



## CHAPTER BYLAWS TEMPLATE

# Bylaws

---

Chapter of Phi Delta Kappa International

### SECTION 1. GENERAL PROVISIONS

#### 1.1 Name, Nature, and Purpose

- 1.1.1 This chapter is a unit of Phi Delta Kappa International, Incorporated, (hereinafter "PDK") and shall be known as the \_\_\_\_\_ Chapter (hereinafter "the chapter").
- 1.1.2 The chapter shall be located in the Region assigned by the Constitution/international board and shall be locally situated in \_\_\_\_\_.
- 1.1.3 The nature and purpose of the chapter shall be in concert with the nature and purpose of PDK, an education association that is professional and collegial.
  - 1.1.3.1 The chapter shall be concerned with and direct its efforts toward the improvement of education, especially of publicly supported, universally available education.
  - 1.1.3.2 The chapter's purpose shall be addressed through the development of professional relationships or partnerships not only with educators but also with like-minded individuals and groups.
- 1.1.4 The character of the chapter in carrying forward programs, activities, and initiatives in support of the association's purpose shall be nonpolitical or nonpartisan to the greatest extent possible.
- 1.1.5 In seeking improvement of education, the chapter shall base its support and actions on sound principles of leadership, careful and objective research, and the desire to serve the common good.

#### 1.2 Governance Authority

- 1.2.1 The chapter shall be governed by the *Constitution and Bylaws* of PDK, including all amendments and revisions thereto.
  - 1.2.1.1 In the event that these chapter bylaws conflict with the PDK *Constitution and Bylaws*, the latter shall prevail and the chapter bylaws shall be revised accordingly.
- 1.2.2 The chapter shall be organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to

- organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.
- 1.2.3 No part of the net earnings of the chapter shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the chapter shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the chapter shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
  - 1.2.4 The fiscal year of the chapter shall be the same as the fiscal year of PDK, extending from July 1 through June 30.
  - 1.2.5 The chapter shall establish a budget that is consistent with its purpose, goals, and activities.
  - 1.2.6 The chapter shall be responsible for any fiscal obligation not authorized by the International Board.
    - 1.2.6.1 No loan shall be contracted in the name of PDK without approval of the International Board.
  - 1.2.7 The chapter shall establish the annual chapter dues, which shall be billed by the PDK International Office at the same time that it bills for association dues.
    - 1.2.7.1 Annual dues for new chapter members are paid to the chapter, which shall remit the international portion of such dues to the PDK International Office.
    - 1.2.7.2 All dues are payable in advance of the membership year to which such dues are credited.
  - 1.2.8 Authority not specified in these chapter bylaws shall be exercised in a manner consistent with the PDK *Constitution and Bylaws*.

## **SECTION 2. THE MEMBERS**

### **2.1 Member Eligibility and Obligations**

- 2.1.1 Membership in the chapter shall be open to professional educators and other individuals of good character who are committed to the purpose of the association.
- 2.1.2 Application for membership shall be by nomination of a good-standing member (or members) or by self-nomination.
- 2.1.3 Acceptance into membership commits the member to affiliation with PDK and agreement to support the association's efforts to fulfill its purpose.
- 2.1.4 The chapter shall not modify membership requirements as set forth in the *Constitution and Bylaws*.

### **2.2 Categories of Membership**

- 2.2.1 Professional membership shall be available to persons who demonstrate professional conduct and who hold a baccalaureate degree, are licensed or credentialed as educators, or are employed in an education-related field as identified by the PDK International Board, as specified in the PDK *Constitution and Bylaws*.
- 2.2.1.1 Professional membership is available to undergraduate education majors prior to graduation who are in or have successfully completed a student teaching experience.
- 2.2.1.2 Professional membership, in addition to the general category, also shall include the subcategories of emeritus, life, and senior membership, as specified in the PDK *Constitution and Bylaws*.
- 2.2.1.3 Professional membership shall include individual voting rights.
- 2.2.2 Associate membership shall be available to persons of good character who subscribe to the purpose of the association but are not eligible for professional membership, including undergraduate students (prior to student teaching), parents, government officials, and other individuals.
- 2.2.2.1 Associate membership, in addition to the general category, also shall include the subcategories of honorary and international courtesy, as specified in the PDK *Constitution and Bylaws*.
- 2.2.2.2 Associate membership shall not include voting rights.

### **2.3 Continuation, Transfer, and Termination of Membership**

- 2.3.1 Good-standing membership shall be continued until the member, in accordance with the PDK *Constitution and Bylaws*: requests withdrawal, is automatically withdrawn for nonpayment of dues, or is expelled.
- 2.3.2 Professional members may choose between chapter membership or direct membership at their discretion.
- 2.3.3 No person may be a member of a chapter without being a member of PDK.

## **SECTION 3. THE CHAPTER**

### **3.1 Governance Practices, Standards, and Services**

- 3.1.1 The chapter governing board shall be composed of the officers of the chapter, which shall include the president, the treasurer, the membership representative, and the foundation representative. **[NOTE: These four positions are the minimum standard. Chapters may name other officer positions in addition to these four, including, for example, a vice president, a secretary, a research representative, a historian, a newsletter editor, and so on.]**
- 3.1.1.1 Eligibility for the chapter offices of president, treasurer, membership representative, and foundation representative shall be limited to professional members in good standing.
- 3.1.1.2 The offices of president and treasurer may not be held concurrently by the same individual.
- 3.1.1.3 The president shall assume primary responsibility for all chapter activities.

- 3.1.2 The term of office for all chapter officers shall be \_\_\_\_\_ years. **[RECOMMENDED: 1 or 2]** Vacancies shall be filled by a chapter vote of the professional members of the chapter.
- 3.1.3 The chapter shall be responsible, in addition to upholding the purpose of the association, for the following: 1) promoting membership, 2) inducting and retaining members, 3) carrying out fiscal responsibilities according to International Board policy, 4) promulgating programs and services related to education, 5) fostering and supporting diversity and equity, 6) maintaining chapter bylaws, 7) promoting the Phi Delta Kappa Educational Foundation, and 8) communicating with members and the International Board.
  - 3.1.3.1 The chapter shall report its activities in a manner chosen in consultation with the PDK International office.
  - 3.1.3.2 The chapter may request assistance from a field representative.
- 3.1.4 The chapter shall welcome members through induction and orientation activities as determined by the chapter governing board and chapter members.
- 3.1.5 The chapter shall accept the transfer of any professional member upon request of that member.

### **3.2 Election of Officers [SUGGESTED]**

- 3.2.1 The chapter governing board shall appoint a committee to conduct nominations and elections.
- 3.2.2 The nominations and elections committee shall prepare a slate of candidates, which shall be communicated to all members of the chapter.
  - 3.2.2.1 The committee shall receive nominations and shall determine each candidate's eligibility to stand for office.
- 3.2.3 The nominations and elections committee shall conduct the election no later than April of the year in which officers will take office in July.
  - 3.2.3.1 Election will be by simple majority of those eligible members voting.
  - 3.2.3.2 The vote shall be by secret ballot.

### **3.3 Dissolution**

- 3.3.1 Upon the dissolution of the chapter, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. In accordance with the PDK *Constitution and Bylaws*, if the chapter becomes inactive or surrenders or forfeits its charter, the chapter treasury shall be disbursed in a manner determined by the International Board within these constraints. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the chapter is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **SECTION 4. BYLAWS AMENDMENTS**

**4.1 Amendment Procedures [RECOMMENDED]**

- 4.1.1 Proposed amendments to these bylaws shall be submitted in writing to the chapter governing board at least 30 days prior to the amendment being set before the members for a vote.
  - 4.1.1.1 Proposed amendments shall be communicated to all members of the chapter.
  - 4.1.1.2 Proposed amendments shall be set before the members for a vote no later than 180 days following their submission to the chapter governing board.
- 4.1.2 Amendments shall be adopted by a two-thirds affirmative vote of those eligible members voting.
- 4.1.3 Amendments may become effective immediately upon ratification or not later than July 1 following the affirmative vote.

**THESE BYLAWS WERE ADOPTED IN THEIR ENTIRETY ON \_\_\_\_\_(DATE)  
AND WILL SUPERCEDE ANY PREVIOUS BYLAWS OF THE CHAPTER.**

**OFFICER** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_

**OFFICER** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_