

## **Duties of Officers**

**Records:** The Secretary shall keep all the records of a Chapter. These shall include the names, home addresses and dates of election of all categories of Chapter members from the time of the installation of a Chapter.

**Correspondence:** The Secretary shall carry on correspondence with the District Regent, and with the central office of the Society, and will keep the files of such correspondence.

**Notice of Elections:** Immediately upon the election of new members to a Chapter, the Secretary shall submit online, the form titled Induction Registration, providing names of the new members and all other information requested. The names should be in alphabetical order. Such notification must be accompanied by the payment of the appropriate fees of \$10.00 per inductee.

### **Article II of the Constitution of the Society provides for four (4) types of membership:**

**1) Charter Members:** Up to twelve Charter Members may be elected under authority given by the Board of Regents at the time of the granting of the Charter.

**2) Student Members:** Each Chapter may elect as student members not more than 20% of the graduating class who have demonstrated academic excellence in the college preparatory curriculum, choosing

(a) the whole number at the end of the Senior Year,

or

(b) not more than 10% of the number at the end of the Junior Year or early in the Senior Year, and the remainder at the end of the Senior Year.

The 20% maximum is not to be construed as a requirement that the full number permitted must be elected every year. Classes may vary in academic strength from year to year. Many schools elect smaller percentages to serve better the purposes and goals of the Society.

Should a Chapter find that they have an especially strong class in any one given year, and this would mean electing more than their 20% quota, the District Regent is the only person who

can give permission to a Chapter to exceed its quota of elections. Permission must be sought in advance of the election.

The definition of what constitutes an honor record and the determination of how to select members is left to the discretion of the individual Chapter. However, from time to time Regents may question this definition and seek one they feel reflects more closely that practiced in other Chapters and recognizes excellence in scholarship more uniformly. (See Ten-Year Review information elsewhere in this publication)

The Regents note that since the Motto of the Society stresses excellence, justice and honor in the broadest sense, they assume Chapters will elect to membership only students who have demonstrated good character, honor, and integrity in all aspects of their school life.

**3) Faculty Members:** While the by-laws provide for faculty membership, the primary purpose of the Society is to honor students who have excelled in scholarship. Faculty membership is provided to give continuity to the Chapter and to help maintain and operate it. The number of active faculty members should not fall below three. Those selected are usually earlier members of Phi Beta Kappa, of Cum Laude Society as students or teachers in another school, or others who have distinguished themselves through scholarly achievement. Chapters that have used the Society to honor faculty have frequently encountered internal political difficulties that distract from the primary purpose of the Society, namely, to honor students. The Board of Regents recommends restricting faculty membership to a small group whose sole responsibility is the operation of the Chapter.

**4) Honorary Members:** This category of membership is for distinguished guests, alumni, trustees, or other friends of the school upon whom the Chapter may wish to confer special honor. No more than two Honorary Members may be elected in any one year.