

## BYLAWS

### PHI BETA KAPPA ALUMNI ASSOCIATION OF TAMPA BAY

(As amended at Annual Meeting in October, 2003, then approved by PBK Council in 2004) (Including proposed amendments to the bylaws voted on Fall 2005 Annual Meeting) (As further amended at the Membership meeting on October 28, 2008, then approved by the Phi Beta Kappa Senate in December, 2008.

ARTICLE 1: **NAME:** This Society is a constituent member of the Phi Beta Kappa Society and shall be known as the Phi Beta Kappa Alumni Association of Tampa Bay.

ARTICLE 2: **PURPOSE:** The purpose of this Association is to further the ideals of Phi Beta Kappa by encouraging friendship, scholarship, and cultural interests in the Tampa Bay area.

ARTICLE 3: **MEMBERSHIP:** Every member of Phi Beta Kappa residing in the Tampa Bay area is eligible for membership in this Association. No one who is not a member of Phi Beta Kappa shall be eligible for membership.

ARTICLE 4: **OFFICERS AND DIRECTORS:** The officers of this Association shall be: a President, a first Vice-President, a Vice-President for Membership from Hillsborough County, a Vice-President for Membership from Pinellas County, a Secretary, a Treasurer, and the Immediate Past President.

**The President** (or, in his/her absence, one of the Vice-Presidents) shall preside at all meetings. The President shall exercise the usual functions of a presiding officer, shall appoint all committees that may be deemed desirable, and shall perform such duties usually pertaining to that office.

**The First Vice-President** shall perform the duties of the President during his/her absence. In addition, the duties of the **First Vice-President** shall include responsibility for programs. The duties of **the Vice-Presidents for Membership** shall include responsibility for recruitment and maintenance of the list of current members and eligible non-members, and liaison with the National Office regarding members. . They shall assist the Treasurer with collection of money and keeping a record of it. Also, they shall be responsible for making all arrangements for the meetings. **The Secretary** shall notify every two years all Phi Beta Kappa members residing in the Tampa Bay area of their eligibility for membership in the Association. Further, the Secretary shall keep an accurate record of all proceedings of the Association, shall have charge of the records and papers, and conduct the correspondence of the Association; shall give to all members due notice of all meetings; and shall perform such other duties usually pertaining to the secretaryship. **The Treasurer** shall keep an accurate account of the financial transactions of the Association; shall render bills for and collect all money due the Association; shall pay out such sums as may be directed by the Board of Directors; and shall make a report of the financial condition of the Association at the annual meeting. **A Board of Directors**, consisting of the seven officers of the Association (President, First Vice President, two Membership Chairmen, Secretary, Treasurer, and

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immediate Past President) shall have charge of the affairs of the Association, subject to these bylaws and to any specific directive of the Association. Meetings of the Board of Directors shall be held upon the call of the President, or upon the signed request of three officers of the Association. A quorum shall consist of four elected officers.

**Ex-Officio members** of the Board shall be appointed by the President with approval of the Board, for two-year terms, renewable without term limits. These are: **A Chairman for Scholarships, A Chairman Webmaster, and A Chairman for Archives.**

**ELECTION OF OFFICERS:** The officers of the Association shall be elected every two years by majority vote of the members present at the Annual Meeting. At least two months before the annual meeting, bi-annually, the President shall appoint a Nominating Committee of three members of the Board. The Nominating Committee shall nominate officers for the ensuing two-year period, and present its nominations in writing to all members of the Association at least fifteen days before the annual meeting. Additional nominations may be made from the floor by members present at the meeting. The two-year terms of office will commence the January 1 following the elections.

**VACANCY:** In the event of an untimely vacancy on the Board, the remaining Officers will appoint a member of the Association to serve the unexpired term of the vacant office. This person shall be eligible for nomination at the next bi-annual election of officers.

**ARTICLE 5: MEETINGS:** The annual meeting of the Association shall be held at such time as the Board of Directors shall determine. The Board of Directors shall also arrange for at least one other regular meeting of the Association during the calendar year. Special meetings may be called at any time by a majority of the Board of Directors.

**ARTICLE 6: DUES:** Membership dues in the Association shall be paid annually at a rate set by the officers and directors and reported to the Association. Special assessments may be levied by a two-thirds vote of the members present at any regular or special meeting of the Association, provided that written notice of the proposed assessment is sent to all members of the Association with the notice of the meeting.

**ARTICLE 7: AMENDMENTS:** These Bylaws may be amended by the affirmative vote of two-thirds of the members present at any regular or special meeting of the Association, provided that copies of the proposed amendment are sent to all members at least two weeks in advance of the meeting, and that such amendments be forwarded to the Committee on Associations for final approval of the Senate of the Phi Beta Kappa Society. Upon adoption, copies of the amended Bylaws shall be distributed to all members of the Association and to the Phi Beta Kappa Society.