

**DELTA UPSILON**



**ALPHA HONOR  
SOCIETY**

**FOR SOCIAL WORK**

**University of Mary Hardin-Baylor  
Delta Upsilon Chapter – Phi Alpha**

**CONSTITUTION**

**Phi Alpha Honor Society**

The University of Mary Hardin-Baylor, 900 College Street, Belton, Texas 76513

The Delta Upsilon Chapter of Phi Alpha at the University of Mary Hardin-Baylor seeks to promote a closer bond among students of social work and to enter into more intimate fellowship with those dedicated to the promotion of humanitarian goals and ideals by a professional group in which quality educational preparation is deemed imperative. Students and faculty involved in social work education at the University of Mary Hardin-Baylor resolve to sponsor a Chapter of Phi Alpha National Honor Society, thereby to foster high standards of education for social work and to invite into membership those who have attained excellence of scholarship and distinction of achievement as students of social work.

**ARTICLE I**

The Supreme Law

The University of Mary Hardin-Baylor's Delta Upsilon chapter of Phi Alpha shall be affiliated with the organization known as Phi Alpha Honor Society and to its National Council. The Constitution, membership, and program shall be consistent with the Constitution and Statutes of the national organization.

**ARTICLE II**

Purposes

The purpose of Delta Upsilon Chapter of Phi Alpha shall be:

Section 1. To recognize and promote scholastic achievement among students and faculty involved in the undergraduate social work program at the University of Mary Hardin-Baylor.

Section 2. To recognize, improve, and further the goals of social work in the community, state, nation and world.

Section 3. To stimulate interest in preparation for a career in social work.

Section 4. To encourage continued study and research at the undergraduate level, the graduate level, and in professional practice.

Section 5. To recognize those professional social workers and others whose service, contributions, and leadership are held in esteem.

### **ARTICLE III**

#### Government

Section 1. The supreme governing body shall be the National Council as defined in the National Constitution.

Section 2. The governing body of this Chapter shall be the duly elected officers and the Executive Committee as defined in the By-Laws.

### **ARTICLE IV**

#### Membership

Section 1. Any undergraduate social work student at the University of Mary Hardin-Baylor who meets the qualifications set forth in the By-Laws shall be eligible for active membership.

Section 2. Faculty members having an official connection with the social work curriculum may be granted membership upon invitation of the Executive Committee and approval of the Chapter membership.

Section 3. Honorary membership may be granted to professional social workers and others whose support of social work education and practice merit such recognition.

### **ARTICLE V**

#### Insignia

Section 1. The official logo of the society shall be the Phi Alpha Key which was approved by the National Honor Society Committee. The key shall be issued to and worn only by members of the society.

Section 2. Colors of the society shall be blue and gold as established by the National Honor Society Committee. Royal blue and light gold are preferred.

Section 3. Certificates of membership shall be issued to all new members at the chapter's initiation ceremony.

### **ARTICLE VI**

#### Meetings

Chapter meetings shall be held a minimum of two times during the academic year.

## **ARTICLE VII**

### Constitutional Amendments

Section 1. This Constitution may be amended by a majority vote of the Executive Committee and upon ratification by a three-fourths vote of the active chapter membership.

Section 2. Amendments may be proposed to the Executive Committee by any active member of the chapter.

## **By-Laws**

**Delta Upsilon Chapter**  
**Effective Date: January 9, 2017**  
**Phi Alpha Honor Society**

**University: University of Mary Hardin-Baylor**  
**Address: 900 College Street, Belton, Texas 76513**

### **CHAPTER 1**

#### **Officers of the Executive Committee**

Section 1. The officers of the organization shall consist of a President, Vice-President, Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Public Relations and Parliamentarian. All positions except Parliamentarian are to be elected by a majority vote of the membership. The Parliamentarian is appointed to the position by the President of the Organization.

Section 2. The President shall preside at meetings of the chapter; appoint such committees as may be provided for by Chapter Constitution or By-Laws or by vote of the chapter; call special meetings of the chapter; be responsible for all Chapters reports; perform the duties or ritual chair at initiation ceremonies, and promote the welfare of the Society and Chapter.

Section 3. The Vice-President shall perform all duties of the President in the latter's absence or disability and any other duties assigned by the President.

Section 4. The Secretary shall ensure that accurate and sufficient documentation exists to meet recordkeeping requirements, and to enable authorized persons to determine when, how, and by whom the chapter's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the Executive Council and National Organization; maintains membership records by maintaining an accurate accounting of dues paid and forwards dues collected and a copy of documentation of paid members to the National Office with a duplicate copy to the Treasurer; fulfills any other duties assigned by the President.

Section 5. The Corresponding Secretary shall maintain communications within the organization from the Executive Committee as well as all active members and potential new members.

Section 6. The Public Relations officer is the voice of the organization by maintaining the organization's public image and reputation. the Public Relations officer is also responsible for maintaining all social media platforms in a way that is becoming of a future social worker. .

Section 7. The Treasurer shall ensure that accurate and sufficient documentation exists to relative to the organization's financial records. The Treasurer maintains an accurate accounting of dues paid and other financial revenues and forwards the monies and documentation to the appropriate UMHB Office of Student Organizations. The Treasurer shall fulfill such additional duties as may be required by the Executive Committee or by the Chapter Constitution, the By-Laws, resolutions, or vote of the Chapter membership.

Section 8. The Assistant Treasurer shall assist the Treasurer in ensure that accurate and sufficient documentation exists relative to the organization's financial records. The Assistant Treasurer shall take over all the Treasurer's responsibilities in the absence of the Treasurer.

Section 9. The Parliamentarian shall serves as an adviser on the proper conduct of a meeting. Shall provide the members and the executive board with training on simple parliamentary procedures; how to state a motion, rules of debate, quorums. Assist the president in meeting preparation, when requested. Advise presiding officer, when requested, on questions of parliamentary procedure. Parliamentarians do not "rule." Only the chair has the power to rule on a question of order. If the parliamentarian has expressed an opinion at the request of the chair, the chair must still make the ruling. The Parliamentarian shall assist the President or presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings. Appointed by the President, the Parliamentarian shall perform other duties as assigned by the President.

Section 10. A faculty member in the undergraduate social work program shall serve as the faculty advisor.

## **CHAPTER II**

### **Organization and Procedures**

Section 1. The Executive Committee shall consist of the President, Vice President, Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Public Relations Officer, and Parliamentarian.

Section 2. The Chapter shall meet in official sessions at least twice each year.

Section 3. Standing Committee may be appointed by the President with the approval of the Executive Committee.

Section 4. Special committee may be appointed by the President.

Section 5. The Chapter year shall be aligned with each academic year and begin on the first day of class during the fall semester and end on the last day of class for the spring semester.

Section 6. The Chapter shall maintain adequate and accurate records of its membership activities and finances. Such records shall be kept in such a way as to serve as a permanent and historical record.

Section 7. If a sufficient number of students meet the academic requirements for membership, qualified persons may be inducted into membership each year during the fall (October) and spring (March) semesters. Induction shall be based upon the official cumulative GPA of the student for the semester immediately prior to the proposed induction.

### **CHAPTER III**

#### **Elections**

Section 1. Election of officers shall be held once each year between March 1- March 15 of the academic year and at other times when a vacancy occurs.

Section 2. No later than March 15 of each academic year, elected officers shall promote a seamless transition to the newly elected slate of officers by providing an orientation of chapter procedures and a transition of the University's and Chapter's paperwork/documentation procedures.

#### **Nominations & Voting Process**

Section 1. During the last full week of February nominations will be taken via ballot box.

Section 2. A official ballot for all nominees will be created by the current Executive Committee no later than March 1st.

Section 3. One day between March 1- March 14th will be set aside for a secret ballot box from 9:00 a.m. - 5:00p.m. or an electronic ballot. Members will be notified no less than 72 hours before the voting will take place.

Section 4. The Parliamentarian and one additional officer that is NOT running for a position will count the ballots.

Sections 5. The new officers will be announced within a week of the vote.

### **Requirements for Positions**

#### Section 1. President

- a. Must be in good standing as defined in Chapter IV.
- b. Must have been an active member for 1 semester prior to election
- c. Open to members with Junior or Senior standing as defined by the University of Mary Hardin-Baylor.

#### Section 2. Vice-President

- a. Must be in good standing as defined in Chapter IV.
- b. Open to members with Sophomore or Junior standing as defined by the University of Mary Hardin-Baylor.
- c. If no member of Sophomore or Junior standing wishes to run, the position will then be opened to a member of Senior class standing.

#### Section 3. The Secretary

- a. Must be in good standing as defined in Chapter IV.
- b. Open to members with Sophomore, Junior, or Senior standing as defined by the University of Mary Hardin-Baylor.

#### Section 4. Corresponding Secretary

- a. Must be in good standing as defined in Chapter IV.
- b. Open to members with Sophomore, Junior, or Senior standing as defined by the University of Mary Hardin-Baylor.

#### Section 5. The Treasurer

- a. Must be in good standing as defined in Chapter IV.
- b. Must have been an active member for 1 semester prior to election.
- c. Open to members with Junior or Senior standing as defined by the University of Mary Hardin-Baylor.

#### Section 6. Assistant Treasurer

- a. Must be in good standing as defined in Chapter IV.
- b. Open to members with Sophomore or Junior standing as defined by the University of Mary Hardin-Baylor.
- c. If no member of Sophomore or Junior standing wishes to run, the position will then be opened to a member of Senior class standing.

#### Section 7. Public Relations



- c. Must be in good standing as defined in Chapter IV.
- d. Open to members with Sophomore, Junior, or Senior standing as defined by the University of Mary Hardin-Baylor.

Section 8. Parliamentarian

- a. Must be in good standing as defined in Chapter IV.
- b. Will appointed by the President no later than the first 1st Fall meeting.

## **CHAPTER IV**

### **National Membership**

Section 1. An undergraduate student is eligible for active membership after achieving the following National minimum requirements and meeting local Chapter requirements:

- a. Declared social work as a major.
- b. Achieved sophomore status.
- c. Completed 8 semester hours or 12 quarter hours of required social work courses.
- d. Achieved an overall grade point average of 3.0 on a 4.0 scale.
- e. Achieved a 3.25 grade point average in required social work courses.

Section 2. A faculty member may be granted membership by invitation of the Executive Committee and approval of the Chapter membership.

Section 3. The Executive Committee with the approval of the membership, may grant Honorary Membership to a maximum of two individuals per year who have made outstanding contributions to the field of social work. Honorary members shall not be assessed membership dues.

Section 4. The method of granting and maintaining membership shall be in accordance with procedures established by the local chapter ( Delta Upsilon).

Section 5. Any member may be expelled from membership for reasons of academic or personal conduct unbecoming a student of social work, by a three-fourths vote of the chapter, after a thorough investigation has been made by the Executive Committee, and the members so charged has been granted an impartial hearing before the Executive Committee. Dismissal from the Social Work program or College/University is cause for automatic recommendation for expulsion.

## Local Membership

Section 1. In addition to adherence to the national guidelines, members of the Delta Upsilon Chapter of Phi Alpha Honor Society shall agree to follow the addition requirements:

- a. All members will pay their dues by the **3rd Friday** of the Fall semester.
- b. All members will come to a minimum of **2** meetings per semester
- c. All members will attend a minimum of **2** organizational events
- d. All members will volunteer **3** hours per semester

Section 2. March is Social Worker Profession Month. Each year Phi Alpha will organize a fundraiser to benefit a local organization or national cause that the members will choose. Every member **MUST** participate (ie, planning, advertising, set-up, etc) and it will count towards one of the required organizational events.

Section 3. All members **must** satisfy all national and local requirements to remain an active member. These requirements also satisfy the University of Mary Hardin-Baylor's Standards of Excellence that Student Organization requires to receive funding every year

### \*\*Special Note

. Exceptions will be made on a case by case basis. If any member is having personal difficulties, let the President and the Advisor know **immediately**. Once the formal notification email has been sent, Chapter V will be in effect and the member will have to go through the steps listed under Chapter V to stay an active member.

## CHAPTER V

### Dues

Section 1. The initiation fee of \$60.00 shall be of sufficient amount to include the following:

- a. The initiation fee of \$30.00 required by the National Society.
- b. The initiation fee \$10.00 required by the local chapter.
- c. The initiation fee \$20.00 required by the local chapter for Phi Alpha Polo.

Section 2. Annual chapter dues shall be established in accordance with chapter needs by action of the Executive Committee and a three-fourths vote of the chapter membership present.

Section 3. All dues are to be paid in full no later than the third Friday of the fall semester for active members. Failure to pay dues on time will result in the following:

- a. The member will be given a formal written warning via email with a date to satisfy the late due payment within 10 days from the date of the email
- b. If the dues have not been paid by the 10th day the member will be placed on inactive status and can request an appeal hearing with the Executive Committee via email to the active President

Section 4. Special fees may be levied by the Executive Committee with a three-fourths vote of the chapter membership present.

Section 5. All dues are nonrefundable

## **CHAPTER VI**

### **Inactive/Suspended Membership**

Section 1. All members are expected to complete the requirements to remain an active member. However, the following can put a member on inactive status:

- a. Failure to pay dues on time
- b. Failure to attend 2 meetings per semester
- c. Failure to attend 2 organizational events per semester
- d. Failure to perform volunteer hours
- e. Failure to maintain G.P.A.

Section 2. Any member may be expelled from membership for reasons of academic or personal conduct unbecoming a student of social work, by a three-fourths vote of the chapter, after a thorough investigation has been made by the Executive Committee, and the members so charged has been granted an impartial hearing before the Executive Committee. Dismissal from the Social Work program or College/University is cause for automatic recommendation for expulsion.

Section 3. Once a member has been formally notified of their inactive status, the member has the right to appeal to the Executive Committee and the Advisor in a formal hearing. If no response is received via email by 5:00 p.m. on the 7th calendar day to the active President, the inactive status will stand and the local membership will be suspended.

Section 4. Once a member has been inactive for 1 semester (except in cases of failure to maintain G.P.A.), the local membership will be considered suspended.

Section 5. If the notification via email has been received by the active President, they will have to appear before the Advisor and Executive Committee if they wish to return to active status within 14 calendar days. A vote will take place with the Executive Committee and for any decision it must be unanimous and the member will be notified

via email of the decision as well as the following steps. After the vote, the following will happen :

- a. If the Executive Committee can not come to a unanimous decision, the decision will go to ALL active members where a vote will take the place to decide the fate of the membership. This vote will take place at the next meeting. No votes will be considered after the ballots have been collected. The Parliamentarian will facilitate the vote to ensure fairness
- b. If the Executive Committee votes that the membership be restored to full active status, at the following organization's meeting,  $\frac{3}{4}$  of present members will have to vote yea, for the member to return to active status. If  $\frac{3}{4}$  vote cannot be achieved, then the membership will remain inactive. No votes will be considered after the ballots have been collected. The member may the opportunity to re-apply pending the approval of the advisor. The Parliamentarian will facilitate the vote to ensure fairness
- c. If the Executive Committee votes that the membership be suspended, at the following organization's meeting,  $\frac{3}{4}$  of the present members must also vote for the membership to be suspended for the member to be suspended. No votes will be considered after the ballots have been collected. If the  $\frac{3}{4}$  vote cannot be achieved, the member will be granted a 1 semester probationary period to adhere to the requires. If the member fails to satisfy the requirements at the end of the semester the membership will be considered suspended. The Parliamentarian will facilitate the vote to ensure fairness
- d. In the event of a tie, the Executive Committee will convene for 3 minutes after the meeting and cast the tie breaker vote as (1) vote. One non-committee member is required to stay to keep the time as well as to verify the vote since the Parliamentarian will be voting as well. In this vote the majority will win.

Section 5. If a membership becomes suspended ( in all cases except failure to maintain G.P.A.), the suspension will stand (1) additional semester from the semester that the member was formally notified before the member will be eligible to reapply for the local chapter. If no notification is received, the local membership shall be suspended indefinitely. \*\*\* \*Advisor approval will be needed before applying.

Section 6. If a member becomes inactive due to failure to maintain satisfactory G.P.A. the member will have (1) semester to bring their G.P.A. to the required G.P.A. or membership will be suspended. Because the emphasis is on academic satisfactory, the member will only need to complete (1) meetings and (1) organizational event during this semester. However, if the member goes inactive again for any reason, the local membership will be suspended indefinitely.

## **CHAPTER VII**

### **Graduation Stoles & Cords**

Section 1. All Phi Alpha members that are found to be in good standing will be authorized to wear the graduation stole and cords at graduation.

Section 2. All members are expected to complete the requirements to remain eligible to wear the graduation items. However, the following can make a member ineligible to wear the Phi Alpha stole and cords at the graduation ceremonies:

- a. Failure to pay dues on time
- b. Failure to attend 2 meetings
- c. Failure to attend 2 organizational events
- d. Failure to perform volunteer hours
- e. Failure to maintain G.P.A. requirements

## **CHAPTER VIII**

### **Amendments**

These By-Laws may be amended by a majority vote of the Executive Committee and upon ratification by a three-fourths vote of the membership.

### **AFFIRMATIVE ACTION STATEMENT**

Membership shall be available to all eligible persons without regard to age, gender, color, race, creed, ethnic or national origin, political or sexual orientation, or disability.