

# **Phi Gamma Sigma Steering Committee Bylaws**

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## PROPOSED BYLAWS OF PHI GAMMA SIGMA PROFESSIONAL SOCIETY

### ARTICLE I ORGANIZATION

1. The name of the organization shall be Phi Gamma Sigma Professional Society.
2. Phi Gamma Sigma Professional Society may at its pleasure by a vote of the membership body or Steering Committee and approval from its founders change its name.

### ARTICLE II MISSION STATEMENT

The purpose of this international professional society, Phi Gamma Sigma of the Abraham S. Fischler School of Education is to promote the advancement of education by celebrating the excellence of our outstanding doctoral graduates who have made significant contributions.

### ARTICLE III MEMBERSHIP

1. The chapter shall have three categories of membership: active, past, and honorary.
2. Active: Any person who has received a doctoral degree from the Abraham S. Fischler School of Education shall be eligible to become an active member of the chapter by completing the application process and payment of required dues.
3. Past: Any former member that has not paid membership dues for the current fiscal year.
4. Honorary: Any person may be nominated by any member of the Steering Committee (hereafter known as SC) and must be approved by two-thirds of the whole SC. Honorary members shall not be required to pay dues.
5. Membership in the chapter shall not be restricted in any manner because of race, religion, color, national origin, physical disability, sex, or sexual preference.

### ARTICLE IV MEETINGS

1. An annual Induction Ceremony of Phi Gamma Sigma shall be held.
2. The secretary shall notify all members in good standing (as they appear in the Phi Gamma Sigma records held by the FSE) a notice telling the time and place of the Induction Ceremony.

3. Regular meetings of Phi Gamma Sigma's Steering Committee shall be held at a designated location to be determined in South Florida.
4. The presence of at least four (4) members of the Steering Committee shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser percentage may adjourn the meeting for a period of not more than four (4) weeks from the date scheduled by these bylaws and the secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called.

#### ARTICLE V VOTING

1. At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers. At all votes by ballot the chairpersons of such meetings shall, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the president/chair the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.
2. No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.
3. Every two years in the month of March, the past-president/past-chair shall appoint a nominating committee consisting of members of the chapter.
4. The slate of officers and Steering Committee members shall be recommended at the following August committee meeting and approved by a majority of the Steering Committee members.
5. Officers and Steering Committee members shall take office at the October meeting following the election which will take place every two years.
6. Any vacancy shall be filled by the president/chair as approved by the Steering Committee.
7. Steering Committee members in good standing are eligible for one vote on each matter submitted to the steering committee.

#### ARTICLE VI MEETING PROCEDURES AND ORDER OF BUSINESS

1. The Steering Committee shall meet a minimum of four (4) times per year. Special meetings may be called by the president/chair or at the request of a majority of the Steering Committee.

2. All Steering Committee members are expected to attend Phi Gamma Sigma Steering Committee meetings and Phi Gamma Sigma special events.
3. Roberts Rules of Order shall govern all deliberations and actions of all meetings.
4. Order of Business:
  - Roll Call
  - Reading of the minutes of the preceding meeting
  - Reports of Committees
  - Reports of Officers
  - Old and Unfinished Business
  - New Business
  - Adjournment

#### ARTICLE VII STEERING COMMITTEE

1. The business, governance, and policy creation of Phi Gamma Sigma shall be managed by a Steering Committee consisting of Phi Gamma Sigma members.
2. The Steering Committee shall consist of the president, vice president, secretary, treasurer, past-president (when established), committee chairmen and member(s) at large.
3. Elections will be held every two years at the September Steering Committee meeting of this organization in the same manner and style as the previous elected officers of this organization and they shall serve for a term of two years. The past president shall serve a two-year term in that capacity to provide continuity to the management of the Steering Committee.
4. The Steering Committee shall have the control and management of the affairs and business of Phi Gamma Sigma. Steering Committee members shall only act in the name of the organization when it shall be regularly convened by its chair after due notice to all the directors of such meeting.
5. Each Steering Committee member shall have one vote and such voting may not be done by proxy.
6. The Steering Committee may make rules and regulations covering its meetings as it may in its discretion determine necessary.
7. Vacancies in the Steering Committee offices shall be filled by a vote of the majority of the remaining members of the Steering Committee for the balance of the year.
8. The president of Phi Gamma Sigma by virtue of his/her office shall be president of the Steering Committee.

9. An officer may be removed when sufficient cause exists for such removal. The Steering Committee may entertain charges against any officer. An officer may only represent himself/herself upon any removal hearing. The Steering Committee shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the Phi Gamma Sigma.

## ARTICLE VIII STEERING COMMITTEE OFFICERS

1. The officers of the organization shall be as follows:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Past President
2. The president shall preside and chair at all Phi Gamma Sigma Steering Committee meetings. He/she shall present at each annual meeting of the organization an annual report of the work of the Phi Gamma Sigma. He/she shall appoint all committees, temporary or permanent. He/she shall see all books, reports, and certificates are properly kept or filed. He/she shall be one of the officers who may request checks for remittance through the FSE Accounting, Budgeting and Financial Planning Office on behalf of Phi Gamma Sigma. He/she shall have such powers as may be reasonably construed as belonging to the chief executive of any organization. Therefore, the President shall:
  - Preside at all meetings of the Association and perform all duties incident to the office
  - Be an ex-officio member of all committees
  - Arrange a minimum of four meetings per calendar year
  - Serve as liaison with the Associate Dean
  - Appoint the chair and members of all standing committees subject to the approval of the Executive Board
  - Manage and develop annual calendar of events
  - Attend all meetings
3. The vice president shall in the event of the absence or inability of the president to exercise his/her office becomes acting president of Phi Gamma Sigma with all the rights, privileges, and powers as if he/she had been the duly elected president. Therefore, the Vice President shall:
  - Perform the duties of the President in the absence or the request of the President
  - Assist in the recruitment and selection of key volunteers
  - Be an ex-officio member of all committees and may be empowered by the President or Executive Board to act as an interim chair of any committee
  - Chair scholarship committee (as needed)
  - Perform such other duties as delegated by the President
  - Attend all meetings

4. The secretary shall keep the minutes and a copy of records of Phi Gamma Sigma in appropriate books. He/she shall give and serve all notices to members of Phi Gamma Sigma's Steering Committee. He/she shall present to the membership at any meetings any communication addressed to him/her as secretary of Phi Gamma Sigma. He/she shall submit to the Steering Committee any communications which shall be addressed to him/her as secretary of Phi Gamma Sigma. He/she shall attend to all correspondence of Phi Gamma Sigma and shall exercise all duties incident to the office of secretary. Therefore, the Secretary shall:
  - Keep a permanent record of all the proceedings of the Association and of the Executive Board
  - Take a written roll call at each Executive Board Meeting
  - Maintain and update the member list
  - Conduct and maintain a record of the correspondence of the Association
  - Organize committee to publicize upcoming events
  - Perform such other duties as delegated by the President
  - Coordinate annual calendar of events
  - Manage and respond to inquiries made to the PGS alias email account
  - Maintain supplies, marketing materials, and order inventory as deemed necessary
  - Input data and manage membership database
  - Attend all meetings
  
5. The treasurer shall report on all monies belonging to Phi Gamma Sigma. He/she must inquire and report all financial queries directly to the FSE Accounting, Budgeting and Financial Planning Office and the Phi Gamma Sigma Steering Committee. No special fund may be set aside that shall make it unnecessary for the treasurer to request checks issued for remittance through the FSE Accounting, Budgeting and Financial Planning Office. He/she shall render at stated periods as the Steering Committee shall determine a written account of the finances of Phi Gamma Sigma and such report shall be physically affixed to the minutes of the Steering Committee of such meetings. He shall exercise all duties incident to the office of treasurer. Therefore, the Treasurer shall:
  - Maintain records of income and disbursements, and present a written report at each Steering Committee meeting
  - Maintain financial accountability of chapter events, dues and expenses
  - Double check the processing of membership dues
  - Work with Scholarship Chairperson regarding fundraising and selection process for scholarships
  - Perform such other duties as delegated by the President
  - Consult with the Accounting, Budgeting, and Financial Planning office
  - Assist in the development of a potential Summer Conference proposal
  - Attend all meetings
  
6. Past president shall serve as an advisor to the president as a member of the committee. Therefore the Past President shall:
  - Serve in an advisory capacity to the Executive Board

- Support and advise the chapter on current issues
  - Oversee and advise all committees
  - Be a member of the Executive Board for a period of two years following the election of a new President
7. Officers shall by virtue of their office be members of the Steering Committee.
8. No officer shall for reason of his office be entitled to receive any salary or compensation.

## ARTICLE IX COMMITTEES

1. Phi Gamma Sigma is fortunate to have an Executive Committee who provides oversight, representation, advice and assistance to ensure the growth and development of the organization.

### Associate Dean

- Provide oversight and infrastructure management
- Represent the PGS organization to the University
- Oversee bylaws compliance

### Faculty Advisor

- Serve as faculty advisor for PGS
  - Provide faculty advising and support
  - Work with the Board to revise by-laws
  - Advise Board on income and expense matters
  - Coordinate and assist in the development of committee positions
  - Act as the intermediary with the Dean and Associate Dean
  - Assist in the coordination and development of Webinars
  - Assist in the development and coordination of Summer Conference opportunities
  - Develop/revise/update Induction Ceremony script and procedures
  - Attend all meetings
2. Additionally, there are a number of sub-committees that can work to facilitate Phi Gamma Sigma activities. A chairperson should be selected to coordinate each committee.
3. All committees of Phi Gamma Sigma shall be appointed by the Steering Committee and its president. The term of each committee shall be decided on the Steering Committee and its president until such time that the committee is terminated by the actions of the Steering Committee.
4. Webmaster
- Ensure that the information on the PGS website is correct and current.
  - Update as necessary by collaborating with the Fischler School's Emerging Technology department
  - Write and publish column/newsletter

- Develop, set up, and request e-blast of greeting cards and invitations
  - Attend all meetings
5. Public Relations/Publicity
- Publicize upcoming events through local media contacts
  - Submit information for FSE publication and event wrap up
  - Oversee the publicity of Phi Gamma Sigma events, board meetings, elections and other significant happenings
  - Attend all meetings
6. Liaison
- Process membership dues
  - Input data and manage membership database
  - Process renewals and send membership materials (ID cards, certificates, pins and letters)
  - Send out renewal invoices via USPS mail and email (secretary provides oversight)
    - First Renewal notice
    - Second Renewal notice
    - Final notice
    - Non-renewal – lapse in membership

Below is a list of additional possible committees for Phi Gamma Sigma.

7. Event  
This committee organizes PGS events. This committee makes arrangements for location, food service, decorations, audiovisual equipment, etc. The chairperson of this committee should work closely with the Office of Development in the creation of marketing for the event. Prior to the event a typed list of attendees with name, address, phone number and graduation year should be submitted to the Office of Development.
8. Telephone  
Mailed announcements are not enough; personal contact will improve attendance. Phone calls and reminder postcards will get more people to your events. A list can be divided into manageable parts and distributed by geography. The Office of Development can assist in the management and coordination of the reservations. The reward from this phone calling is a successful event. You are also building involvement for future activities.
9. Scholarship / Recruitment  
This committee works with the Office of Development to promote Phi Gamma Sigma Recruitment.
10. Hospitality  
Members of this committee greet guests, provide them with name tags, make everyone feel at home, handle selling of tickets, collect money, etc.

11. Other Committees

Additional committees may be added as the need arises to keep an engaged group of members.

ARTICLE X APPLICATION FEES and DUES

1. The dues of this organization shall be determined by majority vote from the Steering Committee. The initial dues shall be payable on the date of application to Phi Gamma Sigma.
2. A member shall be in good standing based upon completion of application and full payment of annual dues.
3. An initial application fee shall be determined by the Steering Committee and shall be payable on the date of application to Phi Gamma Sigma.
4. Annual renewal of dues shall be paid during the Phi Gamma Sigma renewal cycle \ (March 1 to May 31 of each year).
5. All payments must be submitted directly to the Abraham S. Fischler School of Education.

ARTICLE XI AMENDMENTS

1. These bylaws may be altered, amended, repealed or added to by an affirmative vote of not less than (51%) percent of the Steering Committee members.

ARTICLE XII RECOGNITION AND AWARDS

1. At its annual Induction Ceremony Phi Gamma Sigma will recognize an Outstanding Doctoral Graduate Student who exemplifies academic achievement, service and shows the highest promise of a life of continuing service and commitment to NSU's core values.
2. Beginning with the 2013-2014 year Phi Gamma Sigma will award professional development grant(s) to member(s) who apply and meet the criteria based on merit as determined by the Scholarship Committee.

APPROVED: March 20, 2013