

Phi Alpha Theta, National History Honor Society, Inc.
Alpha Zeta Mu Chapter Bylaws/Constitution
Last Amended: 12/12/2024

The **Alpha Zeta Mu Chapter Bylaws** (hereinafter referred to as “**Chapter Bylaws**” or “**Chapter Constitution**”) of the Alpha Zeta Mu of Phi Alpha Theta, National History Honor Society, Inc. shall contain governing policies specific to the Alpha Zeta Mu Chapter and shall be adhered to in conjunction with other required policies, as stated by the **National Constitution**.

Article I: Name, Insignia, and National Affiliation

The name of this organization shall be the Alpha Zeta Mu Chapter of Phi Alpha Theta National History Honor Society (hereinafter referred to as the “**Alpha Zeta Mu Chapter**” or “**Chapter**”). The Alpha Zeta Mu Chapter shall be located at Christopher Newport University, in Newport News, Virginia. The Alpha Zeta Mu Chapter is a chartered Chapter of Phi Alpha Theta National History Honor Society, Inc., which is a non-profit student organization.

Article II: Purpose

Alpha Zeta Mu chapter of Phi Alpha Theta National History Society exists in order to encourage the study of history at Christopher Newport University and to recognize excellence in the study of history of Christopher Newport University students.

Article III: Hazing

Alpha Zeta Mu Chapter of Phi Alpha Theta History Honor Society shall not haze any prospective or current member for the purpose of admission into or affiliation with the organization. Members of the Alpha Zeta Mu Chapter of Phi Alpha Theta History Honor Society are free to leave or dissociate without fear of retribution or harassment. Alpha Zeta Mu Chapter of Phi Alpha Theta History Honor Society shall not discriminate based on race, creed, color, sex, age, national origin, disability, or sexual orientation.

Article IV: Membership

Section 1: Non-Discrimination Policy

The Alpha Zeta Mu Chapter shall not discriminate on the basis of race, color, religion, National origin, ancestry, sex, gender identity or expression, sexual orientation, age, or disability status in admission to, or access to Phi Alpha Theta's programs and activities.

Section 2: Categories of Membership

Alpha Zeta Mu shall have four levels of membership: Provisionary, Active, Alumni, and Honorary.

Section 3: Qualifications for Membership

A vital interest in history is a basic requirement for Active membership, additionally, the prospective member must demonstrate high achievement in history courses and in academic work in general. Interested students are not required to be history majors in order to join the chapter.

Active membership is defined as students enrolled at Christopher Newport University, including undergraduate and graduate students. Only active undergraduate members may hold office in Alpha Zeta Mu. All active members may vote.

Membership in this organization will be open to any interested student who meets the following academic standards:

Provisionary Members

- A. Have taken at least one of the Introductory History Courses
 - a. This includes: HIST 111, HIST 112, HIST 121, HIST 122
- B. Have taken at least six credits of History Courses
 - a. Must be 200-level or above
- C. Maintain a GPA of 3.1 or above in History credit hours
- D. Have a cumulative GPA of 3.0
- E. Provisionary Members do not pay dues nor are they Initiated.
 - a. Provisionary Members will be inducted upon their application to become an Active Undergraduate Member and its subsequent approval.
 - b. Provisionary Members do not gain automatic active membership upon their application.
- F. Undergo University Required Anti-Hazing Training

Active: Undergraduates

- A. Have at least 12 Credit Hours in History
 - a. 6 of these credits must be at the 300-400 level
- B. Maintain a GPA of 3.1 or above in History credit hours
- C. Have a cumulative GPA of 3.0
- D. Undergo University Required Anti-Hazing Training

Active: Graduate Students

- A. Have completed a minimum of 12 semester hours toward their Master's Degree in History
- B. Have a GPA of 3.5 or above
- C. Have Completed 30% of the Institution's/Program's Requirements for their Master's Degree
- D. Undergo University Required Anti-Hazing Training

Active: History Faculty

- A. Faculty members above the rank of Instructor who teach History automatically qualify
- B. Faculty members shall pay the same \$50 induction fee and receive the same membership privileges
- C. Undergo University Required Anti-Hazing Training

Alumni Members

Alumni Membership is automatically bestowed on any student who graduates from or leaves Christopher Newport University

Honorary

Shall include all active or retired History faculty above the rank of instructor, active and retired members of other academic departments who have been inducted into a Phi Alpha Theta chapter at their alma mater, and alumni of other chapters who now live in the Hampton Roads area

Section 4: Selection of Members

- A. Interested students may obtain a membership application from the History Department Office, or the faculty advisor. Students must complete the application in full, ensuring they meet all eligibility requirements.
- B. Those who qualify will receive an invitation to be inducted and, upon payment of the National and Local membership dues, will be formally inducted into the society.
 - a. Failure to pay the Initiation fees and dues will prohibit an invitee from induction.
 - b. Inability to participate in the Induction ceremony does not disqualify an applicant from membership.

Section 5: Removal of Member

Members may be removed for any and all violations of these By-laws, CHECS, CNU's Honor Code, or the law at the discretion of the Executive Board and Faculty Advisor.

Article V: Composition and Election of the Executive Board

Section 1: Composition of the Executive Board

The Executive Board Members (or officers) of the Alpha Zeta My Chapter are the Chapter President, Chapter Vice President, Chapter Secretary, Chapter Treasurer, and Chapter Historian.

Section 2: Requirements for Executive Board Members

Any member of the chapter who is in good standing with the university and is not graduating in the spring semester of their induction year shall be eligible to hold office.

Section 3: Election of Executive Board Members

- A. Nominations for officers should be made to the Executive Board and Faculty Advisor during the Spring Semester.
- B. Voting members will receive a form that allows them to vote for each eligible candidate by position
- C. The candidate who receives the most votes for that position shall be elected.

Section 4: Vacancies in the Executive Board

The Executive Board shall fill all vacancies through the election of an active member during the school year. Any member chosen to fill a vacancy shall assume all the duties and privileges of said position and is eligible for re-election during the next term.

Section 5: Impeachment, Removal, and Expulsion of Officers

The chapter as a whole may vote by a two-thirds majority to remove and expel an officer. However, the officer must be afforded the opportunity for due process.

Section 6: Terms of Office

- A. All terms are for one year. All officers are ineligible for re-election.
- B. With the exception of filling an unexpired term, the terms of officer for all officers shall begin after Spring graduation.

Article VI: Duties of the Executive Board Members

Section 1: The President

The Chapter President shall:

- A. Preside at all meetings of the Chapter
- B. Be recognized as the official representative of the Chapter
- C. Serve as the chair of the Executive Board
- D. Call special meetings of the Chapter
- E. Be responsible for advising the Chapter Secretary on all correspondence, in accordance with the Chapter
- F. Prepare the agenda in consultation with the Executive Board
- G. Be responsible for informing the Chapter about the National activities of Phi Alpha Theta
- H. Serve as the Risk Management Advisor for the Chapter
- I. Assist and oversee the officer transition at the end of each Executive Board Member's term
- J. Assume or delegate the responsibilities and roles of vacant Executive Board positions until the vacant position can be filled

Section 2: Vice President

The Chapter Vice President shall:

- A. Be responsible for all duties of the Chapter President in the Chapter President's absence
- B. Accept all official responsibilities and obligations deemed necessary by the Chapter President
- C. Should a vacancy occur in the office of Chapter President, the Vice President shall assume the office of the President for the remainder of that term

Section 3: Secretary

The Chapter Secretary shall:

- A. Attend to all correspondence of the Chapter
 - a. Excluding invitations for induction and newsletters

- B. Keep a record of all proceedings of General Body meetings and Executive Board Meetings and enter such minutes in a permanent record
- C. Be responsible for the distribution of the minutes to the Membership of the Chapter and the Executive Board before the next General Body Meeting and have the minutes available for review
- D. Fill out the annual activities report to be forwarded to the National Headquarters each spring.
- E. Preside over the meetings of the Chapter in the absence of the Chapter President and Vice President

Section 4: Treasurer

The Chapter Treasurer shall:

- A. Act as custodian of all monies from both members and student government disbursements in conjunction with the Faculty Advisor
 - a. This includes the payment of Local and National dues
 - b. Creating a budget for each Executive Board term
- B. Keep copies of all receipts and expenditures in a permanent record
 - a. These records shall be presented at each Executive Board meeting as required
- C. All expenditures of funds in any off-campus accounts belonging to the chapter must be approved by the Executive Board and by the Faculty Advisor. Only the Faculty Advisor may sign checks from said accounts.
- D. Preside over Chapter Meetings in the absence of the Chapter President, Vice President, and Secretary.

Section 5: Historian

The Chapter Historian shall:

- A. Keep, collect, and preserve an accurate history of the Chapter
- B. Be responsible for placing news items concerning the Chapter in local and collegiate publications
- C. Be Responsible for all Chapter Social Media accounts
 - a. Including:
 - i. The Compass
 - ii. Instagram
 - b. Social Media Accounts must be run in accordance with CNU's Honor Code and Guidelines.
- D. Preside over Chapter Meetings in the absence of the Chapter President, Vice President, Secretary, and Treasurer.

Article VII: Faculty Advisor

Section 1: Qualifications

The faculty advisor must be a member of the CNU History Faculty and a member of Phi Alpha Theta National History Honor Society, Inc.

Section 2: Duties

The Chapter Faculty Advisor shall:

- A. Oversee the operation of the organization

- B. Coordinate Activities involved in the Application for Membership
 - a. Including collective Initiation fees and dues and forwarding them to the National Headquarters, and the Induction Ceremony
- C. Select student papers for competition in the annual Virginia Regional Conference of Phi Alpha Theta
- D. Coordinate Transportation and Accommodations for the Virginia Regional Conference of Phi Alpha Theta and the National Conference for Phi Alpha Theta
- E. Work closely with the Executive Board in order to plan and organize activities
 - a. Ensure that all events follow Christopher Newport University's policy guidelines and laws.
- F. Maintains the permanent records of Chapter finances and minutes, in conjunction with the Executive Board.

Section 3: Method of Election

The Faculty Advisor shall be elected by the History faculty and shall serve until they resign, retire, or are removed from office by the department at the request of the active members of the Chapter.

Section 4: Removal

The Faculty Advisor may be removed at the written request of the active membership for financial malfeasance, academic misconduct, violations of CNU's Honor Code, a CHECS violation, or a violation of National or State laws. That removal request must be approved by a simple majority of the History faculty.

Article VIII: Meetings

Section 1: Required Meetings

The Executive Board shall meet at least twice per school year; once at the start of the Fall semester and again before the Induction ceremony in the Spring Semester. The President and Faculty Advisor may call meetings of the Executive Board as needed.

Section 2: Parliamentary Procedure

All meetings shall follow Robert's Rules of Order, Newly Revised.

Section 3: A Quorum Defined

- A. The Entire Chapter
 - a. Before a vote can be taken in any Chapter meeting, a quorum must be met.
 - b. A quorum consists of 60% of the active membership.
- B. The Executive Board
 - a. A simple majority of the active members plus the Faculty Advisor of the Executive Board shall constitute a quorum for the transaction of business at any meeting.
 - b. If a quorum is not present, the Committee may only transact business of an emergency nature but must offer all absent members the opportunity to vote on any issues decided in a timely manner.
- C. Once a quorum is met, all actions must be approved by a simple majority (50% plus one) vote of all members present.

Article IX: Amendments to the Constitution & Bylaws

Changes to the Constitution and Bylaws shall be made only by an affirmative vote of three-fourths of the active members of the Chapter.