which may also include individuals having multicultural origins, and/or who are fluent in more than one language). Undergraduate students with a minimum 3.2 GPA and graduate students with a minimum 3.5 GPA are eligible for membership.

Students (undergraduate and graduate, domestic and international) who have distinguished themselves academically in previous institutions (domestically or abroad) or having significantly contributed to international endeavors, i.e., programs, leadership, service, or publications, may be nominated for induction at the end of their first semester in residence at Shepherd University. Undergraduate students with a minimum 3.2 GPA and graduate students with a minimum 3.5 GPA are eligible for membership.

Students who have paid Chapter dues are considered active members and may vote in the Chapter.

Faculty and staff: Faculty and staff who have demonstrated excellence in recognized international activities such as teaching, research, and other scholarly activities, and/or have demonstrated outstanding service to international education, international exchange, and internationalization, who may also have engaged in developing virtual and global learning curricular experiences, research, or program development.

Nominees must be willing to contribute to the activities of the chapter and be nominated by two members in good standing. Faculty and staff members who have paid Chapter dues are considered active members and may vote in the Chapter.

Alumni/Community members: Such persons have not previously been members, and have demonstrated outstanding service to international education, international exchange, and internationalization. Nominees must be willing to contribute to the activities of the chapter and be nominated by two members in good standing. Community members who have paid Chapter dues are considered active members and may vote in the Chapter.

Honorary members: Such persons have not previously been members, have achieved outstanding eminence in some field of academic, creative, or intellectual endeavor, have been nominated and have been accorded this status by the Executive Board. Honorary members pay no fees or dues but are considered active members and may vote in the Chapter.

The Executive Board in consultation with the Membership Committee shall decide annually on the symbols of recognition for new members. These may include certificates, medallions, stoles, pins, and any other symbols of recognition consistent with the bylaws and high standards of Phi Beta Delta.

ARTICLE VIII
Approval and Reporting of Members

Candidates for membership must be approved by the members of the Chapter's Executive Board and shall be invited to participate in the annual initiation ceremony.

Reports of those who accept election into the Chapter shall be made within 30 days to the Executive Office of Phi Beta Delta by the Chapter Coordinator.

ARTICLE IX
Membership Privileges

Persons elected and initiated into membership remain members for life. Active members (those who pay annual dues) receive the regular publications of Phi Beta Delta and are eligible to vote in the Chapter, hold office in the Chapter as specified herein, serve as the Chapter delegate to any annual Phi Beta Delta conference, and serve on committees appointed by the Executive Board.

Honorary members are given an honorary membership certificate as well as the regular publications of Phi Beta Delta.

ARTICLE X
Chapter Fees and Dues

The initiation/induction fee and national dues are determined by the national Board of Directors. Local dues shall be approved by the Executive Board.

The Chapter Treasurer or Treasurer-Secretary shall collect annual membership dues from current Chapter members. These shall be due by September 30 of each academic year.

The Chapter Treasurer or Treasurer-Secretary shall collect fees and dues in advance of induction ceremonies for: any inactive member wishing to reactivate his/her membership, and those individuals elected for induction into the Chapter as new members.

The Chapter Coordinator in collaboration with the Chapter Treasurer or Treasurer-Secretary shall remit the initiation fees and annual dues to the Executive Office of Phi Beta Delta at the time the membership is reported.

Charter members of a chapter to be installed shall pay initiation fees and membership dues to the Chapter.

Honorary members do not pay initiation fees and membership dues to the Chapter.

All expenditures must be approved by the Executive Board prior to the processing of any payments.

Article XI

Meetings

The Chapter shall hold two (2) or more meetings a year, one of which must be designated the Chapter's annual business meeting. These meetings are open to all active members. The election of officers shall be conducted at a designated business meeting. Meetings shall be called by the Chapter President in consultation with the Executive Board.

All official meetings shall be held at Shepherd University unless such other place may be designated for a special purpose by the Executive Board. Other such places may include electronic means, telephone, or as the Board declares, provided that all members can hear one another. Participation in a meeting pursuant to this paragraph constitutes presence in person at such meeting.

Notice of meetings shall be given no less than one (1) month before the meeting time. Notice may be given in both hard copy and electronic forms.

Chapter business shall be conducted only in the presence of a quorum and in accordance with Robert's Rules of Order, as most recently revised. For purposes of discussing normal Chapter business, a quorum is defined by common parliamentary law as "the number of persons present at the time, since they constitute the entire membership at that time." (Robert's Rules) When votes are taken, which will be done electronically or in hard copy, a quorum is defined as 51% of the active membership at that time..

ARTICLE XII

Motto and Insignia

The Chapter shall recognize and utilize the motto of Phi Beta Delta. The motto is *Scientia Mutua Mundi*, interpreted to mean *World's Shared Knowledge*.

The Chapter shall recognize and utilize the crest (badge) of Phi Beta Delta. The crest is a shield with a depiction of the world superimposed on a sunburst (symbolizing the energy of the sun from which all people and cultures draw strength and life), the three Greek letters Phi (philomatheia, meaning love of knowledge), Beta (biothremmonia, meaning valuing human life), and Delta (diapherein, meaning achieving excellence) superimposed on the world, an open book (symbolizing knowledge) immediately below the world, a torch (symbolizing leadership) above the world, and the Phi Beta Delta motto inscribed on a ribbon below the book.

The Chapter shall recognize and utilize the seal of Phi Beta Delta. The seal consists of a laurel wreath surrounding a depiction of the world upon which are superimposed the Greek letters, Phi, Beta, and Delta, and with the words PHI BETA DELTA above and following the arc of the upper half of the world, and the words INTERNATIONAL SCHOLARS below and following the arc of the lower half of the world.

The Chapter shall recognize and utilize the colors of Phi Beta Delta. The colors are red and gold, symbolizing the strength of humankind and the energy of the sun from which all people and cultures draw strength and life.

The purchase of Phi Beta Delta insignia shall be made only from the Phi Beta Delta Executive Office on official order forms properly certified by the Chapter Coordinator and countersigned by the Chapter President.

ARTICLE XIII

Definition of Fiscal Year

The fiscal year of the Chapter for accounting and budgeting purposes shall align with that of Shepherd University, from July 1st of each year to June 30th of the following year.

ARTICLE XIV

Approval of Bylaws

The original bylaws were reviewed by the members of the Theta Epsilon Organizing Committee (Internationalization Advisory Council) and approved by a unanimous vote of the Council on March 1, 2016.

ARTICLE XV

Amendment of Bylaws

Proposed amendments to the bylaws shall be presented to the Chapter members in writing at least two months prior to the vote on the amendment(s). Amendments may be presented via e-mail. The vote may occur via electronic communication by or on the date specified by the Board. A two-thirds (2/3) vote of active Chapter members voting electronically or present at an annual meeting is required to amend or revise these Bylaws. Upon adoption and revision of the bylaws, the Chapter Coordinator shall file copies of these with the Executive Office of Phi Beta Delta.

ARTICLE XVI

Parliamentary Authority

The Chapter shall be governed by Robert's Rules of Order.