



CONSTITUTION OF PHI ALPHA THETA HISTORY HONOR SOCIETY, INC.

Adopted January 2020

PREAMBLE

We, the members of the Phi Alpha Theta History Honor Society, Inc., in order to encourage the study of history and to recognize excellence in history, do ordain and establish this Constitution for the government of our order.

ARTICLE I - NAME

This Society shall be known as the Phi Alpha Theta History Honor Society, Inc.

ARTICLE II - OFFICERS

Section 1. ELECTIVE OFFICERS

The officers of the Society shall be the President, the Vice President, the Chair of the Advisory Board (the immediate Past President), seven Councilors, and six members of the Advisory Board.

Section 2. THE EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice President, Executive Director, and Chair of the Advisory Board.

Section 3. ELECTION OF OFFICERS

The officers shall be elected at a regular meeting of the Convention and shall hold office until their successors have been duly installed.

The Vice President shall automatically succeed to the office of President. The President shall not serve successive terms.

Section 4. NOMINATING COUNCILORS AND THE VICE PRESIDENT

Nominations for Councilors and the Vice President shall be made by the Advisory Board by May 1st prior to the Convention.

Section 5. HIRING THE EXECUTIVE DIRECTOR AND EDITOR OF *THE HISTORIAN*

The President, Vice President and Advisory Board Chair shall make all decisions regarding the hiring or termination of both the Executive Director and the Editor of *The Historian*. The President, Vice President, and Advisory Board Chair, in consultation with the society's legal counsel, will be responsible for creating and enforcing employment contracts with the Executive Director and the Editor of *The Historian*. Among other duties stipulated by the President, Vice President, and Advisory Board Chair, the Executive Director shall serve as Secretary/Treasurer of the society.

Section 6. ELIGIBILITY TO SERVE AS OFFICERS

Any member of the Society in good standing who has given three years of service at the national or local level shall be eligible to hold office.

Section 7. TERMS OF OFFICE

The term of office for the President, Vice President, and Councilors shall be two years, and the same shall not be eligible for immediate re-election. The President and Vice President will be publically installed at the Biennial National Convention using a Rite of Installation approved by the National Council.

The Executive Director is appointed to a 6-year term and serves at the pleasure of the Executive Committee (President, Vice President, and Advisory Board Chair). The Executive Committee may make the Executive Director's term probational or provisional.

An Historian may be appointed to a 6-year term and serves at the pleasure of the Executive Committee (President, Vice President, and Advisory Board Chair)

With the exception of circumstances of filling an unexpired term, the terms of office of all officers shall begin at the conclusion of the Biennial Convention.

Section 8. DUTIES

The PRESIDENT shall have full executive authority of the Society, shall be required to authorize and sign all checks and documents of legal commitment for the Society, and shall preside at all meetings of the Convention, the Council, and the Executive Committee.

The VICE PRESIDENT shall serve as a member of the Executive Committee and the Council and shall perform other duties assigned by the Council or Executive Committee. The Vice President shall act for the President when requested by the President. When a vacancy occurs in the office of President, the Vice President shall assume the office of President for the remainder of that term as well as the succeeding term when the Vice President would have served.

The EXECUTIVE DIRECTOR shall direct the activities of all employees of the headquarters, under supervision of the Council, and shall attend to all correspondence incident to the working of the Society; shall keep an accurate record of all formal actions of all meetings of the Convention, as taken down by an officer he/she shall designate, shall keep similar minutes of the meetings of the Council and the Executive Committee, transmitting a copy of these minutes to each member of the Council immediately following each meeting of the Council or Executive Committee; shall act as custodian of all monies in the possession of the Society; shall disburse the same as directed by the Convention or by the Council, all disbursements to be made by voucher check stating the item or items for which payment is made; together with the President shall sign all checks authorizing the expending of the funds of the Society; shall keep an itemized account of all receipts and expenditures and shall report the same to each meeting of the Convention, and shall also report to the Council as they may require.

The financial accounts of the Executive Director will be subject to periodic reviews. These reviews of the financial statements to occur on an informal basis every two years and more formally, by an outside agency, as required by the Executive Committee. The Executive Director will give full cooperation for such reviews and/or audits or be immediately dismissed by the Council.

The Executive Director shall furnish a bond for an amount to be determined by the Council, the cost of said bond to be paid by the Society.

The Executive Director shall also perform such other duties as may be assigned by the By-Laws or the Council.

The EDITOR OF *THE HISTORIAN* shall serve as an *ex officio* member of the Council.

The IMMEDIATE PAST PRESIDENT shall serve for a two-year term on the Executive Committee and shall be Chair of the Advisory Board in that term. The immediate Past President shall perform other duties assigned by the Council or Executive Committee.

Section 9. DEANS OF THE SOCIETY

Past Presidents of the society who have completed their terms as Chair of the Advisory Board and have demonstrated conspicuous and meritorious service to the national society may, upon approval of the Executive Committee, be granted the lifetime honorary title “Dean of the Society.” Deans shall serve the society in an honorary capacity and may be called upon by the Executive Committee, as needed, for their expertise and wisdom. In rare cases, the Executive Committee may name persons who have not served as President to the office of Dean.

Section 10. EXECUTIVE DIRECTORS EMERITI

Former Executive Directors who have given superlative service to the society over the course of a long career may, at the discretion of the Executive Committee, be granted the lifetime honorary title “Executive Director, Emerita/Emeritus.” Executive Directors Emeriti shall serve in a purely honorary capacity.

ARTICLE III - COUNCIL AND ALLIED COMMITTEES

Section 1. COUNCIL

A. COMPOSITION

The Council shall be composed of the four executive officers, one *ex officio* officer, and the seven elected Councilors.

B. DUTIES

The Council shall have general supervision and direction over the Society at all times when the Convention is not in session. Additional powers and duties of the Council may be set forth in the By-Laws of the Society.

C. MEETINGS

The Council shall meet just prior to each meeting of the Convention. The President may call meetings of the Council for extraordinary reasons and with at least one month of prior notice. By written petition from a majority of members of the Council, the President is required to call a special meeting of the Council after providing a one-month notice. Notice of meetings of the Council shall include a proposed agenda of items of consideration, but any appropriate other items may be included at any meeting of the Council.

D. QUORUM

A majority of the members of the Council shall constitute a quorum for the transaction of business at any meeting of the Council. If a quorum is not present, the Council may transact business of an emergency nature, but must submit through the Executive Director, to all absent members immediately following the meeting, the opportunity to vote on any issues decided by the group present. The opportunity shall include a summary of deliberations held at the meeting.

E. VACANCIES

The Council shall fill by election all vacancies in its own membership occurring between regular meetings of the Convention. Any member so chosen to fill a vacancy shall assume all the duties and privileges of the said office and may be eligible for election to the full term.

F. LOCATION OF RECORDS

All official records of the financial transactions and the minutes of meetings shall be maintained at the headquarters of the Society and shall be open to all members of the Council at any time.

Section 2. EXECUTIVE COMMITTEE

The Executive Committee shall meet each year either at the Biennial Convention, at National Headquarters, or at some other designated location and shall have delegated authority between Conventions for the Society on any issue. The Executive Committee may be delegated any other specific powers deemed necessary by the Council or the Convention.

Section 3. ADVISORY BOARD

There shall be an Advisory Board of seven members. The outgoing President shall automatically become one of the seven members and serve as Presiding officer of this Board. The other six members will be named by the Executive Committee. All members of the Advisory Board must be past members of the National Council. Members of the Advisory Board will serve two-year terms. The Advisory Board shall usually only meet when it serves as a nominating committee, though additional duties may be assigned by the Council.

ARTICLE IV - ESTABLISHMENT AND GOVERNMENT OF CHAPTERS

Section 1. PLACE

An active chapter of the Society may be chartered and established in any regularly incorporated and properly accredited four-year college or university granting the Bachelor's degree or higher degrees, subject to such restrictions as may hereinafter be set forth in the By-Laws of the Society.

Section 2. NAMES

The chapters of the Society shall be named by the letters of the Greek alphabet in the order of their establishment as chapters but will generally be called by the name of the college or university.

When the letters of the Greek alphabet shall have been exhausted, they shall then be used in pairs, triplets, etc., as Alpha-Alpha, Alpha-Beta, Alpha-Gamma, etc., and then Beta-Alpha, Beta-Beta, and Beta-Gamma, etc.

Section 3. QUALIFICATIONS

To qualify for consideration, a group of petitioners must seek establishment of a chapter at a regionally accredited senior college or university with a qualified history faculty and must have a petitioning body of at least nine persons.

Any petition for establishment of a chapter received from a group so qualified shall be submitted to the members of the Council. To be accepted, the petition shall be approved by at least two-thirds of the members of the Council.

Councilors must have a period of at least thirty days to consider a petition. Balloting shall be by mail or email, unless the petition is presented at a regular Council meeting.

Section 4. INSTALLATION

It shall be the duty of the President to conduct the installation of each new chapter whenever possible. In the event of being unable to perform this duty, the President shall designate some other member of the Society to serve in this capacity. Each incoming chapter shall be required to pay a charter fee set by the Council. The traveling expenses of the installing officer shall be borne by the Society Treasury.

Section 5. CHAPTER BY-LAWS

Each active chapter shall adopt its own By-Laws (which shall conform to the provisions of this Constitution and its By-Laws) and shall submit a copy of the same to National Headquarters.

Section 6. CHAPTER OFFICERS

Each chapter shall elect officers annually, according to its By-Laws. Elected chapter officers shall be installed at a meeting of the chapter using a ritual of installation provided by the Council.

Each chapter shall have a faculty advisor, chosen according to regulations of the host college or university, who shall be responsible for the conduct and well-being of said chapter. The chapter will submit the name of its advisor each year to the National Office. In the event of a change in advisors, the chapter will also notify the National Office within 30 days.

Section 7. SUSPENSION OR FORFEITURE OF CHAPTER

The Council shall have power to place on probation, suspend, or dissolve any chapter whenever the welfare of the Society will be served by such action. No chapter shall be placed on probation, suspended, or dissolved without the privilege of presenting its case before the body ordering said probation, suspension, or dissolution.

Section 8. NATIONAL CHAPTER

The national chapter of Phi Alpha Theta shall be established to facilitate membership in the Society to those eligible for membership to whom membership via a local chapter is not available.

ARTICLE V - MEMBERSHIP

Section 1. ELIGIBILITY

Any person of good character who shall have met the requirements set forth in the By-Laws of the Society shall be eligible for membership in the Society.

Section 2. CLASSES OF MEMBERS

There shall be two classes of members: active and honorary.

An active member is one duly initiated at the institution where the student is a candidate for a baccalaureate or advanced degree. Members who pursue graduate work or later affiliate with another institution may continue as active members.

An honorary member shall be a person who has made conspicuous contributions to the field of History and is designated an honorary member by a majority vote of the Council. Individual chapters may propose notable local persons for such consideration by the Council.

Section 3. INITIATION

All persons brought into new membership in the Society should be initiated in accordance with the initiatory services prescribed by the Council.

Section 4. EXPULSION

By formal request from a chapter under regulations presented in the By-Laws, any member of the Society may be expelled by formal action of the Council, after opportunity for due process, presented in the By-Laws. Grounds for such expulsion might be plagiarism, malfeasance, etc.

ARTICLE VI - THE CONVENTION

Section 1. POWERS

The power of legislation for the Society shall be vested in the Convention except as exercised by designated bodies during the interim between Conventions.

Section 2. COMPOSITION

The Convention shall be composed of the elected officers of the Society and one delegate from each chapter in good standing present at the Convention. Each chapter represented shall have one vote and each member of the Council present shall have one vote.

(In the absence of any duly elected delegate or proxy representing any active chapter, the Convention shall have power to seat as the delegate from said chapter any member of the chapter who may be in attendance at the Convention. In event such substitution is made and the regular delegate or proxy then arrives, the said delegate or proxy shall assume the rights and privileges as delegate or proxy.)

Section 3. ELECTION OF DELEGATES

Delegates shall be elected by each chapter promptly after official receipt of the formal call of the Convention.

The Chapter shall notify the Executive Director of the results of the election at least thirty days prior to the opening of the Convention.

Section 4. OFFICERS

The President, Vice President, and Executive Director shall serve *ex-officio* as the officers of the Convention.

In the absence of any of these officers, the Convention shall have power to fill the vacancy during the absence of the regularly elected officer. In case that all of these officers should be absent, the By-Laws shall provide for temporary officers.

Section 5. MEETINGS

Regular meetings of the Convention shall be held every two years at such times and places as shall be fixed by the Council or as may have been directed by a previous Convention. A special meeting of the Convention shall be called by the President upon the written demand of at least three-fourths of the active chapters or upon the demand of at least three-fourths of the members of the Council.

Each Chapter must be given at least thirty days' notice of any meeting of the Convention, and in case of a special meeting, the notice shall state the business to be transacted at such meeting (provided, however, that nothing in this Constitution shall prevent the consideration of any business of importance as designated by the Council at any meeting of the Convention).

Section 6. QUORUM

Delegates or proxies from ten percent of the active chapters present at the Convention and entitled to representation by delegates shall constitute a quorum for the transaction of business at any session of the Convention.

ARTICLE VII - INSIGNIA OF THE SOCIETY

Section 1. COLORS

The colors shall be red and sky blue.

Section 2. EMBLEM

The emblem of the Society shall be of gold in the form of a disc forty-eight hundredths of an inch in diameter, with the edge milled to represent a serpent's body, the forepart of the serpent's body being on the right side of the badge, and the eye shall be represented by a red jewel. Within and extending to the coil of the serpent shall be a raised six-pointed star faced with black, and bearing in gold the Greek letters Phi Alpha Theta horizontally across the middle, and the points bearing the Greek letters psi, pi, alpha, lambda, upsilon, and psi in clockwise rotation beginning at the uppermost point. The emblem may or may not be jeweled.

This emblem may be mounted upon a gold key, which shall be in the form of a rectangle nineteen by twenty-one millimeters, and the corners of which shall be cut along the arcs of circles having a radius of four millimeters, the centers of said circles being at the corners of the key, and the edges of the key shall be beveled to a distance not to exceed one millimeter from the edge. Projecting from the center of the upper edge shall be a cylindrical stem surmounted by a ring. The combined stem and ring shall project a distance of eight millimeters above the edge of the body of the key. Projecting from the center of the lower edge of the key shall be a cylindrical stem eight millimeters in length.

The emblem of the Society shall be worn only by duly initiated members of the Society, and shall not be used on any key, pin, or device without the approval of the Council or Convention.

Section 3. FLOWER

The flower shall be the red rose.

Section 4. CERTIFICATE OF MEMBERSHIP

A certificate of membership approved by the Council shall be issued to each initiate upon the receipt of the initiation fee. This certificate shall bear the seal of the Society and the signatures of the President and Executive Director.

Section 5. SEAL

The official seal of the Society shall be a circle thirty-one sixteenths inches in diameter. In the center shall be the reproduction of an open book with a ribbon drawn vertically across the right-hand page, the said ribbon bearing in a vertical column the letters, Phi Alpha Theta. At the top of the seal shall be the reproduction of the six-pointed star, and at the bottom shall be the date 1921. This seal shall be kept by the Executive Director, and shall be used on all proper occasions when the business of the Society demands it.

Section 6. MOTTO

The motto of Phi Alpha Theta shall be Seek Truth.

Section 7. MEDALLION OF OFFICE

The Society shall invest each President with a medallion of office bearing the seal (or other appropriate symbol) of the society. This medallion is to be worn at all official functions of the society.

ARTICLE VIII - AMENDMENTS

Amendments to this Constitution shall be made upon the affirmative vote of a majority of the delegates and members of the Council at any duly constituted Convention.

**ADOPTED BY UNANIMOUS VOTE OF THE NATIONAL COUNCIL AND CONVENTION ON
JANUARY 4 & 5, 2020 IN SAN ANTONIO, TEXAS**

BY-LAWS OF PHI ALPHA THETA HISTORY HONOR SOCIETY, INC.

Adopted January 2020

Section 1. COMMITTEES

A. SCHOLARSHIP COMMITTEE

There shall be a Scholarship Committee of five members, appointed by the Council at the time of the Convention. These members will be selected by the Council. One of the five appointees of the Council shall be designated to serve as Chair of the Scholarship Committee.

The Scholarship Committee shall examine credentials submitted by applicants for the annual scholarships and send to the Executive Committee the names of persons to receive scholarships.

The Scholarship Committee shall report to each Convention upon its actions in the intervening years and may suggest changes in the criteria and nature of the scholarships.

B. JOURNAL AND EDITORIAL BOARD

There shall be a history journal published by Phi Alpha Theta, this periodical to be called, *The Historian*. An Editorial Board nominated by the Editor and approved by the Council shall be charged with assisting in the selection of appropriate articles for publication and of carrying out such other policies of publication as may be determined. There shall be an Editor and Book Review Editor each chosen for a six-year term by the Executive Committee.

C. NELS ANDREW N. CLEVEN FOUNDER'S PAPER PRIZE AWARD COMMITTEE

There shall be a Nels Andrew N. Cleven Founder's Paper Prize Committee. This committee shall determine the winners of the George P. Hammond prize, Lynn W. Turner prize, and four Nels Andrew N. Cleven Founder's prizes (two for graduate and two for undergraduate students at the discretion of the committee).

This committee shall consist of no fewer than six members appointed by the Council upon recommendation of the President for eight-year staggered terms and a Chair similarly appointed for an eight-year term.

Members of the committee may be appointed for no more than two terms in succession.

D. BOOK AWARD COMMITTEE

There shall be a Book Award Committee. This committee shall read all books submitted to National Headquarters for consideration for the annual book award.

Using a procedure determined by the Committee Chair and the members of the committee, the committee shall determine the winners of this book award.

This committee shall consist of four members appointed by the Council upon recommendation by the President for four-year staggered terms and a Chair similarly appointed for a six-year term.

Members of the committee may be appointed for no more than two terms in succession.

E. MANUSCRIPT AWARD COMMITTEE

There shall be a Manuscript Award Committee. This committee shall read manuscripts submitted to the Executive Director for consideration for the biennial manuscript award.

Using a procedure determined by the Committee Chair and the members of the committee, the committee shall determine the winner of the manuscript award each biennium or shall recommend that no manuscript be published.

This committee shall consist of four members appointed by the Council upon recommendation of the President for four-year staggered terms and a Chair similarly appointed for a six-year term.

Members of the committee may be appointed for no more than two terms in succession.

F. THE PUBLICATIONS COMMITTEE

There shall be a Publications Committee of three to five members. Former editors of *The Historian* shall ordinarily serve to maintain the institutional memory of the journal.

The Publications Committee shall advise the Executive Committee on all the publications of Phi Alpha Theta, support the publication of *The Historian* and Phi Alpha Theta's The News Letter.

G. THE GERALD D. NASH HISTORY JOURNAL PRIZE COMMITTEE

There shall be a Gerald D. Nash History Journal Prize Committee. This committee shall read all print and electronic student history journals submitted by Phi Alpha Theta chapters for consideration for this prize.

Using a procedure determined by the Committee Chair and the members of the committee, the committee shall determine the winners of this journal prize.

This committee shall consist of three members appointed for two-year terms and a Chair appointed for a similar term.

Section 2. FEES AND ASSESSMENTS

A. INITIATION FEE

To become an active member of the Society, one must pay a national initiation fee as shall be set forth in the By-Laws as well as any fees established by the active chapter. All members retain lifetime membership in the Society, once initiated. Active members subscribe to *The Historian* and/or The News Letter. In addition to the national initiation fee, local chapters may set and charge chapter dues.

B. ASSESSMENTS

Special assessments upon the members of the Society or upon the chapters shall not be levied except by the Convention, or by the Council with the approval of a majority of the active chapters entitled to representation at the Convention. This section shall not be construed to forbid the collection of a Convention attendance fee, nor to forbid the levying of assessments by chapters upon their own members.

Section 3. THE COUNCIL

A. EXPENSES

The Treasury shall bear the expenses of the individual members of the Council incurred by them by reason of their attendance at any meeting of the Council, Executive Committee, or Convention.

B. VOTING BY MAIL

In all cases involving the voting of the Council by mail, the members of the Council shall be given a period of thirty days for registering their votes. The Council may also choose to vote by e-mail, or other electronic means, and may set an expedited electronic voting timeline of not less than ten days.

Section 4 - OTHER DUTIES OF THE EXECUTIVE DIRECTOR

In addition to the duties prescribed in the Constitution, the Executive Director shall receive petitions for new chapters and dispose of the same as directed by the Convention or by the Council; shall issue to all initiates of the Society certificates of membership; shall require each chapter to furnish, upon forms provided for the purpose, such information as shall be considered desirable by the Council; shall keep on file a list of all members of the Society, past and present; and shall keep a complete file of all correspondence and records.

Section 5. NOMINATING PROCEDURES

A. The call for submitting recommendations to the Advisory Board/Nominating Committee of persons to be nominated for office will be published in the first issue of The News Letter after the Convention, in subsequent issues of The News Letter, and in appropriate issues of *The Historian*.

B. Recommendations to the Advisory Board/Nominating Committee may be made by any member of Phi Alpha Theta in good standing. Recommendations must include the written consent and curriculum vitae of the person recommended.

C. The Advisory Board/Nominating Committee will make a serious attempt to maintain a regional balance of officers.

D. A nomination for Vice President by petition must be accompanied by the written consent and a curriculum vitae of the person nominated.

Section 6 - SPECIAL PROCEDURES AT A CONVENTION

If no duly elected officers shall be present when a Convention is held, it shall be the duty of the delegate of the oldest chapter represented to preside as temporary presiding officer until proper officers shall have been elected to perform the duties of those not present. In case the oldest chapter is represented by more than one delegate, the several delegates of said chapter shall choose by lot one of their number to serve as temporary presiding officer.

Section 7 - PETITIONING TO ESTABLISH A CHAPTER

The petition to establish a chapter of Phi Alpha Theta will include:

- A. A report of the accreditation status of the college or university and its library.
- B. Letters of support from the President, the Dean, and the department Chair.
- C. An exact listing of all full-time and adjunct history faculty with full curriculum vitae.
- D. Copies of pertinent pages from the institution's catalog indicating the school's history, its grading system, the degree(s) offered in history, and all active history course listings.
- E. A statement from the department indicating its reasons for seeking a chapter and its plans for participating in the activities of Phi Alpha Theta.
- F. A list of petitioning members and the basis for their admission to the Society.

The National Council reserves the right to refuse Chapter Membership from for-profit or on-line institutions.

Section 8 – MEMBERSHIP

A. REQUIREMENTS

A vital interest in history is a basic requirement for membership; additionally, the prospective member must demonstrate high achievement in history courses and in academic work in general.

UNDERGRADUATE STUDENTS shall qualify for membership when they have completed AT LEAST TWELVE SEMESTER HOURS (or its equivalent) in collegiate history courses, with an average grade ratio in ALL college level history courses taken, of ABOVE the second highest grade (usually a B -- 3.1) on the institution's scale, and shall have an overall average on all collegiate work of at least the second highest grade (usually a B - 3.0) on the institution's scale.

All twelve semester hours presented for membership may be from either classroom courses, on-line courses, AP courses, or a blend of these types of courses. A student may count history courses transferred from other universities provided that these courses were taken at accredited institutions and have been accepted by the receiving university into the student's degree plan.

Chapters may not require more than 12 hours for membership but they may, at their discretion, determine which types of courses (classroom, on-line, A&P, etc.) to count for membership.

GRADUATE STUDENTS to qualify for membership shall have completed 30% of the residence requirements for the Master's Degree in History, with an average in all courses completed for graduate credit of at least

midway between the highest and second highest grade on the institution's scale (usually a 3.5), and NO grade in graduate courses of "failure" or its equivalent.

If unusual features of an institution's grading scales make it difficult to apply these standards, the chapter advisor, shall in conference with the Executive Director, develop IN WRITING an equivalent basis for membership which shall apply to that institution until a change occurs in its grading bases.

At each Convention, the Executive Director shall report the specific variances allowed since the previous Convention. In the interim between Conventions, the Council shall be informed of agreements after they are made.

In the absence of written approval from the Executive Director, all chapters must use the criteria for selecting qualified members presented above.

If qualified students wish to join the society but do not attend an institution with an approved chapter in good standing, they may apply for membership through the National Headquarters. They can also be initiated into the society through an approved chapter at a nearby institution.

FACULTY MEMBERS above the rank of graduate assistant, who are teaching in the field of history, shall be eligible for membership without being required to satisfy provisions of the foregoing paragraphs of this section.

A chapter may invite into its membership ALUMNI who attended the institution prior to the chartering of a campus chapter of Phi Alpha Theta, and who have so distinguished themselves in the field of history that they would have qualified for membership.

B. FEES

There shall be a national initiation fee for each initiate. These fees shall be promptly submitted to National Headquarters by the Faculty Advisor. Any advisor found to be withholding initiation fees, in part or in full, from the National Headquarters will be immediately reported to local authorities on suspicion of fraud and financial malfeasance. Any chapter found to be withholding initiation fees, in part or in full, will risk dissolution of their chapter by the National Council (see Article 4, Section VII).

Changes to the national initiation fee shall be determined by a majority of delegates at the Convention upon recommendations of the Executive Committee and the Council. Such fees remain in force until changed by Convention action.

In addition to the national initiation fee, local chapters may set and charge chapter dues.

C. TRANSFER OF MEMBERSHIP

An initiate of any chapter who transfers to another institution with a chapter may transfer membership to the latter chapter, provided that before such affiliation is affected, an authentication of the membership is checked with National Headquarters.

Section 9 - FINANCES

No money shall be expended by any officer for Society purposes unless authorized by the Council, or the Executive Committee, acting in its interim capacity. This regulation shall not prevent payment of routine expenses of staff, supplies, travel, and prizes if such were approved as part of the annual budget. The Executive

Director shall present an annual operating budget for all society expenses to the Executive Committee for approval.

Section 10 - AMENDMENTS TO THE BY-LAWS

Amendments to these By-Laws will be made by an affirmative vote of two-thirds of the active chapters or by a majority of the delegates and members of the Council at any duly constituted Convention.

All prizes, awards, and scholarships are described in detail on the Phi Alpha Theta website. Additional awards will be established depending upon the availability of funds.

**ADOPTED BY UNANIMOUS VOTE OF THE NATIONAL COUNCIL AND CONVENTION ON
JANUARY 4 & 5, 2020 IN SAN ANTONIO, TEXAS**