

# **PHI UPSILON OMICRON BYLAWS**

## **ARTICLE I: NAME**

Section 1. Name of National Organization. The name of this national honor society in family and consumer sciences and related areas shall be Phi Upsilon Omicron, Inc.

Section 2. Name of Collegiate Chapters. The collegiate chapters of Phi Upsilon Omicron, Inc. shall be named in the order of their formation from the letters of the Greek alphabet. When the alphabet is exhausted, it will be repeated with a Greek alphabetical prefix.

Section 3. Name of Alumni Chapters. An alumni chapter located in the same city with a collegiate chapter shall take the Greek letter name of the collegiate chapter or the name of the city or area. An alumni chapter in a city where no collegiate chapter exists shall be named for the city or area in which it is located.

## **ARTICLE II: PURPOSES**

Section 1. The purposes of Phi Upsilon Omicron are to recognize and promote academic excellence, develop qualities of leadership by providing opportunities for service, and encourage lifelong learning and commitment to advance family and consumer sciences and related areas.

Section 2. Defining Family and Consumer Sciences and related areas. The following primary content areas recognized by the American Association of Family and Consumer Sciences include but are not limited to: Culinary arts, hospitality, and tourism; education and training; food science, nutrition, and dietetics; health management and wellness; housing and interior design; human/child development and family relations; personal and family finance; textiles, fashion, apparel, and retailing/merchandising.

Section 3. Phi Upsilon Omicron is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **ARTICLE III: MEMBERSHIP**

Section 1. Types of Membership. The membership of this organization shall be open to men and women (without discrimination of any type) who meet the requirements for eligibility listed below and shall consist of collegiate, alumni, local honorary, and national honorary members.

Section 2. Membership Areas. Membership areas will include, but not be limited to, those recognized by the American Association of Family and Consumer Sciences.

Section 3. Selection of Collegiate Chapter Members. Collegiate chapters shall elect members

from a list of those scholastically eligible and approved by the chapter advisors. A majority vote at a regular business meeting is necessary for election to membership. Initiation at a chapter ceremony is required of those elected to membership and this may be conducted by virtual methods rather than in-person as needed. Initiation of students enrolled in 100% distance learning programs may be initiated by virtual methods during the chapter's formal initiation ceremony.

- a. Undergraduate Students. An undergraduate student shall be eligible to be a collegiate member of a chapter if the individual:
  - (1) exhibits the potential for professional and community leadership;
  - (2) demonstrates a spirit of service;
  - (3) exemplifies character through personal integrity and professional attitude;
  - (4) attends an institution where a chapter is established;
  - (5) has completed a minimum of 36 semester hours or the equivalent quarter hours;
  - (6) has completed Family and Consumer Sciences (FCS) course work in areas including, but not limited to, those recognized by the American Association of Family and Consumer Sciences;
  - (7) ranks not lower than the highest thirty-five per cent of their class in general scholarship or when class rank is unavailable, has a cumulative grade point of at least 3.3; and
  - (8) meets the requirements of either a FCS Major or a Non-FCS Related Major as indicated in subsections b or c below.
- b. FCS Related Majors. An undergraduate student shall be eligible if the individual is majoring in FCS or one of its related areas and has completed a minimum of at least 6 semester hours or the equivalent quarter hours of FCS course work.
- c. Non-FCS Related Majors. An undergraduate student shall be eligible if the individual is not an FCS Major and has completed a minimum of at least 9 semester hours or the equivalent quarter hours of FCS course work.
- d. Transfer Students. A transfer student shall become eligible for membership after the completion of one semester or two quarters and after meeting eligibility requirements. A review of the individual's cumulative record of scholarship, leadership, and character must be made.
- e. Graduate Students. A graduate student enrolled in family and consumer sciences or related area shall be eligible for membership when the following criteria are met:
  - (1) when the student has completed 12 semester hours or its equivalent in courses in family and consumer sciences and related areas. The student is not required to hold a bachelor's degree in family and consumer sciences, but may have earned the degree in an allied area. The student may or may not have come from an institution where there is a collegiate chapter of Phi Upsilon Omicron, Inc.
  - (2) when the student's undergraduate record has been evaluated and shows that the student's scholarship meets the requirements for membership, then the other criteria for membership should be carefully considered. The grade point average for a graduate student should be a minimum of 3.2 on a 4.0 scale. It is also of utmost importance, especially for those students who do not have a bachelor's degree in family and consumer sciences, to determine their potential leadership, interest in, and dedication to the field of family and consumer sciences.

A graduate student may choose to become a collegiate member with the privileges and obligations of an undergraduate member or a member of a local alumni chapter.

Section 4. Transfer of Collegiate Membership. Any member who moves from the initiating chapter to an institution where a chapter is established and wishes to affiliate with that chapter shall write to the Executive Director, asking that verification of initiation be sent to the chapter with which affiliation is desired.

Section 5. Local Honorary Members. A local honorary membership may be conferred upon a person who is active in family and consumer sciences or an allied field, exhibits the qualities of Phi Upsilon Omicron membership, and can be expected to make a contribution to the collegiate chapter.

- a. Election Procedure. Collegiate chapters may nominate an individual for local honorary membership. Following the unanimous approval of chapter advisors, a three-fourths vote at a regular or special meeting is required to elect a local honorary member. The Executive Director and Region Councilor shall be notified.
- b. Financial Responsibilities. Honorary members shall not be expected to pay national or local initiation fees. The initiating chapter provides the honorary member with a subscription to the Honor Society's publication equivalent to the subscription of new initiates. The honorary member who assumes active membership in an alumni chapter shall share in the expenses incurred in the chapter.

Section 6. National Honorary Members. National honorary membership may be conferred upon a person of eminence in the family and consumer sciences field or an allied field who has made a significant contribution to family and consumer sciences on the national level.

- a. Election Procedure. Collegiate and/or alumni chapters, individuals, and members of National Council may submit nominations for national honorary membership to the Executive Director. Following the approval of National Council, the Executive Director extends an invitation to membership. No more than two national honorary members shall be initiated in a biennium. National honorary members may be initiated at a Conclave either at an in-person ceremony or by virtual methods or by a collegiate chapter (in person or virtual ceremony).
- b. Financial Responsibilities. Honorary members shall not be expected to pay national initiation fees. A piece of Honor Society jewelry and subscription to the Honor Society's publication are provided by National Council.

Section 7. Alumni Members. A former member of a collegiate chapter shall be known as an alumni member of the Honor Society.

Privileges in Collegiate Chapters. An alumni member in a collegiate chapter can vote on bylaw questions but shall not hold an office in the collegiate chapter except as an advisor.

Alumni Chapter Membership. Alumni members may join alumni chapters as active or associate members.

Section 8. A Member in Good Standing. One who is willing to take responsibility, actively participates in the chapter, honors financial obligations and maintains academic excellence is a member in good standing. A member who does not pay the annual fee is still a member and has all the privileges except voting for national officers.

Section 9. Inactive Status. Under extraordinary circumstances, a chapter may grant temporary inactive status to a member making such a request. Financial obligations continue during inactive status.

Section 10. Forfeiture of Membership. In rare cases, a member may wish to forfeit membership. A request for forfeiture is subject to the approval of the chapter officers and advisors. The member shall surrender Phi Upsilon Omicron jewelry and relinquish all rights, privileges, and obligations of membership, including the subscription to the organization's publication, without financial reimbursement.

Section 11. Individual Expulsion. Whenever a member fails persistently to meet the standards of the Honor Society, the member shall be reprimanded by the chapter president after consultation with the advisors. If the member's behavior is not altered to meet standards, the chapter shall, with the approval of the advisor, have the power to expel that member from the Honor Society by a four-fifths vote of the chapter members present at a regular or special meeting. The vote will be by ballot. (Immediately following expulsion, the chapter secretary shall remove the name from the rolls and notify the Executive Director). The expelled member shall return Phi Upsilon Omicron jewelry. If the expelled member desires, within one month, a written appeal may be made to National Council and Conclave through the Executive Director.

#### **ARTICLE IV: FINANCES**

Section 1. National Funds. The national treasury shall be divided into five funds:

- a. General Operating Fund. The general operating fund is to defray expenses of the national office, general supplies, and salaries of the Executive Director.
- b. Conclave and Council Fund. The Conclave and Council Fund is to defray expenses of National Council and Conclave meetings, region councilors' chapter visits, installation of chapters, and region meetings.
- c. Professional Fund. The professional fund is to carry on the professional program of the Honor Society.
- d. THE CANDLE Fund. THE CANDLE fund is to defray expenses of editing, publishing, and distributing THE CANDLE.
- e. Lifetime-Alumni Fund. The Lifetime Alumni fund is to hold the paid Lifetime Alumni principal in escrow with the accrued interest dispersed yearly by National Council to meet the financial needs of the Honor Society.

Section 2. Contributions. Bequests, donations, or gifts contributed from an estate and/or an individual to Phi Upsilon Omicron, Inc. and not designated for the Honor Society shall be deemed for Phi Upsilon Omicron Educational Foundation, Inc. and shall immediately be transferred to Phi Upsilon Omicron Educational Foundation, Inc.

Section 3. Installation Fee. Each collegiate chapter, when installed, shall pay into the national treasury an established installation fee set by National Council.

Section 4. National Initiation Fees. A national initiation fee shall be set by National Council and approved by Conclave. A majority vote is required to set the fee, and the fee is to be collected

from each candidate prior to initiation.

Section 5. Exemption from Initiation Fees. Honorary members shall not be expected to pay national or local initiation fees. The honorary member who assumes active membership in an alumni chapter shall share in the expenses of the chapter.

Section 6. Annual Alumni Contributions. Each alumni member is encouraged to contribute an annual amount set by National Council and approved by Conclave. In lieu of the annual donation, members may choose to pay a Lifetime Alumni Donation.

Section 7. Local Dues and Assessments. Each chapter shall determine the amount of local dues and assessments and the ways of levying and collecting same.

Section 8. Financial Responsibilities. Phi Upsilon Omicron, Inc., shall not be responsible for debts of collegiate or alumni chapters.

## **ARTICLE V: GOVERNMENT**

Section 1. Conclave. The government of this organization shall be vested in a general assembly of the Honor Society known as Conclave.

- a. Scheduling Conclave. The location and time of the biennial Conclave shall be under the direction of National Council. Conclave may be conducted by virtual methods as needed.
- b. Delegates to Conclave. The business of the Conclave shall be transacted by the following representative groups: Collegiate Chapters, one vote per chapter (delegate); Alumni Chapters, one vote per chapter (delegate); National Council, one vote per member; Educational Foundation, one vote for the Foundation; Alumni at large, one vote for every 15 alumni in attendance at Conclave and not affiliated with an alumni chapter. No one shall have more than one vote. Delegates may vote electronically as needed.

Section 2. National Council. National Council and/or the Executive Council shall meet every year and conduct the affairs of the Honor Society in the interval between Conclaves. In the Conclave year, the meetings shall precede and/or follow Conclave. The time and place of meetings in the alternate years shall be arranged by the Executive Council. Meetings of the National Council may be conducted virtually as needed.

Section 3. Executive Council. The Executive Council shall conduct the affairs of the Honor Society between the meetings of National Council and the Conclaves.

Section 4. Quorum. The majority of the membership of the Conclave, National Council, Executive Council, or a chapter shall constitute a quorum for the transaction of business.

## **ARTICLE VI: NATIONAL COUNCIL AND EXECUTIVE COUNCIL**

Section 1. National Council- National Council shall consist of the President, President-Elect, Alumni Councilor, Region Councilors, Finance Chairperson, Advisor Councilor, and a Collegiate Representative from each region. One Collegiate Representative will be elected as the National Collegiate Chair. The Executive Director will serve as an ex-officio member with vote,

and the Educational Foundation Chair will serve as an ex-officio member without vote.

Section 2. Executive Council- The Executive Council shall be composed of the President, President-Elect, and Executive Director. The Executive Council may also include as needed: Finance Chairperson, Alumni Councilor, Advisor Councilor, Region Councilor Chairperson, National Collegiate Chairperson, and Educational Foundation Chair (serving as an ex-officio member without vote.).

Section 3. National President. The National President shall serve for a period of two years or until a successor assumes office. It shall be the duty of the President to preside at all National Council meetings, Conclave sessions, and Executive Council meetings; to direct the business of the Honor Society; to appoint all committees; to serve as ex-officio member of all committees except the Nominating Committee; and to serve as the official representative of the Honor Society.

Section 4. President-Elect. The National President-Elect shall be elected prior to each Conclave from the slate prepared by the Nominating Committee.

- a. Term of Office. The President-Elect shall hold that office for two years or until a successor has been elected after which the President-Elect shall ascend to the office of National President. In case the office of President-Elect becomes vacant by January 15 of non-Conclave years, a special election shall be held by March 15. The same election procedure shall be used as was originally followed. Otherwise, the responsibilities of the President-Elect may be temporarily assumed by a member of National Council or a temporary appointee either of which will be appointed by the National President with approval of the Executive Council.
- b. Duties of President-Elect. It shall be the duty of the President-Elect to serve as chairperson of the National Professional Program Committee, to accept the responsibilities of the President if for any reason the latter becomes unable to serve, and to assume other responsibilities as directed by the President or National Council.

Section 5. Executive Director. The Executive Director shall be employed by National Council to handle the administrative affairs of the honor society. It shall be the duty of the Executive Director to handle honor society correspondence, carry out routine duties for national council members upon request, be an ex-officio member of the Executive Council, and to record minutes of all official meetings. It shall be the duty of the Executive Director to keep an accurate and complete record of all money transactions, send reports to the Finance Committee, and to arrange for an annual audit or review as directed by National Council to be available to members. The Executive Director shall serve as ex-officio member of the Finance Committee and of the Executive Council and shall be under bond.

Section 6. Media Coordinator - The Media Coordinator shall be an independent contractor, hired by the National Council. It shall be the duty of the Media Coordinator to assume responsibility to edit and distribute the semi-annual publication, *The Candle*. Other duties to support the Honor Society will be determined by National Council. The Media Coordinator shall not be a voting member of the board.

Section 7. Alumni Councilor. The Alumni Councilor shall be elected by the alumni chapters and

shall serve for one four-year term or until a successor is elected. The duty of the Alumni Councilor is to serve as a liaison between alumni members and chapters and National Council. The Nominating Committee will solicit nominations for the Alumni Councilor position from the alumni chapters during the election year. The Executive Director will prepare and distribute a ballot to each alumni chapter during spring of the election year. A plurality will elect.

Section 8. Region Councilor Chairperson. The Region Councilors will select a chairperson from among their members during a Region Councilor's meeting at Conclave to serve for a two-year term. The Region Councilor Chairperson will be responsible for orienting new Region Councilors and maintaining communication with all Region Councilors.

Section 9. Region Councilors. Each region shall be represented on National Council by a Region Councilor, which it shall select.

- a. Selection Procedure. Each collegiate and alumni chapter or individual member within the region has the privilege of nominating a candidate(s) for Region Councilor of the respective region. Region Councilors are chosen from Phi U members who have been active in the work of the Honor Society. Region Councilors are elected by their respective regions from nominations submitted during the year of election. The current Region Councilor will prepare and distribute a ballot to each collegiate and alumni chapter by March of the election year. The election may be completed via electronic methods. A plurality will elect.
- b. Term of Office. Region Councilors shall be elected one year prior to their assuming office. The year following election, the current Region Councilor will mentor the newly elected Region Councilor. Region Councilors shall hold office four years or until successors are elected.
- c. Duties of Region Councilors. It shall be the duty of the Region Councilors to maintain contact with the chapters in their respective regions through appropriate communication, counsel and advise chapters as needed, and to represent the region on National Council.
- d. Vacancy. In the case that a vacancy may occur in a Region Councilor position, the region involved shall, within two months, select a replacement.

Section 10. Finance Chairperson. The Finance Chairperson shall be elected prior to every other Conclave and shall serve for four years or until a successor is elected. The Nominating Committee will solicit nominations for the Finance Chairperson position from the alumni and collegiate chapters during the election year. The Executive Director will prepare and distribute a ballot to each alumni and collegiate chapter during spring of the election year. Voting may occur via electronic methods as needed. A plurality will elect.

Section 11. National Collegiate Chairperson. The National Collegiate Chairperson shall be selected by the National Council Collegiate Representatives at a meeting during Conclave for a two-year term. The duty of the National Collegiate Chairperson is to be a liaison between the collegiate chapters and the National Council.

Section 12. Collegiate Representatives. Nominations for collegiate representatives will be solicited from collegiate chapters and advisors by the respective Region Councilors during the election year. The collegiate chapters in their respective regions will elect their collegiate

representative. The current Region Councilor will prepare and distribute a ballot to each collegiate chapter by March of the election year. A plurality will elect.

- a. Number of Collegiate Representatives. Each region shall have one representative on National Council.
- b. Duties of Collegiate Representatives. The duties of the Collegiate Representatives include polling chapters represented to ascertain concerns, issues, recommendations, and problems for National Council consideration; represent the chapters in the actions of National Council; and report actions of National Council to chapters.

Section 13. Advisor Councilor. The National Advisor Councilor shall be elected by the collegiate chapters. The Advisor Councilor shall serve for a 4 year term or until a successor is elected. The duty of the Advisor Councilor is to serve as a liaison between chapter advisors and National Council. The Nominating Committee will solicit nominations for the Advisor Councilor position from members during the election year. The Executive Director will prepare and distribute a ballot to each collegiate chapter during spring of the election year. A plurality will elect.

Section 14. Vacancy on National Council. If a vacancy occurs on National Council other than in the offices of President, President-Elect, Region Councilor, or Finance Chair, it shall be filled by the National President with approval of the Executive Council.

Section 15. Chapter Visits. It shall be the duty of the National Council to provide for a visit to each chapter within a year of installation and thereafter periodically as determined by National Council. The visit shall be by the Region Councilor or a member of National Council.

## **ARTICLE VII: NATIONAL COMMITTEES**

Section 1. Expansion Committee. The National President in consultation with the President-Elect shall appoint an Expansion Committee of three members to serve until successors are appointed who will recommend a policy of expansion for action by National Council.

Section 2. Finance Committee. The Finance Committee shall consist of the Finance Chairperson, two Region Councilors, one Collegiate Representative, and one alumni. Committee members shall be appointed by the President in consultation with the President-Elect to work on financial matters with the Executive Director, an ex-officio member of the Committee. The function of the Committee shall be the supervision of the Honor Society's funds. The Collegiate Representative serves for a period of two years, the Alumni member for one year, and the National Council members for four years.

Section 3. Conclave Committee. There shall be a Conclave Committee of three composed of the National President, Executive Director, and a Region Councilor. It shall be the duty of this Committee to cooperate with the National Council and the Local Conclave Committee in making arrangements for Conclave.

Section 4. Nominating Committee. There shall be a Nominating Committee of four members:



three alumni members and one collegiate member appointed in non-Conclave years by the President. The past National President generally is one member and serves as Chairperson of the Committee whose members should represent various chapters of initiation and geographical areas.

- a. Election Procedure-. The Nominating Committee shall prepare a ballot after soliciting recommendations from chapters and National Council Members for President-Elect. The ballot shall be included in the Spring CANDLE prior to Conclave and returned as directed. Voting may occur via electronic methods as needed. A plurality will elect.
- b. Procedures in Case of a Tie. In case of an election tie, the tie will be broken by ballot distributed to the National Council. A plurality vote from those returning ballots will elect. If there is still a tie following the vote of the National Council, the winner of the election will be determined by a flip of the coin in accordance with appropriate parliamentary procedure.
- c. Results of Election. A report of the Nominating Committee will be made to National Council and Conclave.

Section 5. Professional Program Committee. The National President-Elect shall appoint a Professional Program Committee consisting of two alumni and one student member, with the President-Elect serving as Chairperson. It shall be the duty of this Committee to administer the professional program.

Section 6. Bylaws Committee. The President, in consultation with the President-Elect, shall appoint a Bylaws Committee consisting of two Region Councilors and other members as needed. It shall be the duty of the Bylaws Committee to communicate proposed changes to the chapters two and one-half months prior to Conclave, present the proposed changes to Conclave for action after approval by National Council, and review the Bylaws for errors before duplicating and distributing.

Section 7. Membership Eligibility Committee. The eligibility of students in related areas not in accord with membership requirements at a college or university which has an established Phi Upsilon Omicron Chapter will be determined by the National Membership Eligibility Committee consisting of the National President, the National President-Elect, the Region Councilor of the region involved, and two other Region Councilors.

Section 8. Personnel Committee. This committee shall consist of the President, President-Elect, Finance Chairperson, two Region Councilors, one Collegiate Representative and the Educational Foundation Chair. Purpose of this Committee shall be to review job descriptions of paid employees of the Honor Society for accuracy. The President, President-Elect and Educational Foundation Chair shall review and evaluate job performance of paid employees of the Honor Society.

Section 9. Other Committees. The President shall appoint such special committees as the need arises or as the National Council shall direct.

Section 10. Ex-Officio Member. The President shall be an ex-officio member of all committees except the Nominating Committee.

## ARTICLE VIII: REGIONS

Section 1. Regions. Collegiate and alumni chapters of the Honor Society shall be grouped in regions according to geographical location. The boundaries of these regions shall be flexible and determined by National Council.

Section 2. New Chapters. New chapters shall be assigned to existing regions by the National President with approval of the Executive Council.

Section 3. Chapter Transfer. Chapters may be transferred to a different region at the discretion of National Council.

## ARTICLE IX: COLLEGIATE CHAPTERS

Section 1. Membership. A collegiate chapter shall consist of undergraduate and graduate student members, alumni members enrolled in the institution, and honorary members.

Section 2. Establishing New Chapters. Chapters of Phi Upsilon Omicron, Inc. may be established, upon petition, at institutions which are approved by the recognized regional accrediting agency and which offer instruction in family and consumer sciences and related areas leading to a Bachelor's degree.

The Expansion Committee, the Region Councilor, and the President shall be responsible for carrying out the procedures in establishing a chapter of Phi Upsilon Omicron, Inc., after the petitioning group has received final approval.

- a. Charter. National Council shall confer upon a petitioning body of collegiate persons a charter of Phi Upsilon Omicron, Inc.
- b. Financial Responsibility. Each collegiate chapter, when installed, shall pay a fee to the national organization.

Section 3. Officers. A President, Vice President, Secretary, Initiation Chairperson, Historian, Public Relations Chair, and other officers as needed shall be elected and serve for one year or until their successors are elected. The Treasurer shall be appointed by a committee of collegiate chapter members and the Advisors prior to the chapter elections. The Treasurer shall serve for one year or until a successor is appointed. The duties of the officers are implied by their respective titles and are specified in the Handbook.

Section 4. Advisors. Each chapter shall have a minimum of one chapter Advisor. It is recommended two additional Advisors be chosen, one to serve as Financial Advisor and the other as Professional Program of Work Advisor. Chapter Advisors shall be appointed by the local chapter with the approval of the unit administrator.

Section 5. Rules, Regulations, and Bylaws. Each chapter shall make such rules, regulations, and Bylaws for its own government as are in harmony with the Bylaws of the Honor Society and shall submit them to the Region Councilor. Section 6. Meetings. Each collegiate chapter shall hold regularly scheduled meetings during the school year. The time, number, and place of

meetings are determined by each chapter within a month after the fall opening of the school year.

Section 7. Conclave Vote (Delegate). Each collegiate chapter shall have one vote in Conclave.

- a. Each collegiate chapter shall have the opportunity to select one Conclave Delegate.
- b. In the event that the appointed Conclave Delegate cannot carry out the duties, the designated chapter alternate delegate will become the delegate.

Section 8. Official Records: Each chapter shall keep a file containing all official records, reports, and correspondence of the chapter and its officers in accordance to the document retention schedule included in the Phi Upsilon Omicron handbook.

Section 9. Inactive Status or Discontinuation of Chapter. Whenever extenuating circumstances affect a family and consumer sciences or related area unit, thus influencing the functioning of the Phi Upsilon Omicron chapter or when a chapter fails to meet the obligations of the Honor Society, a special visit shall be made to determine the current status of the chapter. If inactive status or discontinuation is considered, the matter will be brought before the next meeting of the National Council.

## **ARTICLE X: ALUMNI CHAPTERS**

Section 1. Membership. An alumni chapter shall be composed of alumni and honorary members of the Honor Society who may be either active or associate members.

- a. Active Members. Active members are those who are able to attend meetings of the chapter and take part in the professional program of the chapter.
- b. Associate Members. Associate members are those who are unable to participate actively, but who are interested in the program and publications of the chapter.

Section 2. Establishing New Chapters. An alumni chapter may be established when seven or more members can hold a minimum of four meetings a year, including a Founder's Day Celebration.

Section 3. Officers. The officers of an alumni chapter shall be President, Vice President, Secretary, Treasurer, Public Relations Chair, and other officers as needed, all of whom shall be elected and serve until their successors are elected. Duties of the alumni chapter officers are implied by their respective titles and are specified in the Handbook.

Section 4. Relationship to Collegiate Chapters. An alumni chapter shall maintain contact with a collegiate chapter(s) located in the geographic area and provide support.

Section 5. Conclave Delegates. Each alumni chapter shall have one vote in Conclave.

- a. Each alumni chapter in good standing shall have the opportunity to select one Conclave delegate.
- b. In the event that the appointed Conclave delegate cannot carry out the duties, the designated chapter alternate delegate will become the delegate.

Section 6. Official Records: Each chapter shall keep a file containing all official records, reports, and correspondence of the chapter and its officers in accordance to the document retention schedule included in the Phi Upsilon Omicron handbook.

Section 7. Discontinuance of Alumni Chapters. Alumni chapters will be discontinued when they are unable to meet the requirements for a chapter.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order as most recently revised shall govern the proceedings of meetings of the Honor Society and chapters when not in conflict with these Bylaws.

## **ARTICLE XII: DISCONTINUANCE**

Section 1. Upon the dissolution of Phi Upsilon Omicron, Inc. assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 2. For any subordinate chapters that become inactive, the remaining assets of the chapter will be evenly distributed to the Phi Upsilon Omicron Educational Foundation, Inc. and Phi Upsilon Omicron, Inc. which are tax exempt under section 501(c)3 of the Internal Revenue Code.

Should Phi Upsilon Omicron, Inc. become inactive, any remaining assets of the Honor Society will be distributed to the Phi Upsilon Omicron Educational Foundation, Inc. which is tax exempt under section 501(c)3 of the Internal Revenue Code. All remaining assets of any subordinate chapter would then be distributed to the Phi Upsilon Omicron Educational Foundation, Inc.

## **ARTICLE XIII: AMENDMENTS**

These Bylaws may be amended after approval of National Council by a majority vote of delegates present and voting at Conclave or special sessions as called by the national office provided the proposed amendment shall have been submitted in writing to the chapters at least two and one half months in advance of the Conclave or special sessions as called by the national office in which the changes are to be voted upon. These special sessions of delegates may occur virtually.

Bylaws amended and approved by membership at Conclave, October 5, 2024.