

National Chapter Constitution

Article I

Name, Object, Motto, Colors, Symbols, Insignia

- Section 1. The name of this organization shall be Chi Beta Phi, and the organization shall be a scientific honorary.
- Section 2. The object of this organization shall be to promote interest in science and to give recognition to scholarly attainment in science.
- Section 3. The motto shall be Scientia Omnia Vincit.
- Section 4. The colors shall be Colonial Blue and Crimson.
- Section 5. The flower shall be the Cape Jasmine, *Jasminum nudiflorum*.
- Section 6. The tree shall be *Ginkgo biloba* L.
- Section 7. The jewel shall be the Pearl.
- Section 8. The animal shall be the honeybee, *Apis mellifera* L.
- Section 9. The technical description of the insignia of the organization shall be as follows: A shield with beveled edges; stamped on the face of the shield in the upper left corner (as faced) an electrode at discharge, symbolizing Physics; in the upper right a microscope, symbolizing Biology; midway between these and in the point of the shield, a star, symbolizing Mathematics and Astronomy; in the lower point of the shield crossed retorts, symbolizing Chemistry and Geology; across the center and face of the shield a band, bearing the Greek letters Chi Beta Phi. The insignia may be worn on a key, ring, pin or any other form of jewelry. When so desired, there may be placed below the shield a trefoil bearing the motto of the organization, Scientia Omnia Vincit.
- Section 10. The heraldic description of the armorial bearing or coat-of-arms of the organization shall be as follows:
- Sable, bordered or; in chief dexter a charged electrode, sinister a microscope; on a fess of the metal, the Greek letters Chi Beta Phi of the first; in base crossed retorts; all or.
- Mantling: Azure doubled gules.

Crest: On an esquire's helmet, with open visor, and a wreath of the colors, a star and nimbus, all or.

Motto: Scientia Omnia Vincit

The coat-of-arms may be used on any of the personal effects of a member of the organization, or it may be worn as a recognition emblem.

Article II

Membership

- Section 1. This organization shall consist of regular members, honorary members, and associate members. Honorary members and members from the alumni in residence shall enjoy full privileges of Chapter membership, and all regular, honorary, and associate members who pay dues to a chapter shall constitute the active membership of the Chapter.
- Section 2. The acceptance of any person eligible for membership shall be determined by the Chapter.
- Section 3. The eligibility requirements for regular members shall be:
1. The candidate shall have shown a marked interest in science.
 2. The candidate shall have a minimum scholastic average of 2.9 on a scale of 4.0 (where 4.0 is an A, and 3.0 is a B) on all college and/or university courses and on all science courses taken prior to election. A higher average may be required by any chapter.
 3. The candidate shall be an undergraduate student, a graduate student, alumnus of, or teacher in the institute in which the charter is located.
 4. Except as hereinafter provided, the candidate shall have passed in a manner satisfactory to the chapter twenty semester hours in the natural sciences and mathematics. Before the end of the spring term, any chapter may elect outstanding sophomores, if previous record of each indicates that he/she will complete twenty semester hours in the natural sciences and mathematics by the end of the term. A semester hour shall be defined as follows: One hour of lecture or two hours of laboratory work per week or its equivalent. Natural sciences shall be defined by the local chapter.

- Section 4. Any distinguished person, who is especially interested in science or mathematics, may be elected by any chapter as an honorary member of the organization, even though the individual does not fulfill the eligibility requirements of a regular member. The election shall require at least the majority vote of the active membership and approval of the advisor(s).
- Section 5. Any distinguished teacher of science or any prominent industrial scientist or mathematician may be elected by the Board of Directors as an associate member of the organization. Any associate member may become an active member upon affiliation with any duly authorized chapter of the organization. This affiliation will be effected upon the presentation of the membership card issued by the Treasurer.
- Section 6. Before any candidate is accepted as a regular member of the organization, he/she shall have paid his/her life membership fee to the National Chapter, and shall have been duly initiated as prescribed by the ritual.
- Section 7. After the initiation of a regular member or the reception of an honorary member or an associate member, a certificate of membership shall be issued by the Treasurer.
- Section 8. Any member of any chapter may become a member of any other chapter upon presentation of his/her membership card.

Article III

Organization

- Section 1. The units of the organization shall be the National Chapter and the local chapters holding charters issued by the National Chapter. The principle place of business shall be automatically located in the city or town in which the President of the organization may reside.
- Section 2. The government of the organization shall be vested in a national conference and in the National Chapter. The national conference shall be composed of the National Officers and one delegate from each chapter, as hereinafter provided. In the interim between meetings of the national conference, the National Chapter shall be the ruling body. Any action of National Chapter shall be subject to recall by a three-fourths majority of the chapters.
- Section 3. The National Chapter shall consist of a minimum of five members who

are designated as the Board of Directors of the organization. Any regular member, honorary member, or associate member of the organization shall be eligible for election to this body. At least one member of the Board of Directors shall be a student at the time of election. The National Officers shall be elected for a term of two years at each National Conference which meets in an even numbered year by the duly appointed delegates of the chapters. National Counselors are appointed by the National Officers for a term of one year and are ex-officio members of the National Chapter. If for any reason the conference is not held, the President shall invite each chapter, including the National Chapter, to Nominate two candidates for the Board of Directors. The President shall submit ballots to the chapters and after the election is over shall issue to each chapter a certified copy of the vote of every chapter. The term of office shall begin with the opening of the fiscal year immediately following the election, when the election is held in spring. If the election is held in the fall, the term of office shall begin the next calendar year, January 1.

- Section 4. A member of the Board of Directors may be removed from office by unanimous vote of the other members of the Board, supported by a three-fourths majority vote of the chapters.
- Section 5. If any member of the board of Directors be removed from office by death, resignation, disqualification, or by any other means, the remaining members of the body shall have the power of naming a successor to fill the unexpired term.

Article IV

National Officers

- Section 1. The National Officers shall be: President, Vice-President, Secretary, Treasurer, and Historian-Marshall.
- Section 2. The National Officers shall be elected for a term of two years, or until their successors are elected and qualified, by and from the duly elected Board of Directors of the organization, as prescribed by the corporation laws of the State of West Virginia in which the organization is chartered. The election shall occur whether in body or by correspondence conducted by the retiring President. In the latter case, the retiring President shall submit to each director a certified copy of the vote of every director. The term of office shall begin with the opening of the fiscal year immediately following election, when the election is

held in spring. If the election is held in fall, the term of office shall begin the next calendar year, January 1.

- Section 3. The National Officers shall have general supervision of all chapters and each National Officer shall perform any other duties that may, from time to time, be assigned by the Board of Directors or by the national conference.
- Section 4. The record, reports, official correspondence, and all other property of the organization which may be in the hands of a National Officer shall be subject to examination by any duly qualified member of the national conference as a chapter delegate or a member of the Board of Directors. Such examination may be made at any national conference or at any meeting of the Board of Directors, provided that notice in writing is given to the National Officers whose records, etc. are to be examined at least ten days before the meeting. Such notice may be given by any chapter or by any member of the Board of Directors. Furthermore, such examination may be conducted by any director at any time when such examination may seem advisable. In such case, a notification of three days shall be considered sufficient.
- Section 5. The records, reports, official correspondence, and all other property of the organization that may be in the hands of a National Officer shall be turned over to his/her successor within fifteen days after the election and qualification of same.

Article V

National Conference

- Section 1. There shall be a meeting of the national conference once every year.
- Section 2. The time and place of the meeting shall be determined by the Board of Directors. Notification of same shall be given by the President to each chapter and to each National Officer at least sixty days before the meeting.
- Section 3. Each chapter is strongly encouraged to send one official delegate to the National Conference. In addition to the official delegate, all members will be welcomed by the conference. In case a delegate cannot be sent, the chapter should authorize the presiding officer of the conference to appoint a proxy delegate if needed to obtain a quorum. If a chapter

is not represented at conference, the chapter report must be submitted prior to conference and will be read by the proxy. Following a chapter's first failure to submit a chapter report, they will be reminded of the policy regarding submitting a chapter report. After the second consecutive failure to submit a report, a chapter is automatically on probation for one year. This probation can only be removed by submitting a chapter report prior to the next conference. After the third consecutive failure to submit a chapter report their charter may be revoked. Exceptions to this policy can only be made by unanimous vote of the Board of Directors.

- Section 4. The National Officers shall be ex-officio members of the national conference and they shall enjoy every privilege during the session except that of voting.
- Section 5. Delegates from a majority of the active chapters and a majority of the National Officers shall constitute a quorum for the transaction of any and all business of the session. In case of lack of quorum the particular meeting of the national conference shall not be held, and all business of the organization shall be conducted by the Board of Directors until the stipulated time of meeting of the next national conference. The expenses incurred shall be settled in the same way as if the conference had been held.
- Section 6. The conference expenses: Transportation expenses of the chapter delegates to and from the session by economy class commercial carrier or, if driving, at the rate of 30 cents per mile or 40 cents per mile for the delegate plus the faculty advisor, conference expenses of National Officers and any and all incidental expenses of the conference shall be paid from the Treasury of the organization and be itemized as conference expenses.
- Section 7. The proceedings and the deliberations of the National conference and of the meetings of the Board of Directors, including such committees as from time shall be appointed, shall be governed by the Rules of Parliamentary Practices as established by Robert's Rules of Order, Revised.
- Section 8. All chapters, upon being informed of the National Conference location and dates, must inform the host chapter within seven days of the conference date as to whether they will or will not be in attendance and if they will be in attendance the host chapter must be informed as to how many will attend. Further, the host chapter or the National President must be notified within twenty-four hours of the commencement of the conference of any changes in the aforementioned information by the

chapter involved. If such notification is not received the chapter may be held responsible and charged any significant expenses incurred by the by the host chapter relative to prior information received.

Section 9. Each chapter will submit a registration fee to the host chapter prior to the conference date. This will cover the registration fee for each person, whether they attend or not. If the fee is not paid in advance, an additional late registration fee shall be imposed. Deadline and amounts of fees shall be determined by the host chapter.

Article VI

Organization and Government of Chapters

Section 1. A science club or an interested group in an accredited, four-year, degree-granting college or university may apply for a charter membership in the organization. As is hereinafter provided, the Board of Directors must approve each application by unanimous vote before a charter can be granted. When application for a charter is made, the prospective chapter must submit to the Treasurer the following:

1. The Form for Chapter Establishment. The form must be completed in its entirety. The form is available from the President or on the Chi Beta Phi website at:
www.chibetaphi.org
2. A letter from the President of the institution, stating that the chapter, if established, will be recognized by the administration. This letter shall be attached to the form.
3. A remittance of the chapter charter fee (\$50.00) and the lifetime membership fee (\$35.00) of each person on the form comprising the charter membership. This is to be enclosed with the form.

Section 2. Each chapter shall be required to organize, elect appropriate officers and a faculty advisor, and adopt a constitution not inconsistent with the provisions of this constitution.

Section 3. Each new chapter shall be formally installed in accordance with the ritual of the organization.

Section 4. An active chapter shall be defined as a chapter which holds meetings,

answers correspondence from National Officers, and has a chapter report from the past year on file. An inactive chapter is one which fails to meet these conditions as determined by the Board of Directors.

- Section 5. Each chapter shall be directly responsible to the Board of Directors and is required to answer all correspondence from National Officers. The Board of Directors shall have the power by majority vote to censure or suspend a chapter for continued inefficiency or revoke its charter, when it shall have been established that the chapter has violated the National Chapter Constitution.
- Section 6. An alumni association may be formed with the approval of the Board of Directors. Upon receipt of a charter, the association shall be granted a voting delegate at the conference.

Article VII

Extension

- Section 1. The National Officers shall constitute a committee of the whole with the power of investigation concerning the establishment of new chapters. Any member of the organization may assist the National Officers in such an investigation.
- Section 2. Upon receipt and approval of the Form for Chapter Establishment, the Treasurer shall so inform the remaining Board members and the National Counselor in the applicants area. The National Counselor and the Historian/Marshall will contact the applicant chapter with congratulations and to offer his/her assistance if needed. Upon unanimous approval of the Board of Directors, the President will direct the Treasurer to prepare the Chapter Charter and membership certificates for issuance to the new chapter. The Charter and certificates will be provided to the Installation Officer for presentation at the formal installation of the chapter.
- Section 3. Upon approval, the President will also determine an Installation Officer who will then arrange with the new chapter the date and details for the formal installation. Immediately following the installation, the installing officer will submit a descriptive report of the installation to the Vice-President for publication in the Chi Beta Phi Record. The installing officer will also inform all other Board members of the completion of the installation.

- Section 4. The Installation Officer will assure that the new chapter has in its possession the National Constitution, the suggested Chapter Constitution, the ritual for member initiation, the Chi Beta Phi History, and any other literature deemed pertinent.
- Section 5. If the application for chapter establishment is not approved by the Board of directors, the President shall instruct the Treasurer to remit all fees submitted by the applicant.
- Section 6. The President shall request from the Board of Directors a vote on the petition of each prospective chapter. The Directors shall then report to the President, a unanimous vote being necessary for the granting of a charter.
- Section 7. After favorable action of the Board of Directors on the petition of a prospective chapter, the Board of Directors shall issue to the prospective chapter a charter of membership in the organization.

Article VIII

Fees

- Section 1. The national life membership fee of each regular member shall be thirty-five dollars. This money shall go into the general fund.
- Section 2. The national life membership fee of each honorary member shall be five dollars, payable by the chapter conferring the honor. The fee shall be placed in the general fund.
- Section 3. The chapter charter fee shall be fifty dollars.
- Section 4. Chapter dues and chapter initiation fees shall be regulated by the needs of the chapter.

Article IX

Suspensions and Expulsions

- Section 1. Any chapter shall have the power to recommend to the Board of

directors the suspension or expulsion of any active member of the said chapter. The Board of Directors shall act on the recommendation of the chapter.

- Section 2. The Board of Directors shall have the power to suspend or expel any member.
- Section 3. Any member who is expelled shall be required to deliver to the Board of Directors all emblems of the organization – keys, pins, rings, membership certificate, etc. – owned by said member. For these emblems, membership certificate excepted, the former member shall receive seventy-five percent of their actual valuation from the Treasurer.
- Section 4. Any active chapter shall have the privilege of placing any of its members on probation for disciplinary reasons deemed necessary by the chapter. A member on probation shall have the right to present his/her case to the Board of Directors within ninety days following the disciplinary action.

Article X

Chapter Reactivation

- Section 1. A faculty member (or two) willing to serve as advisor (or coadvisors) shall complete the Form for Reactivation. The form shall be submitted to the National Historian/Marshall. The form is available on the Chi Beta Phi website at www.chibetaphi.org or available from the President.
- Section 2. The advisor(s) shall obtain a group of science students willing to constitute the initial membership of the reactivated chapter. They shall determine (by vote, unanimous agreement, or appointment by the advisor) the officer positions of President, Vice-President, Secretary, and Treasurer. Other offices may also be determined if desired. The names and addresses of the officers shall be recorded on the form.
- Section 3. Qualifications for membership are twenty hours in the sciences with a minimum GPA of 3.0 in the sciences. The overall GPA varies somewhat among different chapters, some requiring 3.0 and some allowing a bit lower. The sciences include Biology, Chemistry, Math, Physics, Psychology, and the Computer Sciences.

- Section 4. The Advisor, officers, and other members shall determine the frequency of meetings, as required on the form. This is to assure the chapter has organization and intent.
- Section 5. The Advisor and chapter members should meet to review and discuss the National Constitution and the extant Chapter Constitution. If any of these documents are not available, a National Constitution and a suggested Chapter Constitution are available from the Board of Directors. Once in hand, the Chapter Constitution should be completed and finalized.
- Section 6. The lifetime membership fee (\$35.00) for each member shall be submitted to the National Treasurer. This must be accompanied by a list of the members names as they wish them printed on their membership certificates, as requested on the form. Upon receipt of the names and dues and the approval of the National President, certificates of membership will be mailed to the Advisor.
- Section 7. There is no fee for reactivation of a chapter.
- Section 8. It is strongly urged that initial meetings address plans for future activities and plans for the chapter (campus activities, fund-raising, guest speakers, science papers for presentation, supporting research, community activities, the national conference, etc.). The chapter must consider providing a delegate to the National Conference. There is no limit on the number who can attend from a Chapter. Science papers can be presented at the conference and will be published in the Chi Beta Phi Record. There is financial aid available for the delegate to attend and also for any member presenting a paper. There are also research grants available to support research by a member. The National Conference is hosted by a different chapter each year. The reactivating chapter may wish to consider being the host in a coming year.
- Section 9. If there are questions or problems, the Advisor or an officer should contact the National Counselor in their area or a member of the National Board as soon as possible. The National Board is the governing body of Chi Beta Phi but their principle function is to provide support of the constituent chapters. The Board officers names and addresses are available from the National Counselor or on the Chi Beta Phi webpage. The webpage address is www.chibetaphi.org
- Section 10. Upon receipt and approval of the Form for Reactivation, the Historian/Marshall shall so inform the members of the Board. The

National President shall then inform all National Board members of His/Her approval and also inform the applicant chapter. The National Treasurer shall then provide membership certificates to the members of the reactivated chapter.

Article XI

Fiscal Year

Section 1. The fiscal year of the organization shall be from July 1 through June 30.

Article XII

Amendment

Section 1. A proposed amendment to this constitution shall be submitted to the President who in turn shall submit it to all chapters or to the national conference in session.

Section 2. A majority vote of the active membership of the chapter shall be necessary for the chapter's ratification of the amendment.

Section 3. When a proposed amendment has been ratified by a two-thirds majority of the chapters or by a three-fourths majority of any national conference, it shall become a part of this constitution.