

The University of Memphis Chapter Bylaws of the Golden Key International Honour Society

Article 1 – Name

The name of this organization shall be The University of Memphis Chapter of Golden Key International Honour Society, hereinafter referred to as “The Chapter.”

Article II—Global Bylaws

The Chapter must strictly follow the most recent Global Bylaws issued by Golden Key International Honour Society (GKIHS). At no time shall a policy, practice, or guideline of The Chapter be forced that directly violates the global bylaws of GKIHS. If such a policy, practice, or guideline shall exist, The Chapter shall cease from the use of this policy, practice, or guideline immediately upon discovery.

Article III – Chapter Leadership Team

Section 1—Definition

The Leadership Team of The Chapter shall consist of the following groups:

1. Chapters Advisors
2. Executive Board Officers
3. Auxiliary Officers
4. Committee Chairs

Section 2—Chapter Advisors

The Chapter Advisors shall be determined in accordance with the Global Bylaws and with University policies. The positions available with minimum requirements include:

1. Primary Advisor (Full-time faculty member at The University of Memphis; preference shall be given to individuals who have earned a doctoral degree or other similar degree)
2. Co-Advisor (Full-time Faculty or Staff member at the University of Memphis; up to two may serve in this position)
3. Graduate Student Advisor (Student should have served at least one-semester as a Golden Key officer at any chapter; duties should be based on suggestions from GKIHS Headquarters and modified as needed for chapter usage.)

Section 3—Executive Board Officers

The Executive Board Officer positions include the following:

1. Chapter President
2. Co-President for Undergraduate Students
3. Co-President for Graduate Students
4. Vice President (2 permitted)
5. Recording Secretary
6. Corresponding Secretary
7. Chapter Treasurer (2 permitted)

Section 4—Duties of Executive Board Officers

All duties suggested by GKIHS Headquarters should be listed in the chapter's list of duties. The Chapter may modify duties as needed. Co-Presidents should be expected to help with duties of officer positions not filled and any other duties delegated, within reason, by the Chapter President and/or an advisor.

Section 5—Auxiliary Officers

The Auxiliary Officer positions include the following:

1. Vice President of Activities
2. Vice President of Membership Communications
3. Vice President of Prospective Members (or VP of Membership Recruitment)
4. Outreach Director
5. Literacy (or Education) Service Director
6. Social Director
7. Historian
8. Public Relations Director
9. Honorary Member Liaison
10. Alumni Director
11. Newsletter Editor
12. Webmaster

Section 6—Duties of Auxiliary Officers

All duties suggested by GKIHS Headquarters should be listed in the chapter's list of duties. The Chapter may modify duties as needed. Vice President of Activities should work with the Service Directors and the Social Directors to see how he or she can directly help them. This VP of Activities should consult the Chapter President and/or Co-Presidents regarding planning Golden Key activities.

Section 7—Committee Chairs

The Committee Chair positions available include the following:

1. Special Events Chair
2. Go-Green Chair
3. Collaboration/Networking Chair
4. Fund-raising Chair

All Committee Chairs will be considered non-officer student members for monthly and yearly awards.

Article IV—Chapter Policies/Common Practices

Section 1—Member Categories

The Chapter shall have the following broad titles for Golden Key members:

1. Alumni Member (Any individual who joined GKIHS at The University of Memphis (MSU Chapter) and is no longer a student at The University of Memphis)
2. Student Member (Any GKIHS member who is currently a degree-seeking student at The University of Memphis)
3. Honorary Member (Any individual who was inducted at The University of Memphis (MSU Chapter))

Section 2—Member Honor Levels

The Chapter shall establish at least three levels for non-officer student members to honor them for their involvement in The Chapter. These levels shall be

1. Active Membership Level
2. Outstanding Membership Level
3. Key Membership Level

The requirements for these levels can be modified each year, and it is the responsibility of the Chapter President to establish and modify (as needed) the guidelines for determining levels. Levels should be based on the Points System, which can slightly change when needed without permission. Major changes need approval for Leadership Team.

Section 3—Officer Honor Levels

The Chapter shall establish at least four levels for officers to honor them for their involvement in the Chapter. These levels shall be.

1. Bronze Officer Level
2. Silver Officer Level
3. Gold Officer Level
4. Platinum Officer Level

The requirements for these levels can be modified each year, and it is the responsibility of the Chapter President to establish and modify (as needed) the guidelines for determining levels. Levels should be based on the Points System, which can slightly change when needed without permission. Major changes need approval from the Leadership Team.

Section 4—Chapter Scholarships

The Chapter shall offer at a minimum of two scholarships to student members and one scholarship to a prospective member. At least one of the scholarships should go to a non-Graduate student and non-officer student member. The prospective member must submit application at a prospective member event or any other approved event to be considered. Graduate students can apply as well. All funding for these scholarships shall come from GKIHS Headquarters, and it is the responsibility of the Leadership Team to determine the winners and submit the paperwork by the deadline each year.

Section 5—Monthly Awards

The Chapter shall recognize at minimum the Top Officer of the Month and Top Member of the Month at meetings and at least one newsletter. Determination of these awards is based solely on Golden Key points earned in the actual month. The Chapter is not required to award monthly awards each month, but is required to have at least seven monthly awards. Winners of monthly awards are not entitled to receive any monetary award or gift card. However, if The Chapter's budget permits, some kind of monetary award or gift card should be given.

Section 6—Yearly Awards

The chapter shall recognize two non-officer student members and two officers each year for being the most active in The Chapter, based on Golden Key points. The winners shall be as follows:

1. Officer of the Year (a \$100 monetary award suggested)
2. Officer of the Year Runner-Up (a \$50 monetary award suggested)
3. Member of the Year (a \$50 monetary award suggested)
4. Member of the Year Runner-Up (a \$25 monetary award suggested)

The Chapter is permitted to award yearly awards to alumni and honorary members if deemed appropriate. Monetary awards should be based on The Chapter's budget. If the budget allows, second runner-up awards may be given to qualified candidates.

Section 7 – Chapter President Position

The position of Chapter President is a combined elected and appointed position. All interested parties should submit an application (like all applicants) and should meet with the current Chapter President (or other approved officer) for an interview. After the current Chapter President meets with all applicants, the Chapter President must allow the voting members of the Chapter (based on the guidelines in section 8) to determine the final two or three candidates from the applicants. These finalists will meet with the Primary Advisor. If the Primary Advisor is not available, he or she may elect to appoint someone to conduct the interview. After each finalist meets with both the Chapter President and the Primary Advisor (or the approved interviewers), then the Chapter President and the Primary Advisor must meet and discuss which candidate is best qualified and best suited for The Chapter. As a policy of The Chapter, all applicants should have at least one-semester's experience of serving as an officer or a committee member of The Chapter. If no qualified applicant applies, then the current Chapter President may continue to serve until a qualified candidate is found. If the current Chapter President is graduating and not continuing his or her education at the University of Memphis, then the Chapter may open up the position to other candidates. In such a case, no student shall be appointed Chapter President without the approval of 70 percent of the members on the current and/or incoming Leadership Team. If approval mark is not met or if no one applies, the Vice President shall be asked to assume responsibilities until a new candidate can be found.

Section 8—Chapter Officer Elections

All positions (except Chapter President which has a component of assignment) are elected positions. If more than one student applies for a position, then each student member shall be contacted concerning his or her vote. Each applicant should be allowed to prepare a short response to give to the student members. Information from interview and application deemed important must be shared as well. A minimum of 10% of all student members must participate for the voting to count. For Executive Board Officer Positions (not Chapter President; see section 7), the results from the general student members are not final, and the Executive Board Officers, with 70 percent approval, can refuse any of these decisions after careful deliberation. The Chapter Advisors may not vote in normal elections. However, in cases where ties shall exist, the Chapter Advisors shall determine the winner.

Article V – University Affairs

Section 1 – Registered Student Organization

The Chapter shall at all times meet the minimum requirements of the University of Memphis to have the status of Registered Student Organization (RSO)

Section 2 – Separate RSOs

The Chapter may elect to have two separate RSOs

1. one for undergraduate students
2. one for graduate students.

All student members should be given the opportunity to express their opinion on any decision to have more than one RSO on campus. A minimum of 10 percent of students must response to consider the vote valid, and 51 percent of those students who voted must vote in favor of any changes before the leadership team and advisors can vote. The leadership team (consisting of executive board officers, auxiliary officers, and committee chair members) shall require a 70 percent vote in favor of such a change. After all votes are cast and all conditions met, the chapter advisor, with feedback from the current and/or incoming Chapter President(s), shall give his or her approval of the decision of the student members.

The names of these separate organizations must include the words “Golden Key” in its title and must indicate undergraduate or graduate in the title or organization description.

Section 3 – RSO requirements

Should The Chapter be divided into two separate RSOs, the RSOs must submit all paperwork by deadlines, and The Chapter must treat each RSO as separate organizations on campus. No officer shall serve under both RSOs. For International Headquarters, the chief officers of these RSOs shall be given the title of Co-President for Undergraduate Students and Co-President for Graduate Students. As required by the Global bylaws, The Chapter must have a Chapter President at all times. The Chapter President may be an undergraduate or a graduate student and may be one of the Co-Presidents; however, this is not a requirement, and three separate President positions may exist.

Section 4 – Events

The separate RSOs are permitted to have joint events with each other. However, as a minimum, the following are required each fall and spring semester to justify the establishment of two RSOs:

1. must hold at least one social event/activity for its RSO members only.
2. must hold at least one service-related event/activity/project for its RSO members only.
3. must have at least one additional Golden Key function that is specifically designed for its RSO members only.

However, Golden Key members shall be allowed to attend any Golden Key function sponsored by any of the RSOs and shall receive credit as necessary. A minimum of three students from the sponsoring-RSO must be present to count the event as successful and deeming of credit.

Section 5—Officers

It is permissible for the chapter to have one Chapter President for The Chapter and have that individual serve for undergraduate and graduate members. However, each RSO must have the minimum number of officers required to attained RSO status, which include, but is not limited to:

1. RSO President/Chief Officer (or Co-President)
2. RSO Secondary Officer (or Co-Vice President)
3. RSO Treasurer
4. RSO Service Chair
5. RSO Advisor

For the RSO Secondary Officer, this individual must be a member in the RSO to serve as this position, and each RSO must have someone named as RSO Secondary Officer. If desired, both may serve The Chapter as Co-Vice Presidents and shall merely have that title.

For the RSO Treasurer position, The Chapter may have two Chapter Treasurers. The Chapter Treasurer must serve as a RSO Treasurer and may be an undergraduate or a graduate student member. For the other RSO Treasurer, he or she should work closely with the Chapter Treasurer to determine the budgets for RSO-specific events, and with specific duties, may serve as a Chapter Treasurer as well.

Section 6—Bank Account

The Chapter shall only have one primary bank account. Only one Chapter Treasurer shall have possession of checks and any debit/check cards associated with the account. This Chapter Treasurer shall not have checking writing privileges. The Chapter President and the Primary Advisors must have checking writing privileges. As approved by both the Chapter President and the Primary Advisors, other individuals, under extreme conditions, may be added. Under approved conditions (such as conferences and special events) shall this Chapter Treasurer allow an officer to have possession of a debit/check card. In such a case, all receipts must be provided, and all expenses during the period when the card was out of the possession of the Chapter Treasurer must be explained upon request. As deemed necessarily, any student who makes any unauthorized expenses with

The Chapter's Debit/Bank card must, after approval of the Chapter Advisor and the Leadership Team, reimburse The Chapter for all such expenses in United States Dollars.

Section 7—Collecting Interest

It shall be permissible for The Chapter to set aside funds not needed to generate interest. All such funds should not be invested in any accounts that have any possibility as losing any value. Should it be required that the interest-bearing account be put in an individual's or individuals' names, a formal contract must be written that includes at least the following:

1. Name(s) on the account
2. Financial Institution where the account is
3. The original principal invested
4. The interest rate start (If the interest rate can change (e.g. with money market accounts), indicate that with the interest rate listing.)
5. The estimated tax withholding needed to cover all taxes, including Federal Income Tax. If the interest rate can change, then a percentage for taxes shall be adequate and shall be stated with conservatism.
6. A promise to pay back The Chapter the original principal and all interest after taxes within one week of maturity or set period (write in contract, if so).
7. Signature(s) of the officer(s) whose name the account is under.
8. Approval, indicated by signature, of two current chapter officers.

Article VI— Amendments to Bylaws

Amendments may be proposed to The Chapter by any alumni, student, or honorary member from The Chapter. Amendments may also be proposed by individuals at GKIHS Headquarters in Atlanta, GA. Corrections of typographical and other non-substantive errors, omissions, edits or changes in the bylaws may be made by the Executive Board. All other substantive bylaw amendment proposals shall be reviewed by the Chapter Advisors, the Leadership Team, and any other parties approved by either the Chapter Advisors or the Leadership Team. These reviewing parties shall have 30 days to review the proposed amendment(s) for merit and determine whether the amendment warrants ratification by chapter voting delegates because it affects the rights and privileges of student members and/or involves chapter-related matters. A bylaw amendment requires a two-thirds vote of all voting members as determined by the Leadership Team, which can include honorary, student, and/or alumni members. The Chapter must receive votes from at least 10 percent of its voting members, but is authorized to establish a higher percentage as long as set before voting begins.