

Constitution  
Pi Lambda Theta  
Beta Lambda Chapter

ARTICLE I – NAME

The name of this association is the Beta Lambda Chapter of Pi Lambda Theta.

ARTICLE II – PURPOSE

Pi Lambda Theta is an honor society and professional association in education.

As an honor society, its purpose is to recognize persons of superior scholastic achievement and high potential for professional leadership.

As a professional association, its purpose is to stimulate independent-thinking educators who can ask critical questions to improve educational decision-making. To this end, it seeks to:

- Foster leadership among educators;
- Endeavor to improve the status of educators;
- Foster creativity and academic excellence at all educational levels;
- Support, extend, and interpret the function of education in a democracy;
- Demonstrate the power of competence in the body of knowledge unique to the profession;
- Stimulate, conduct, and utilize research;
- Accept responsibility for evaluation and improvement of the profession of teaching;
- Contribute to the solution of educational, social, and cultural problems of national and international concern;
- Promote professional interaction and cooperation as a means to positive action.

ARTICLE III – MEMBERSHIP

A. Those eligible for membership are candidates who possess the following general qualifications:

- Superior scholastic achievement;
- Personal integrity and leadership traits; and
- Belief in and willingness to support the purposes of Pi Lambda Theta.

1. Specific qualifications for student candidates:

- A grade point average of 3.5 or higher on a 4.0 scale. A chapter may request approval from the Board of Directors of an alternative method of determining candidates' eligibility for membership; and one of the following:

- An intent to enter a career in education, and status of at least sophomore and current enrollment at a regionally accredited institution in a baccalaureate degree program or pre-baccalaureate degree program, with an intent to pursue a baccalaureate degree, or
- Admission to a graduate degree program or a post-baccalaureate certification or credential program with intent to enter a career in education, current enrollment and completion of at least two (2) courses in that program.
  - a. If fewer than two graduate or post-baccalaureate courses have been completed or it cannot be documented from the institution that the student's performance is comparable to a 3.5 or better on a 4.0 scale, the grade point average of the most recently completed degree shall be used in determining eligibility.

2. Specific qualifications for professional candidates:

- No present enrollment in a degree program, and
- A minimum of a baccalaureate degree, and
- Completion of a degree, a credential program or a certification program at a regionally accredited institution in a field leading to a career in education, and
- A grade point average of 3.5 or higher on a 4.0 scale for the most advanced degree, credential or certification program, and
- Submission of a resume/vita or a portfolio as evidence of outstanding contributions to the profession.

Or, notwithstanding the forgoing, submission of evidence that a candidate has achieved National Board Certification under the authority of the National Board for Professional Teaching Standards or has been designated the recipient of an award that recognizes excellence in some facet of education and is awarded on the basis of outstanding performance as an educator.

- The stated and the professionally recognized purpose(s) of the award must be consistent with the purposes of Pi Lambda Theta.
- The board of directors will receive proposals; the decision to extend eligibility requires two-thirds (2/3) in the affirmative.

B. Membership will consist of the following types:

1. A chapter member in good standing (hereafter referred to as a “chapter member” or a “member”) is one who was initiated or transferred into the chapter and has paid current international chapter dues and fees.

An international life member shall pay only chapter dues and fees.

In addition to the privileges and responsibilities stated in the governing documents of Pi Lambda Theta, a chapter member is entitled to receive all chapter publications and mailings; participate in chapter activities and attend chapter meetings, and participate in chapter votes and hold chapter office.

- Current members are expected to attend at least two general meetings a year if four meetings are offered.
2. An honorary member is a member who is not eligible for active membership, but who has rendered notable service to education, evidenced service to Beta Lambda chapter, and exhibited a commitment to the purposes of Pi Lambda Theta. Such a member shall be one whose membership will be of value and continuing honor to the association. The chapter shall pay any required fees; the honorary member shall pay no dues or fees.
  3. An honorary member shall be a nonvoting member, privileged to receive regular international, regional, and chapter publications; to attend international, regional, and chapter meetings; and to participate in all activities of the association except those of holding office and representing the chapter at Biennial Council.

#### C. Eligibility and Initiation Rules

1. The executive committee shall certify the eligibility of all candidates for membership and initiation as required in the governing documents of Pi Lambda Theta.
2. No vote shall be taken in any procedure establishing eligibility.
3. The chapter shall not refuse membership to a candidate unless the candidate fails to meet one or more of the stated qualifications for membership.
4. The executive committee shall establish procedures for the initiation of candidates. There shall be a minimum of at least two initiation ceremonies during the biennium for conferring the right to wear the key.

- D. Membership will be revoked by the organization upon failure to pay dues.

#### ARTICLE IV – OFFICERS

- A. The elected officers of this chapter are president, president elect, first vice president, second vice president, recording secretary, corresponding secretary, and treasurer. The immediate past president serves as historian and parliamentarian.
- B. The powers and duties of the officer shall be:
1. The president of the chapter shall:
    - Be responsible for the timely, effective conduct of chapter business;
    - Be responsible for the fulfillment of all international obligations (as set forth in the governing documents of the Pi Lambda Theta) and of all chapter obligations;
    - Call and preside at all meetings of the chapter and of the executive committee;
    - Certify with the recording secretary the names of the delegate and alternate to Biennial Council and any international votes taken by the chapter;
    - Be responsible for keeping these bylaws consistent with the governing documents of Pi Lambda Theta;
    - Serve as a voting member ex officio of all committees except the nominating committee;
    - Appoint the chairs and members of all standing and special committees except those otherwise provided for in these bylaws, with the approval of the executive committee.
  2. The president elect shall:
    - Serve as research committee chair;
    - Perform all the duties and be vested with all the powers of the president in the absence of the president;
    - Perform duties that are delegated by the president;
    - Succeed to the presidency if that office becomes vacant.
  3. The first vice president shall:
    - Serve as membership committee chair which includes initiation ceremonies and recruiting;
    - Perform all the duties and be vested with all the powers of the president in the absence of the president and the president elect;
    - Perform duties that are delegated by the president;
    - Succeed to the presidency if that office is vacated by both the president and the president elect.

4. The second vice president shall:
  - Serve as program chair which includes planning and advertising of programs;
  - Perform all the duties and be vested with all the powers of the president in the absence of the president, the president elect, and the first vice president;
  - Perform duties that are delegated by the president;
  - Succeed to the presidency if that office is vacated by the president, the president elect and the first vice president.
  
5. The recording secretary shall:
  - Have available for reference at all meetings a current copy of the governing documents of Pi Lambda Theta, the region constitution, the chapter constitution, and a list of chapter officers, committee chairs and committee members;
  - Call the roll, when requested by the president;
  - Record the minutes of all meetings of the chapter and of the executive committee;
  - Send to international office all required records, except those for which other officers are assigned responsibility by this constitution;
  - Certify with the president the names of the delegate and alternate to the Biennial Council and submit those names to the international office by the deadline stated in the governing documents of Pi Lambda Theta;
  - Certify with the president any international vote the chapter may cast;
  - Have custody of all documents belonging to the chapter and make periodic deposits to the archives.
  
6. The corresponding secretary shall:
  - Give notice of meetings to all members;
  - Conduct all correspondence delegated by the president;
  - Read correspondence as requested by the president;
  - Send the required information on chapter officers to the international office by the deadline stated in the governing documents of Pi Lambda Theta, and notify the international office of any changes between elections;
  - Send the chapter program to the international office by the deadline stated in the governing documents of Pi Lambda Theta.
  
7. The treasurer shall:
  - Keep a proper set of books;

- Retain documents such as receipts and paid invoices for audit purposes;
  - Receive all moneys and deposit them in the EAF or SAF account where appropriate;
  - Pay by campus requisition all approved invoices;
  - Give a summary financial report at each meeting and a complete financial report the annual meeting;
  - Send the names, addresses, and fees of all new members to the international office, within the time frame stated in the governing documents of Pi Lambda Theta;
  - Send all chapter fees to the international office by the date stated in the governing documents of Pi Lambda Theta;
  - Send a copy of the audited chapter financial report to the international office by the date stated in the governing documents of Pi Lambda Theta;
  - Serve as chair of the finance committee;
  - Serve on the scholarship awards committee.
8. All officers shall perform all duties that may be assigned by the chapter, executive committee or president.
  9. All officers shall deliver all handbooks and official materials of the office to the successor or to the president within ten (10) days of the expiration of the term of office.

C. Election of officers and delegates

1. An officer must be a chapter member in good standing at the time of election and throughout the term of office.
2. Graduate and undergraduate student officers will be paired with a mentor officer at the professional level who is no longer a student at The University of Akron.
3. The student candidates will follow election procedures as outlined in this constitution. The mentor officers will be appointed by the executive committee.

D. Nomination of officers and delegates:

1. A nominating committee of three (3) members shall be appointed by the executive committee at least two (2) months before the annual election. Elected officers may not serve on the committee, and no member of the committee may be nominated for an office. The Nominating Committee shall be chaired by the immediate past president. In the event that the immediate past

president is unable to assume this duty, the executive committee shall appoint a prior past president.

2. The committee shall prepare a list of nominees, and that list must be included in the agenda and notice of the meeting at which the election will be held. Nominations may be made from the floor at the time of the election. No name shall be placed in nomination without the written consent of the nominee. A public announcement of position openings will be provided at initiation.
- E. Election of officers shall be by ballot at the winter meeting. Election requires a majority of the votes cast. When there is one nominee for an office, that vote may be taken by voice.
1. Election of the first vice president shall be in even numbered years.
  2. Election of the second vice president shall be in odd numbered years.
  3. Election of the recording secretary shall be in even numbered years.
  4. Election of the corresponding secretary shall be in odd numbered years.
  5. Election of the treasurer shall be in even numbered years.
  6. The term of office for the president and the president elect shall be one year, with annual elections for the office of president elect.
  7. The president elect shall become president immediately upon expiration of the preceding president's term.
- F. The installation of officers shall take place at the annual spring meeting. Names, addresses, telephone numbers and e-mails of all new officers shall be reported to the international office by June 1.
- G. The president and the president elect shall be elected for terms of one year or until their successors are elected and assume office.
1. The first vice president, second vice president, recording secretary, corresponding secretary, and treasurer shall be elected for terms of two years or until their successors are elected and assume office.
  2. No officer except the treasurer may serve more than two (2) consecutive terms in the same office unless position cannot be filled..

- H. The term of office begins at the end of the meeting at which the installation is held. If installation has not been held by the deadline for submitting officer names to Pi Lambda Theta, the incoming officers shall assume office on that date.
- I. Should vacancies occur before the completion of a term of office, the vacancy will be filled in the following manner:
  - 1. Vacancy in the office of president shall be filled by the president elect, first vice president, and second vice president in that order.
  - 2. The vacancy thus created in the office of president elect, first vice president, or second vice president, and a vacancy in any other office shall be filled by vote of the executive committee.
- J. Impeachment charges can be brought against any officer with presentation of documented evidence for the following reasons:
  - 1. Gross neglect of duties;
  - 2. Loss of good academic standing; or
  - 3. Unprofessional conduct.
- K. Impeachment proceedings may be enacted upon a two-thirds (2/3) vote of the executive committee.
- L. If impeachment proceedings are voted to occur, the following procedure will be followed:
  - 1. The officer in question shall be notified of the charges in writing;
  - 2. A special meeting of the executive committee will be set up to discuss the charges where all parties are allowed to respond;
  - 3. If a decision is made to proceed, a two-thirds (2/3) vote by the membership will be required for the officer to be removed.
  - 4. Removal may also occur through the discretion of the Dean of the College of Education or a Student Affairs officer of The University of Akron.
  - 5. Replacement of officers removed in this fashion will follow Article IV (I) in this constitution.

## ARTICLE V – ORGANIZATIONAL STRUCTURE

- A. The chapter's executive committee shall be composed of the elected officers, the standing committee chairs, and the faculty adviser, who is without vote.
- B. The executive committee's duties shall be to:
  - 1. Transact necessary business between chapter meetings and such other business as may be referred to it by the chapter;

2. Present a report at each chapter meeting;
3. Approve the plans of work of the standing committees;
4. Consider/approve expenditures in excess of the amount budgeted;
5. Appoint the Nominating Committee;
6. Appoint the Audit Committee;
7. Appoint the Faculty Adviser(s);
8. Review the budget before it is presented for adoption;
9. Certify the eligibility of all candidates for membership and initiation as required in the governing documents of Pi Lambda Theta;
10. Establish procedures for initiation of candidates.

C. There shall be two types of committees: standing and special.

1. A standing committee is one with a continuing existence and function. Standing committees are created and eliminated by amending this constitution. The standing committees are:
  - Research
  - Membership
  - Membership directory
  - Finance
  - Publicity
  - Newsletter
  - Scholarship awards
  - Fundraising
  - Educational conference
2. A special committee is one created to serve a one time need. It ceases to exist when it has completed its task and made its report. The executive committee may create special committees except as otherwise provided for in this constitution. Special committees are:
  - Auditing
  - Nominating
  - Bylaws

D. Appointment, Terms, and Duties of Committees

1. The president, with the approval of the executive committee, shall appoint the chairs and members of all committees, except as otherwise provided for in this constitution. Frequent or continual unexcused absence from committee meetings or failure to report on committee activities may constitute grounds for removal of a committee chair by the executive committee.

2. Chairs and members of standing committees serve for a term of one (1) year corresponding to the term of the president and may be reappointed at the discretion of the president.
3. Plans of work must be approved by the executive committee. No committee may act individually to bind the executive committee or the chapter. All committees must report on their work as requested by the president.

#### ARTICLE VI – FACULTY ADVISOR

- A. In order to qualify to be the faculty advisor, the individual must be a full-time faculty member or Contract Professional in the College of Education at The University of Akron.
- B. The executive committee shall appoint one (1) or more faculty advisor(s).
- C. The faculty advisor(s) shall serve for a term of two (2) years with no term limit.
- D. Advisors shall serve as official liaisons with the institution and provide advice and support to chapter members.
- E. Advisors will serve as voting members on the scholarship award committee.

#### ARTICLE VII – RULES OR ORGANIZATIONAL PROCEDURES

- A. Regular Meetings.  
Dates of regular meetings shall be set by the executive committee and announced at the first meeting of the year. The spring meeting is designated as the annual meeting, and must include the items of business mandated in this constitution. If the date of a regular meeting is changed, that meeting shall be considered to be a special meeting.
- B. Special Meetings.  
Special meetings may be called by the president, the executive committee, or a majority of the members.
- C. Notice  
Notice, including an agenda, must be given to each member at least one (1) month before a meeting. Notice of meetings may be delivered personally or sent by mail, overnight courier, electronic mail, telegram, or facsimile transmission to each member at the address shown in the chapter records.
- D. Quorum.

Attendance shall be taken when a meeting is called to order and a list of attending members in good standing prepared for entry into the minutes. Two-thirds (2/3) of the number of members on the attendance list constitutes a quorum.

E. In the event of conflict concerning proper rules of procedure, Robert's Rules of Order will serve as the recognized authority.

F. Executive Committee Meetings

1. Regular meetings of the executive committee shall be held before each chapter meeting.
2. Special meetings of the executive committee may be called by the president or a majority of the executive committee.
3. Notice, including an agenda, must be given to each committee member at least one (1) week before a meeting. Notice of meetings may be delivered personally or sent by mail, overnight courier, electronic mail, telegram, or facsimile transmission to each committee member at the address shown in the chapter records.
4. Any or all committee members may participate in an executive committee meeting by any means of communication by which all members participating can simultaneously hear each other during the meeting. A committee member participating in a meeting by electronic means is deemed to be present in person at the meeting.
5. Two-thirds (2/3) of the voting members of the executive committee constitutes a quorum.

ARTICLE VIII – FINANCE

A. Dues. Each member must remit annual international dues and chapter dues to the international office, when invoiced. The amounts of chapter dues and fees must be approved by the chapter membership. Approval requires two-thirds (2/3) in the affirmative.

B. Budget

1. An annual budget shall be prepared by the finance committee, presented to the executive committee for review, and then presented by the treasurer to the membership for adoption.

2. Non-budgeted expenditures and expenditures that exceed the amount budgeted for that expenditure by \$25 or more must be approved by the executive committee.
- C. Deposits. All monies must be deposited in the campus-directed SAF account in accordance with all the rules and regulations of The University of Akron.
- D. Disbursements.
1. Disbursements must be by campus requisition.
  2. Disbursements shall be made only upon presentation of a proper statement or receipt to the VP for Student Affairs Fiscal Operations at The University of Akron.
  3. Each invoice must be approved by the person who received the goods or services.
  4. Each invoice for a non-budgeted expenditure or excess expenditure as defined in this constitution must be approved by the executive committee as well as the person receiving the goods or services.
- E. Audit. The audit committee shall be appointed by the executive committee prior to the meeting at which the treasurer presents the complete financial report. The committee must have three (3) members, none of whom is the treasurer. When the committee members are satisfied that the treasurer's annual report is correct, each must sign a statement to that effect at the end of the report.
- F. Fiscal Year. The fiscal year is June 1 through May 31.

#### ARTICLE IX – AFFILIATION

- A. The organization is an affiliate of Pi Lambda Theta, International Honor and Professional Association in Education.
- B. Beta Lambda Chapter also actively affiliates with Pi Lambda Theta Region II which includes the state of Ohio.
- C. Beta Lambda Chapter is represented at Biennial Council and the Region II Conference by a delegate and an alternate.
  1. Delegates and Alternates attending the Biennial Council and the Region Council shall be selected as follows:
    - a. President
    - b. Vice president

- c. Any officer who has attended at least two (2) chapter meetings and is appointed by the executive committee
      - d. Any member appointed by the executive committee.
    2. The names of delegates and alternates shall be reported to the international office or region, respectively, by the date stated in the governing documents of Pi Lambda Theta. A delegate will be seated only if both the chapter and the delegate are in good standing with the international organization (and, for regional conferences with the region as well).
    3. The delegate shall have the responsibility to:
      - a. Become familiar with and ascertain the wishes of the chapter concerning the items to be considered at the Biennial Council and the Region II Conference;
      - b. Attend all meetings of the Biennial Council and the Region II Conference or mandate that the alternate attend;
      - c. Vote on the basis of the evidence presented during discussion at the Biennial Council and the Region II Conference but with consideration given to the wishes of the chapter;
      - d. Submit a report at the first chapter meeting following Biennial Council and the Region II Conference.
    4. The alternate shall:
      - a. Attend the meetings of the Biennial Council and the Region II Conference should the delegate be unable to do so, and thus then be the accredited delegate for the chapter;
      - b. Fulfill all the responsibilities of the delegate, in the event of the above.
- D. All dues are paid directly to international office upon billing as stated in Article VIII – A in these bylaws.
1. Chapter dues are transferred by check from international office to the chapter treasurer.
  2. The chapter pays regional dues to the region organization and council fees to the international office yearly.

#### ARTICLE X – AMENDMENTS

- A. Proposal. Amendments to these bylaws may be proposed by the executive committee, the bylaws committee (if any), a special committee, or seven (7) chapter members.

- B. Adoption. These bylaws may be amended at a chapter meeting. Proposed amendments must be included in the agenda and notice of the meeting. Adoption of an amendment requires two-thirds (2/3) in the affirmative.
- C. Approval by Pi Lambda Theta. Amendments become effective when approved by Pi Lambda Theta.

#### ARTICLE XI – NONDISCRIMINATION CLAUSE

- A. Beta Lambda Chapter of Pi Lambda Theta shall not discriminate on the basis of race, creed, national origin, ancestry, gender, age, handicap, veteran status, or sexual orientation in the selection of its members or in its programs, unless federal or state laws allow for such exception.
- B. When the nondiscrimination clause in the governing documents of Pi Lambda Theta is more restrictive than the foregoing clause, the clause in the governing documents of Pi Lambda Theta shall apply.

#### ARTICLE XII – STUDENT LIFE CLAUSE

- A. Beta Lambda Chapter of Pi Lambda Theta shall maintain a current registration form, including a list of officers, their addresses, the name of the faculty advisor, and the most recently amended constitution with the Department of Student Life.