

## Wyoming Alpha Chapter By-Laws

### PHI BETA KAPPA

(Approved--United Chapters, December 1957  
updated March 2012 and March 2022)

#### Article One Officers

- I. The offices of the Chapter shall be President, Vice-President, Secretary, and Treasurer.
- II. Nominations for officers shall be made at the annual spring meeting. After the sitting chapter officers confirm that the nominees are willing to stand, the election shall follow by electronic ballot within two weeks. The officers shall perform the duties usually incumbent on such officers. The newly elected officers shall take office July 1 following the date of their election.
- III. The President, Vice-President, Secretary, and Treasurer shall be elected for three-year terms and may be reelected for no more than one consecutive term. No more than two officers should be elected in any year.

#### Article Two Committees

- I. The Executive Committee shall consist of the four officers of the Chapter, one Member-at-Large elected annually at the annual spring meeting, and the Historian. Its duties shall be as follows:
  - A. To administer the routine business of the Chapter between meetings.
  - B. To authorize disbursements by the Treasurer, other than those prescribed by the Constitution and By-Laws of the Phi Beta Kappa Society. The Chapter, however, shall vote on any expenditure involving the levying of a special assessment on its members.
  - C. To arrange for public meetings and dinners and to choose speakers.
  - D. To devise and carry out plans for the encouragement of scholarship and research.
  - E. To appoint special committees as occasion demands for the regular functioning of Chapter business.
  - F. To fix the date of annual and special meetings. The annual spring meeting is normally held in March, and special meetings may be convened whenever necessary. At the annual spring meeting the order of business will normally include:
    - 1. Call to order
    - 2. Reading of the minutes of the preceding annual meeting and of intervening business meetings
    - 3. Report of the Executive Committee
    - 4. Report of the Treasurer
    - 5. Report of the Committee on Honorary and Alumni Members
    - 6. Report of the Members-in-Course Committee
    - 7. Report of other committees

8. Unfinished business
  9. Consideration of communications from the Society
  10. New business
  11. Election of Officers
  12. Adjournment
- G. To call special meetings when requested by a majority of the Executive Committee or by a petition from no less than 20% of the Resident Members.
- H. To record and report its activities to each succeeding annual meeting of the Chapter.
- II. The Committee on Honorary and Alumni Members shall consist of the Secretary and two past officers appointed by the Executive Committee. The duties of this committee shall be:
- A. To inquire diligently into the qualifications of all persons recommended for election to honorary or alumni membership. Recommendation for membership may come from any members of the Chapter at any time up to thirty days before the annual spring meeting. Such recommendation shall be formally presented in writing and shall contain a fair appraisal of the qualifications of the prospective member. And it shall be the duty of this committee to investigate, as a committee acting independently of other recommendations, persons who, in the opinion of the committee, are worthy of election as honorary or alumni members, and to recommend such persons for election in accordance with the provisions of the by-laws immediately below.
  - B. To propose for election those persons who, in the opinion of the committee, are best qualified for honorary or alumni membership and include the selection of honorary or alumni members in the agenda for the regular spring election meeting.
  - C. To report the names of all persons recommended to the regular spring election meeting, together with a statement of the qualifications and achievements of each.
- III. The Committee on Members-in-Course shall consist of the Vice President (who shall chair the committee), the Secretary, and up to three faculty members appointed in consultation with the Executive Committee. It shall be the duty of this committee:
- A. To prepare as early as possible in the spring semester a list of those eligible to election as Members-in-Course.
  - B. To present at the regular spring meeting such lists with an adequate statement on the character and scholastic backgrounds and achievements of each candidate as provided in Article Three (III, C) of these by-laws.

### Article Three Membership

- I. Membership in this chapter shall be founded upon the general principles set forth in the Constitution and By-Laws of the Phi Beta Kappa Society. The classes of membership are Members-in-Course, Alumni Members, Honorary Members, and Associate Members. Associate Members are defined in the By-Laws of the Phi Beta Kappa Society as members of other chapters of Phi Beta Kappa who become members of the faculty and staff of the University of Wyoming. Associate members, Members-in-Course, and Alumni/Honorary members who are on the faculty and staff or are retirees of the University of Wyoming constitute the Resident Membership and have full privileges in the conduct of the affairs of the Chapter.

- II. All elections to membership shall be by a three-fourths vote of the Chapter members present at the annual spring meeting.
- III. The following classes of members may be elected: (A) Honorary, (B) Alumni, (C) Members-in-Course.
  - A. Honorary Members shall be chosen from the members of the Faculty of the University and from other persons of distinguished attainment whose work in the promotion of educational, literary, social, or scientific progress is generally and widely commended. No more than two members of this class shall be elected in any one year. The election of a candidate to honorary membership shall be subject to the special provision contained in the Constitution and By-Laws of the Phi Beta Kappa Society (Chapter Constitution, III, 6).
  - B. Alumni Members shall be chosen from the graduates of the University of ten or more years' standing in accordance with the provisions set forth in the Constitution and By-Laws of the Phi Beta Kappa Society (Chapter Constitution, III, 5). Not more than two members shall be elected from this group in any year.
  - C. Members-in-Course shall be chosen from the juniors and seniors of the University whose character, scholarship, and intellectual interests are of superior quality.
- 1. To be eligible for election, undergraduate candidates must be seniors or second semester juniors; junior candidates must have completed 75 semester hours and seniors 95 semester hours. All candidates must be pursuing a liberal education; that is, their primary interest must lie in courses designed principally for a knowledge, understanding, or appreciation of the natural and social world in which we live, as contrasted with training intended to develop manipulative skills or vocational techniques. We define a liberal education as including completion of three semesters of a single foreign language at the college level, or its equivalent. Candidates shall have declared a liberal major for a degree to be granted in one of the departments or programs approved by the Chapter in its periodic review of Liberal Arts content and posted on the Chapter website. At least 90 hours of the candidate's course work shall be in liberal courses as defined above. Non-Liberal Arts courses even if within the approved departments and programs do not count towards the 90-hour requirement. All eligible candidates must have a cumulative grade point average of 3.700 or above at the time of election. To be considered as juniors, a cumulative grade point average of 4.000 is required.
- 2. Transfer students shall be eligible to regular election as seniors on the basis of their records at the University of Wyoming, together with official confirmation of work and character of high quality from the college or university from which they have transferred. To be eligible for election all transfer students must be completing at least 60 hours of coursework at the University of Wyoming.
- 3. The following provisions shall control the numbers elected from each group:
  - a. Not more than four juniors shall be elected in any one year.
  - b. The total number of undergraduates elected annually shall not exceed ten per cent of the number receiving liberal bachelor degrees at the last summer and winter commencements plus the number expected to receive liberal bachelor degrees at the next spring commencement.

4. Candidates for election who have been determined to be of good character shall be presented in order of academic standing and voted on at the annual spring meeting by the Chapter members in attendance.
5. During the annual spring meeting it shall be the duty of each member to contribute any pertinent information concerning the candidates under consideration. Thereafter, no member shall discuss the Proceedings with persons who are not members of Phi Beta Kappa.
6. Students who receive their degrees in the at the end of the summer or fall terms shall be considered for election at the election meeting in the spring of the year following their graduation. Their election shall be regulated by the provisions of Article Three (III,C).
7. Since good character is a qualification for membership, any member of the chapter found, after being given due notice and an opportunity to be heard, to have lost this qualification may be expelled from Phi Beta Kappa by a four-fifths vote of the qualified members present at the annual meeting. The name of any member so expelled shall be reported to the Secretary of the Phi Beta Kappa Society, with a statement of the grounds for the action.

#### Article Four Induction

- I. The annual ceremony of induction shall be held prior to the Spring Commencement.
- II. The presiding officer shall conduct the ceremony of induction according to the approved form.
- III. Copies of the Constitution and By-Laws of the Phi Beta Kappa Society shall, if possible, be given to members-elect at or before the time of induction.

#### Article Five Fees

- I. On or before the date of induction all persons elected to membership in the Chapter shall incur a fee as determined by the national office of PBK, which shall be paid by the University of Wyoming on behalf those to be inducted.
- II. All newly elected Members-in-Course shall be encouraged to make arrangements with the Secretary of the Chapter or independently for the purchase of Phi Beta Kappa keys prior to induction.
- III. The local Chapter dues shall be set by vote of the Chapter membership. The Chapter may, by majority vote, levy special assessments.
- IV. The Secretary shall report promptly to the Secretary of the Phi Beta Kappa Society the names of all persons duly inducted into the Chapter and ensure that the general registration and fees are received.

#### Article Six Amendments to the By-Laws

A three-fourths vote of the Chapter members present at any meeting shall be necessary to amend these

by-laws. Notice of the proposed amendment must, however, be sent to all active members of the Chapter at least ten days before said meeting. It is understood that all amendments are subject to approval by the Senate.

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These By-Laws were revised by the Chapter more or less continuously from October 1956 to October 1957. All proposed revisions except that of Article Three, III C, 1 were approved by the Committee on Chapter By-Laws of the United Chapters of Phi Beta Kappa in a letter to the Chapter secretary, dated 12 February, 1957. A proposed revision of Article Three, III, C, 1 was finally approved by the same committee in a letter to the Chapter secretary, dated 2 December, 1957.

S. Roscoe Smith, Secretary  
29 December, 1957

A further revision of these by-laws was undertaken in the spring of 2012 and passed by the Chapter at the regular spring meeting that year. They have been forwarded to the Phi Beta Kappa Society for approval.

John Dorst, Secretary  
5 March, 2012

A further revision of these by-laws was undertaken in the spring of 2022 and passed by the Chapter at the regular spring meeting that year. They have been forwarded to the Phi Beta Kappa Society for approval.

Mollie Hand, Secretary  
9 March 2022