

REVISED JANUARY 2009

Constitution and Bylaws



Phi Delta Kappa International

THE PROFESSIONAL ASSOCIATION IN EDUCATION

The Constitution and Bylaws of Phi Delta Kappa International Recent Revisions

Quick Reference to Changes

The January 2009 revision of PDK's Constitution and Bylaws reflects the following change in the bylaws:

B3.1 General Duties and Services

- B3.1.1.6 Deletion aligns PDK bylaws with more recently adopted board policies.

The January 2008 revision of PDK's Constitution and Bylaws reflects the following changes:

B5.2 Chapter Offices

- B5.2.1.1 Opens chapter offices to any chapter member in good standing except for president, treasurer, foundation, and membership.

The January 2007 revision of PDK's Constitution and Bylaws reflects the following changes:

B3.4 Appointments

- B3.4.1 Changes the word shall to may to allow appointments only as needed
- B3.4.3 Deletion allows for at-large appointments at any time.

The June 2006 revision of PDK's Constitution and Bylaws reflects the following change in the bylaws:

C3 The International Board

- C3.1.3 Removes the restriction of having served on the International Board to run for president-elect.
- C3.2.1.1 Regions no longer have to submit a candidate for president-elect.

B3.2 Elections

- B3.2.2 Candidates for president-elect must have served as chapter/member liaison, regional representative, or have held the office of president in their local chapter.
- B3.2.6 Regions may submit one candidate for president-elect.
- B3.2.9.1 The immediate international past president shall form an International Nominations and Election Committee.
 - B3.2.9.1.1 Committee will be appointed by the immediate international past president.
 - B3.2.9.1.2 Committee shall reduce the number of candidates to no more than three.
 - B3.2.9.1.3 Committee shall have oversight of the election process.

The January 2006 revision of PDK's Constitution and Bylaws reflects the following change in the bylaws:

B5 Chapters

- A section was added to allow for the formation of Undergraduate Student Clubs (B5.4).

SECTION C1 GENERAL PROVISIONS OF THE ASSOCIATION**C1.1. Name, Nature, and Purpose**

- C1.1.1. The name of the association shall be Phi Delta Kappa International, Incorporated, known in this document as Phi Delta Kappa.
- C1.1.2. Phi Delta Kappa shall be an education association, the nature of which is professional and collegial.
- C1.1.3. The purpose of Phi Delta Kappa shall be to promote quality education, in particular publicly supported education, as essential to the development and maintenance of a democratic way of life. This purpose shall be accomplished through research, service, and leadership in education.

C1.2. Governance

- C1.2.1. The organizational structure of Phi Delta Kappa shall encompass four divisions: the members, the chapters, the regions, and the International Board, with governance of the association vested in the members and in the International Board.
- C1.2.2. All powers not otherwise delegated, reserved, or implied herein shall be vested in the International Board, which shall direct the business of the association.
- C1.2.3. The International Board shall hold two regularly scheduled meetings annually and may meet at other times as it determines necessary.
- C1.2.4. The governance and fiscal year of the association shall extend from July 1 through June 30.
- C1.2.5. English shall be the official language of the association.
- C1.2.6. The International Board shall establish and approve a budget process, which shall include provisions for an annual budget, a reserve fund, an annual audit, disbursement of assets on dissolution, and such other provisions as identified in the bylaws (ref. B1.4).
- C1.2.7. The International Board shall establish the annual dues of the association at the time it establishes the annual budget. (See B1.5.)

C1.3. Conferences

- C1.3.1. Conferences shall be developed as needed, in accordance with guidelines adopted by the International Board, in order to fulfill the purpose of Phi Delta Kappa and to conduct professional development and such other activities as shall be deemed appropriate by the International Board. (See B1.6.)
- C1.3.2. Conferences may be international, national, regional, or local in scope.
- C1.3.3. Conferences shall be open to all interested participants.

SECTION C2. THE MEMBERS**C2.1. Member Eligibility and Obligations**

- C2.1.1. Membership in Phi Delta Kappa shall be open to professional educators and other individuals and institutions of good character who are committed to the purpose of the association.
- C2.1.2. Application for membership shall be by nomination by a good-standing member (or members) or by self-nomination.
- C2.1.3. Individuals may join a chapter or become a direct member without chapter affiliation.
- C2.1.4. Acceptance into membership commits the member to affiliation with Phi Delta Kappa as

defined in the bylaws (ref. B1.2) and agreement to support the association's efforts to fulfill its purpose.

C2.1.5. Chapters shall not modify membership requirements.

C2.2. Categories of Membership

C2.2.1. Membership shall be available in the following categories, as detailed in the bylaws (ref. B2.2): professional, associate, and institutional.

C2.2.1.1. Professional membership shall include individual voting rights as defined in the bylaws (ref. B2.1.3).

C2.2.1.2. Associate and institutional membership shall not include voting rights.

C2.3. Continuation, Transfer, and Termination of Membership

C2.3.1. Good-standing membership shall be continued until the member, in accordance with the bylaws (ref. B2.1.2; B2.3): requests withdrawal, is automatically withdrawn for nonpayment of dues, or is expelled.

C2.3.2. Membership terminated by expulsion shall not be eligible for reinstatement. All others may be reinstated according to procedures in the bylaws (ref. B2.3; B2.4).

C2.3.3. Professional members may choose between chapter membership or direct membership at their discretion.

SECTION C3. THE INTERNATIONAL BOARD

C3.1. General Provisions

C3.1.1. The officers of Phi Delta Kappa shall constitute the International Board and shall be the president, the president-elect, the immediate past president, the regional representatives, and not more than three representatives at large.

C3.1.2. Each officer shall be a voting member of the International Board.

C3.1.3. Any professional member in good standing shall be eligible, as defined in the bylaws (ref. B3.2), to hold office.

C3.1.4. The term of office for all officers shall be two years, with provisions for succession and multiple terms as identified in the bylaws (ref. B3.4).

C3.1.5. A term of office shall begin on July 1. (See B3.2.10; B3.2.11.)

C3.1.6. No officer shall serve more than three consecutive terms in the same office.

C3.1.7. The officers shall perform such duties and render such service as shall be prescribed in the bylaws.

C3.1.8. Recall of officers may be accomplished through procedures specified in the bylaws.

C3.2. Elections

C3.2.1. The president-elect shall succeed to the office of president.

C3.2.1.1. Each region may place in nomination one candidate for the office of president-elect.

C3.2.1.2. The president-elect shall be elected by a general vote of the professional members in accordance with procedures described in the bylaws (ref. B3.2).

- C3.2.2. Each region shall elect one regional representative in accordance with procedures described in the bylaws (ref. B3.2).

C3.3. Appointments

- C3.3.1. The International Board shall appoint not more than three representatives at large from the professional membership, as specified in the bylaws (ref. B3.4.1).
- C3.3.2. The International Board may make ex-officio appointments, as specified in the bylaws (ref. B3.4.2).

C3.4. Vacancies

- C3.4.1. The president-elect shall fill a vacancy in the position of president, created by the inability of the president to serve.
- C3.4.2. A vacancy in the position of president-elect shall be filled by appointment of the International Board until the next scheduled election, at which time both a president and a president-elect shall be elected, as specified in the bylaws (ref. B3.5).
- C3.4.3. A vacancy in the position of regional representative shall be filled by appointment of the International Board or by a special election, as specified in the bylaws (ref. B3.5).

C4. THE REGIONS

C4.1. Establishment

- C4.1.1. The International Board shall establish regions.
- C4.1.2. Regions shall be established or reapportioned in accordance with procedures detailed in the bylaws (ref. B4.1).

C4.2. Reapportionment

- C4.2.1. Regions shall be reassessed and, if necessary, reapportioned every sixth year following the initial establishment of the regions.
- C4.2.2. The establishment or reapportionment of any region shall be effective at the conclusion of the International Board meeting at which such action is approved.

C5. THE CHAPTERS

C5.1. Purpose and Establishment

- C5.1.1. The purpose of the Phi Delta Kappa chapters shall be to further the purpose of the association.
- C5.1.2. The International Board shall authorize establishment of chapters in accordance with provisions detailed in the bylaws and in policy (ref. B5.1).

C5.2. Governance, Standards, and Services

- C5.2.1. Each chapter shall organize a governing board suitable to meet the requirements of chapters as detailed in the bylaws (ref. B5.2.1).
- C5.2.2. Each chapter shall assess the needs of its members and the education community it serves and shall provide services and programs accordingly.
- C5.2.3. Each chapter shall undertake such other responsibilities as are detailed in the bylaws (ref. B5.2.2).

C5.3. Dissolution

- C5.3.1. A chapter shall be suspended on the following grounds, as detailed in the bylaws:
 - C5.3.1.1. The chapter violates or neglects to execute any part of this Constitution and Bylaws or subsequent regulation promulgated by the International Board.
 - C5.3.1.2. The chapter shows indifference to the ideals and programs of Phi Delta Kappa.
 - C5.3.1.3. The chapter is unable to function in keeping with established standards.
- C5.3.2. The charter of any suspended chapter may become forfeited in accordance with the bylaws (ref. B5.3).
- C5.3.3. A chapter may voluntarily offer its charter for surrender in accordance with the bylaws (ref. B5.3.2; B5.3.3).

C6. CONSTITUTION AND BYLAWS AMENDMENTS

C6.1. Proposing Amendments

- C6.1.1. Any professional member of Phi Delta Kappa may propose an amendment to the constitution.
- C6.1.2. Proposed amendments to the constitution shall be submitted to the International Board, in accordance with procedures described in the bylaws (ref. B6.1), not later than 14 days prior to a regularly scheduled meeting, at which the proposal will be considered.
- C6.1.3. A proposed constitutional amendment that receives a two-thirds affirmative vote of the International Board or is submitted by petition of the governing boards of 10 or more chapters or 500 or more professional members in good standing shall be submitted for a general vote to the professional membership.
- C6.1.4. Any member of the International Board may propose an amendment to the bylaws, or a proposed bylaws amendment may be submitted by petition of the governing boards of three or more chapters or 250 or more professional members in good standing, in accordance with procedures described in the bylaws (ref. B6.2)
- C6.1.5. Proposed amendments to the bylaws shall be submitted to the International Board not later than fourteen days prior to a regularly scheduled meeting, at which the proposal will be considered. Following consideration, the proposal will be forwarded to the membership and chapter officers for input prior to a vote by the International Board.

C6.2. Ratifying Amendments

- C6.2.1. Proposed constitutional amendments that are submitted for a general vote shall be deemed ratified on receiving a two-thirds affirmative vote of the members voting.
 - C6.2.1.1. Professional members shall be allowed a period of 60 days in which to cast their vote, beginning on the date of notification and ending on a date clearly specified in the notice of voting, as detailed in the bylaws (ref. B6.1.2; B6.1.3; B6.1.4).
 - C6.2.1.2. The ratified constitutional amendment shall become effective on July 1 following the ratification vote unless a different effective date is specified in the amendment.
- C6.2.2. Proposed bylaws amendments shall be deemed ratified on receiving a two-thirds affirmative vote of the International Board.
 - C6.2.2.1. The ratified bylaws amendment shall become effective at the next regularly scheduled meeting of the International Board.

SECTION B1 GENERAL PROVISIONS OF THE ASSOCIATION**B1.1. Purpose and Character**

- B1.1.1. The purpose of Phi Delta Kappa (ref. C1.1.3) shall be accomplished through professional collegiality that is fostered at individual, chapter, regional, national, and international levels.
- B1.1.1.1. The purpose of the association shall be concerned with and directed toward the improvement of education, especially of publicly supported, universally available education.
- B1.1.1.2. The purpose of the association shall be addressed through the development of professional relationships or partnerships not only with educators but also with like-minded individuals and groups.
- B1.1.2. The character of Phi Delta Kappa in carrying forward programs, activities, and initiatives in support of the association's purpose shall be nonpolitical or nonpartisan to the greatest extent possible.
- B1.1.2.1. In seeking the improvement of education, the association shall base its support and actions on sound principles of leadership, careful and objective research, and the desire to serve the common good.

B1.2. Emblems, Symbols, and Brand Marks

- B1.2.1. The emblems of the association shall be a key, a pin, and a crest, each of which shall conform in all respects to the samples approved by the International Board and retained in the archives for reference.
- B1.2.2. The crest of the Phi Delta Kappa, with or without the use of the name of the association, shall constitute the official brand mark of the association.
- B1.2.2.1. The crest shall be used on all charters, membership certificates, membership cards, and may also be used on stationery and like materials as chapters may permit or dictate.
- B1.2.2.2. All shields, banners, and other devices on which the crest is used shall be authorized by the executive director.
- B1.2.3. The official seal of the association shall be a circle with the crest at its center and the words "Phi Delta Kappa International, Inc. — Professional Education Association" within its milled edge.
- B1.2.3.1. The seal of the association shall be used on official documents of Phi Delta Kappa International, Incorporated, and on such other documents, as appropriate, as identified by the International Board or the executive director.
- B1.2.4. The official colors of the association shall be red and white, the red being understood to be the red of the white light spectrum.
- B1.2.5. The official flower of the association shall be the carnation, red or white.
- B1.2.6. Manufacture and distribution of any item displaying or incorporating the emblems, symbols, or brand marks of Phi Delta Kappa shall be restricted to the executive director.
- B1.2.6.1. Authority to purchase or to have manufactured any item of association merchandise for the purpose of resale in whatever manner shall be restricted to the executive director. This restriction includes all materials other than publications.
- B1.2.6.2. The provisions of this article do not restrict the purchase or manufacture by a chapter of favors and like items for free distribution by the chapter.

B1.2.6.3. All association jewelry shall be purchased through the executive director at a published price that does not exceed the cost of the jewelry by more than the amount approved by the International Board, such amount to be determined on the basis of actual cost of handling and not on the basis of profit.

B1.3. Official Publications

- B1.3.1. The Constitution and Bylaws of the association shall constitute the governing documents of the association and shall be published and made available to all members.
- B1.3.2. Guidance on governance matters not addressed the Constitution and Bylaws may be contained in International Board policy, known in this document as "policy."
- B1.3.3. Phi Delta Kappa shall publish a professional journal, the Phi Delta Kappan, consistent with the purpose of the association, containing such general features and pursuing such general policy as shall be determined by the International Board.

B1.4. Financial Management

- B1.4.1. The executive director shall annually present a balanced budget to the International Board for approval.
- B1.4.2. Approval of the annual budget shall be by majority vote of the International Board, with such vote to be taken at a regular meeting of the board.
- B1.4.3. The International Board shall establish, and approve all use of, a reserve fund.
- B1.4.4. The International Board shall require an annual audit and financial report, and the report shall be made available for review by the members of the association.
- B1.4.5. In the event that Phi Delta Kappa ceases to function as a corporate entity, upon dissolution and after payment of all outstanding obligations, remaining assets shall be donated to the Phi Delta Kappa Educational Foundation.

B1.5. Dues

- B1.5.1. The International Board, acting in accordance with C1.2.7, shall establish in policy a multiple-level dues structure.
 - B1.5.1.1. The dues structure shall set the annual dues for membership in each category.
 - B1.5.1.2. The dues structure shall include stratification of dues based on services provided to members.
 - B1.5.1.3. Annual dues shall be established at a meeting of the International Board, at which the annual budget is adopted. Such dues shall become effective on July 1 following the meeting at which they were established.
- B1.5.2. The International Office shall bill the member for 1) association dues; 2) the dues of the chapter of official affiliation, if any; and 3) the dues of a dual-membership chapter, if any.
 - B1.5.2.1. If a member belongs to more than two chapters, other local dues shall be paid directly to the chapter treasurer.
 - B1.5.2.2. The International Office shall return to the chapter of official affiliation the annual chapter dues, in accordance with policy.

B1.6. Conferences

- B1.6.1. All Phi Delta Kappa conferences, regardless of scope, shall be developed with the goal of financial self-sufficiency.

- B1.6.2. The International Board shall determine the amount of financial support to be provided for conferences.

SECTION B2. THE MEMBERS

B2.1. Rights and Obligations

- B2.1.1. Acceptance into membership commits the individual to affiliation with Phi Delta Kappa in a membership category as herein specified (ref. B2.2) and as further defined in policy.
- B2.1.2. Good-standing membership, regardless of category, requires the following agreements:
- B2.1.2.1. The member agrees to support the purpose of the association as set forth in the Constitution (ref. C1.1.3).
 - B2.1.2.2. The member agrees to pay dues in a timely manner.
 - B2.1.2.3. The member agrees to abide by the association code of conduct as specified in policy.
- B2.1.3. The right to vote on association matters shall be limited to members in good standing who hold professional membership as identified in C2.2.1.1 and further identified herein (ref. B2.2). Associate and institutional members do not have voting rights.
- B2.1.3.1. Professional members shall have the right to elect and to recall by individual vote the international officers in accordance with the provisions of the Constitution (ref. C3.1.8) and as further defined herein (ref. B3.3).
 - B2.1.3.2. Professional members shall have the right to vote on proposed constitutional amendments in accordance with the provisions of the Constitution (ref. C6.2).
 - B2.1.3.3. Voting shall be conducted in a manner consistent with policy.

B2.2. Categories of Membership

- B2.2.1. Professional membership is 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 International Board.
- B2.2.1.1. Candidates for professional membership from outside the United States and Canada shall not be required to hold a baccalaureate degree but must meet an equivalent standard as determined by the International Board.
 - B2.2.1.2. Professional membership is available to undergraduate education majors prior to graduation who are in or have successfully completed a student teaching experience.
- B2.2.2. Professional membership, in addition to the general category, also shall include for specific purposes four subcategories: emeritus, life, senior, and international electronic.
- B2.2.2.1. The International Board, upon request of the member, may grant emeritus membership to the professional member in good standing with 25 years of good-standing membership who is retired, has reached the age of 65 years, and meets eligibility criteria according to policy.
 - B2.2.2.2. Life membership shall include all members who are affiliated with a chapter of Phi Delta Kappa International and have paid the life membership fee in full and who continue to meet the requirements for membership in the association.

- B2.2.2.2.1. The life membership fee shall be fixed by the International Board and may be paid in one sum or five equal annual installments.
- B2.2.2.2.2. The life member shall pay annual chapter dues.
- B2.2.2.3. Senior membership may be granted by the International Board, upon request of the member, to the professional member in good standing who has attained the age of 60 years and is fully retired from a primary education position.
 - B2.2.2.3.1. Senior membership may be granted, regardless of the member's age, to a member who has retired from a primary education position because of a permanent disability (as evidence by appropriate documentation), provided that the member has at least 10 years of good-standing membership prior to applying for senior membership.
- B2.2.2.4. International electronic membership shall be available to all members who live outside the United States and who do not have an APO or FPO address. Publications and services for international electronic members shall be made available electronically.
- B2.2.3. Associate membership, which is a nonvoting category, shall be available to any individual of good character who subscribes to the purpose of Phi Delta Kappa but is not eligible for professional membership, including undergraduate students (prior to student teaching), parents, government officials, and other individuals.
- B2.2.4. Associate membership, in addition to the general category, also shall include for specific purposes two subcategories: honorary and international courtesy.
 - B2.2.4.1. Honorary membership may be granted to an individual by the International Board or by a chapter on a one-year basis. Such honorary member will receive a one-year subscription to the *Phi Delta Kappan*, the cost of the subscription to be paid by the nominating body.
 - B2.2.4.2. International courtesy membership may be granted to an individual who is not a United States citizen. Such membership is granted by the International Board on its own nomination or on nomination by a chapter. The International Board may waive payment of dues by the international courtesy member.
- B2.2.5. Institutional membership, which is a nonvoting category, shall be available to any institution, either single (such as a school, college, or academic department) or collective (such as a school district or university); company or corporation; or other collective entity, whether non-profit or for-profit, provided that such entity subscribes to the purpose of Phi Delta Kappa.
 - B2.2.5.1. Terms, conditions, and services related to institutional membership shall be governed by policy.
- B2.2.6. Individuals within the collectivity holding institutional membership shall be encouraged to join the association as professional or associate members.

B2.3. Continuation, Transfer, and Termination of Membership

- 2.3.1. Timely payment of dues is required for continuation of good-standing membership.
 - B2.3.1.1. Members shall be notified of dues payable in advance of the membership year to which the dues apply. Such notice shall be mailed approximately three months prior to the expiration of the membership year.
 - B2.3.1.2. A member who fails to pay the annual dues for the ensuing year only shall be considered to be in arrears status.

- B2.3.1.3. A member who fails to pay the annual dues for current and the past membership years is considered to be in nominal status.
- B2.3.1.4. Good-standing membership shall expire on the last day of the membership year for which dues have been paid.
 - B2.3.1.4.1. A grace period of temporary good-standing membership with no loss of privileges shall extend from the day of expiration for a period providing for the distribution of two issues of the *Phi Delta Kappan*.
- B2.3.1.5. A member in arrears or nominal status shall be reinstated to good standing upon payment of dues for the ensuing year.
 - B2.3.1.5.1. In order to maintain a continuous record of good-standing membership, a member shall have the option of making additional payments to cover unpaid arrearages for a total of not more than five unpaid membership years.
- B2.3.2. An individual member in good standing may transfer enrollment; however, such transfer of enrollment must be communicated to the International Office in order to maintain accurate records.
 - B2.3.2.1. A member may transfer from a chapter to any other chapter, with the option of retaining membership in the original chapter and thereby entering into multiple-chapter membership.
 - B2.3.2.2. A member may transfer from chapter membership to direct membership, or from direct membership to chapter membership.
- B2.3.3. Termination of membership shall result from nonpayment of the annual dues.
 - B2.3.3.1. Any member in arrears for two consecutive years shall be automatically withdrawn from membership.
 - B2.3.3.2. Any member may withdraw from membership in the association by written request to the executive director.
 - B2.3.3.3. Individuals whose membership has been terminated may be reinstated upon payment of dues for the ensuing year and a reinstatement fee determined by the International Board.

B2.4. Expulsion of Members

- B2.4.1. The International Board shall have the right to expel a member who violates the member obligations identified in the Constitution (ref. C1.1.3) and herein (ref B2.1.2).
- B2.4.2. Expulsion shall be preceded by fact-finding, which must be carried out by the chapter seeking to expel or, in the case of a direct member, by the International Board.
 - B2.4.2.1. If a chapter concludes that a member should be expelled, a vote to recommend expulsion must be taken at a regular chapter meeting at which a quorum of good-standing professional members is present. The recommendation must pass by a two-thirds affirmative vote of those members present.
 - B2.4.2.2. A recommendation for expulsion receiving a two-thirds affirmative vote shall be forwarded to the International Board for action.
- B2.4.3. The International Board shall inform the member facing expulsion of any impending action and shall afford the member an opportunity to respond and, if the member desires, to be represented by counsel.
- B2.4.4. Members who have been expelled shall not be eligible for reinstatement (ref. C2.3.2).

SECTION B3. THE INTERNATIONAL BOARD

B3.1. General Duties and Services

- B3.1.1. As provided in C1.2, the International Board shall conduct the business of the association.
 - B3.1.1.1. The board shall establish the annual budget, set the annual dues, and direct the investment of funds.
 - B3.1.1.2. The board shall be responsive to chapters and shall encourage chapters to offer suggestions and ideas pertinent to the well-being of the association.
 - B3.1.1.3. The board shall extend charters to new chapters, accept chapter charter surrenders, and otherwise direct chapter operations in accordance with policy, including reviewing chapter bylaws.
 - B3.1.1.4. The board shall establish procedures governing relations with and among chapters, members, and staff.
 - B3.1.1.5. The board shall employ a full-time executive director and establish the duties of the executive director in accordance with policy.
 - B3.1.1.5.1. Employment of the executive director shall be for a period of two years, renewable at the board's discretion.
 - B3.1.1.5.2. The International Board shall set the salary of the executive director.
 - B3.1.1.6. The board shall appoint committees and commissions as it deems necessary for the conduct of association business.
- B3.1.2. The International Board shall undertake such additional duties as may be needed in order to conduct the business of Phi Delta Kappa in a manner that best serves the interests of the association.

B3.2. Elections

- B3.2.1. Candidates for regional representative must be professional members in good standing who have been in good standing for five or more consecutive years (ref. C3.1.3).
- B3.2.2. Regional candidates for president-elect must be professional members in good standing for five or more consecutive years and have served as chapter/member liaisons, regional representatives, or have held the office of president in a local chapter.
- B3.2.3. A nominations and elections committee appointed by a past regional representative within each region shall guide elections of the regional representative and the regional candidate for president-elect according to policy.
 - B3.2.3.1. The regional nominations and elections committee shall include representatives of all of the subcategories within the professional membership category.
 - B3.2.3.2. If no nominations are put forward, then the regional nominations and elections committee will function to enter one or more names into nomination.
 - B3.2.3.3. The regional nominations and elections committee shall prepare the ballot, and the International Office shall conduct the voting by composing, mailing or otherwise distributing, and tabulating returned ballots on behalf of the region.
- B3.2.4. Any professional member in good standing may be nominated by a member in good standing from the same region or may be self-nominated to stand for election as the regional representative or the regional candidate for president-elect.

- B3.2.4.1. Nominees shall present to the nominations and elections committee three written recommendations from professional members in their region in order for their names to be placed in nomination.
- B3.2.4.2. Nominations for regional representative and regional candidate for president-elect shall be presented during the first quarter of the even-numbered year.
- B3.2.5. Campaigning shall be limited to the publication and distribution, in accordance with policy, of a candidate information and position statement, which shall be provided to each professional member in good standing.
- B3.2.6. Each region shall elect one regional representative and may elect one candidate for president-elect in the even-numbered year.
 - B3.2.6.1. Voting shall be by printed ballot or by electronic means, as determined suitable by the International Board, provided that no member shall be disenfranchised by the method of voting.
 - B3.2.6.2. The ballot shall be provided to each professional member in good standing within the region.
 - B3.2.6.3. The ballot shall be prepared for distribution not later than April 1 of the even-numbered year to allow a 60-day voting period.
- B3.2.7. If only one candidate is nominated for regional representative or for regional candidate for president-elect, then that individual shall be declared the winner by acclamation and no vote shall be taken.
- B3.2.8. In the event of a tie in a regional election, the International Board shall decide the winner.
- B3.2.9. A general election for president-elect shall be conducted according to policy in the spring of the odd-numbered year.
 - B3.2.9.1. The immediate international past president shall form an international nominations and election committee.
 - B3.2.9.1.1. The international nominations and election committee will be composed of present or past members of the international board appointed by the immediate International Past President.
 - B3.2.9.1.2. The international nominations and election committee shall reduce to no more than three the number of candidates for the general election.
 - B3.2.9.1.3. The international nominations and election committee shall be given oversight of the election process with particular attention to campaign abuses and be empowered to take action up to and including disqualification of a candidate.
 - B3.2.9.2. In the event of a tie in the general election, a run-off election including only the tied candidates shall be conducted to determine the winner.
- B3.2.10. The term of office of the regional representative shall begin in the even-numbered year.
- B3.2.11. The term of office of the president, president-elect, and past president shall begin in the odd-numbered year.

B3.3. Recall Procedures

- B3.3.1. The procedure to recall the president or the president-elect shall be initiated upon petition of 10% of the total good-standing professional membership.

- B3.3.1.1. Upon receipt of a recall petition, the International Board shall provide the elected official with a copy of the petition and request a written reaction, which shall be furnished within 30 calendar days.
- B3.3.1.2. The elected official's reaction, along with the petition, shall be made available to all good-standing professional members within 30 calendar days after receipt of the reaction, at which time the members also will receive a ballot to retain or recall the elected official.
- B3.3.1.3. Professional members will have 60 calendar days in which to cast their vote on the recall action.
- B3.3.1.4. The elected official shall be recalled or retained in accordance with a majority vote of the professional members voting.
- B3.3.2. The procedure to recall a regional representative shall be initiated upon petition of 10% of the good-standing professional membership in the region of issue.
 - B3.3.2.1. Upon receipt of a recall petition, the International Board shall provide the representative with a copy of the petition and request a written reaction, which shall be furnished within 30 calendar days.
 - B3.3.2.2. The representative's reaction, along with the petition, shall be made available to all good-standing professional members of the region within 30 calendar days after receipt of the reaction, at which time the members also will receive a ballot to retain or recall the elected official.
 - B3.3.2.3. Professional members will have 60 calendar days in which to cast their vote on the recall action.
 - B3.3.2.4. The elected official shall be recalled or retained in accordance with a majority vote of the professional members of the region voting.

B3.4. Appointments

- B3.4.1. The International Board may appoint up to three voting members at large to represent the diversity, special interests, and underrepresented groups within the association.
 - B3.4.1.1. At-large members shall be drawn from the professional membership.
 - B3.4.1.2. The International Board shall establish the term of at-large members, provided that such term does not exceed two years. At-large members may be reappointed to serve no more than a total of six years.
 - B3.4.1.3. At-large members may be removed from office upon an affirmative vote of two-thirds of the elected members of the International Board.
- B3.4.2. The International Board shall, at its discretion and for its own purposes, appoint non-voting, ex-officio representatives of the associate and institutional membership categories.
 - B3.4.2.1. Such appointees shall serve for a period of time as determined by the board, provided such term does not exceed two years. Appointees may be reappointed to serve no more than a total of six years.
 - B3.4.2.2. Ex-officio representatives may be dismissed upon an affirmative vote of a majority of the voting members of the International Board.

B3.5. Vacancies

- B3.5.1. If it is necessary to elect both a president and a president-elect at the same time (ref. Const. 3.4.2), the general election shall be conducted in the usual manner as set forth in policy,

except that the individual receiving the largest number votes shall be elected as president and the individual receiving the next largest number of votes shall be elected as president-elect.

- B3.5.2. If the position of regional representative becomes vacant with 90 or more calendar days remaining in the term of office, then the International Board shall conduct a special election following procedures described in policy.
- B3.5.3. If the position of regional representative becomes vacant with fewer than 90 calendar days remaining in the term of office, then the International Board shall take action at a meeting following the occurrence of the vacancy to appoint a professional member in good standing to fill the position.
- B3.5.4. If the regional representative is elected president-elect in a general election, that region's nominations and elections committee shall conduct a special election to fill the vacancy.

SECTION B4. THE REGIONS

B4.1. Establishment and Reapportionment

- B4.1.1. The International Board shall establish, reassess, and reapportion regions based on geographic and population factors (ref. C4).
 - B4.1.1.1. Geographic factors, as specified in policy, shall include such things as geopolitical boundaries and natural features, such as rivers, mountains, and oceans.
 - B4.1.1.2. Population factors, as specified in policy, shall include number and density of good-standing members.

B4.2. Election of Chapter and Member Liaisons

- B4.2.1. Each regional representative shall determine the number and nature of chapter and member liaisons necessary to support the region.
- B4.2.2. The regional representative shall call for nominations to fill the announced liaison positions and shall conduct an election within the region.
- B4.2.3. In the event that no nominations are received for one or more liaison positions or there are additional chapter or member needs, the regional representative may fill those positions by appointment.
 - B4.2.3.1. A liaison shall be a professional member in good standing.
 - B4.2.3.2. A liaison shall perform such services as shall be identified by the appointing representative.
 - B4.2.3.3. A liaison shall serve for a length of time as determined by the appointing representative, provided that such term does not exceed two years. A liaison may be reappointed but may not serve more than a total of six consecutive years.

SECTION B5. THE CHAPTERS

B5.1. Establishment

- B5.1.1. Chapters shall be identified by the name of a college or university or by a name appropriate to the geographic area as determined by the chapter with approval of the International Board.
- B5.1.2. The International Board shall present the chapter with a charter bearing the seal of the association at the time the chapter is installed.
 - B5.1.2.1. The chapter shall be assessed a charter fee to cover the cost of preparing the charter.

B5.2. Governance, Standards, and Services

- B5.2.1. The chapter officers, who shall constitute the governing board, shall be the president, the treasurer, the membership representative, the foundation representative, and such other officers as the chapter may determine to be necessary.
- B5.2.1.1. Eligibility for the four chapter offices which make up the chapter's governing board (president, treasurer, foundation, membership) shall be limited to professional members in good standing. All other chapter offices are open to any chapter member in good standing.
- B5.2.1.2. The offices of president and treasurer may not be held concurrently by the same individual.
- B5.2.2. Each 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.
- B5.2.2.1. Each chapter shall report its activities in a manner chosen in consultation with the regional representative.
- B5.2.3. Each chapter shall be responsible for any financial obligation not authorized by the International Board.
- B5.2.3.1. No loan shall be contracted in the name of the association without approval of the International Board.
- B5.2.4. Each chapter shall set its own dues.
- B5.2.5. Each chapter shall welcome members through induction and orientation in a manner of its own choosing.
- B5.2.6. Each chapter shall accept the transfer of any professional member upon request of that member.
- B5.2.7. A chapter may request assistance from a chapter or member liaison in order to fulfill its purpose or may request appointment of a liaison by the regional representative (ref. B4.2).

B5.3. Dissolution

- B5.3.1. A chapter shall be suspended that violates or neglects to execute any part of Constitution and Bylaws or any subsequent regulations as delineated in policy or promulgated by the International Board, or that shows indifference to the ideals and programs of Phi Delta Kappa (ref. C5.3.1).
- B5.3.1.1. Evidence of violations, neglect, or indifference shall be presented to the International Board and may be brought by any member in good standing.
- B5.3.1.2. The International Office shall not rebate dues collected on behalf of the chapter to the suspended chapter during the period of suspension
- B5.3.1.3. Prior to forfeiture of charter, following a 60-day notice to the suspended chapter, the International Board shall consider such evidence, at which meeting the chapter president or other officer may appear in defense of any accusation brought against the chapter.
- B5.3.1.4. The International Board, upon consideration of the evidence, shall have the authority to require a suspended chapter to forfeit its charter.

- B5.3.2. Chapters that fail to maintain an enrollment of 20 or more members in good standing or are unwilling or unable to uphold the chapter standards set forth herein (ref. B5.2) shall be placed on probation by the International Board.
- B5.3.2.1. If during the probationary period the chapter is unable to resolve the issues that resulted in suspension, then the International Board may revoke the chapter's charter and report the chapter as discontinued or may extend the probationary period.
- B5.3.3. A chapter may voluntarily surrender its charter or merge with or transfer its members to another chapter if a majority of chapter members responding to an International Board survey determine that the chapter is no longer viable (ref. C5.3.3).
- B5.3.4. The treasury of any chapter that has forfeited or voluntarily surrendered its charter or merged with or transferred its members to another chapter shall be disbursed in a manner determined by the International Board.

B5.4. Undergraduate Student Clubs

Undergraduate student clubs may be formed by chapters of the association or by any regionally accredited university, college, or community college offering programs in education in accordance with Phi Delta Kappa International's Bylaws and policies.

SECTION B6. CONSTITUTION AND BYLAWS AMENDMENTS

B6.1. Constitutional Amendments

- B6.1.1. Proposed amendments to the constitution shall be submitted in writing to the International Board not later than 14 calendar days prior to a regularly scheduled meeting, at which the proposal will be considered.
- B6.1.2. A proposed constitutional amendment that receives a two-thirds affirmative vote of the International Board shall be submitted to the professional membership for a general vote.
- B6.1.2.1. The executive director shall submit a ballot containing the proposed amendment to the professional membership within 30 calendar days following International Board action on the proposal.
- B6.1.2.2. The professional membership shall be allowed a period of 60 calendar days from the date of submission of the ballot to cast their vote.
- B6.1.3. A proposed constitutional amendment that is submitted by petition of the governing boards of 10 or more chapters or 500 or more good-standing professional members shall be submitted to the professional membership for a general vote.
- B6.1.3.1. The executive director shall be allowed a period of 30 calendar days to verify the petitioners' status. If the petition fails verification, it shall be returned to the submitter.
- B6.1.3.2. The executive director shall submit a ballot containing the proposed amendment to the professional membership within 30 calendar days following successful verification of the petition.
- B6.1.3.3. The professional membership shall be allowed a period of 60 calendar days from the date of submission of the ballot to cast their vote.
- B6.1.4. Ballots submitted to the professional members shall clearly indicate the date by which ballots must be received in order to be counted and directions for marking ballots. Improperly marked ballots will not be counted.

B6.2. Bylaws Amendments

- B6.2.1. Proposed amendments to the bylaws shall be submitted in writing to the International Board not later than 14 calendar days prior to a regularly scheduled meeting, at which the proposal will be considered. Following consideration, the proposal will be forwarded to the membership and chapter officers for input prior to a vote by the International Board.
- B6.2.2. A proposed bylaws amendment that is submitted by petition of the governing boards of three or more chapters or 250 or more good-standing professional members shall be acted upon by the International Board at its next regular meeting following verification of the petition.
 - B6.2.2.1. The executive director shall be allowed a period of 30 calendar days to verify the petitioners' status. If the petition fails verification, it shall be returned to the petitioners without action.

Published by
PHI DELTA KAPPA INTERNATIONAL
408 N. Union Street
Bloomington, Indiana 47405
Ph: 800/766-1156 • Fax: 812/339-0018
E-mail: customerservice@pdkintl.org
www.pdkintl.org