

*The*  
PHI BETA KAPPA  
*Society*



ASSOCIATIONS  
HANDBOOK

## ***Background***

Although there was no elaborate celebration in 1876 when Phi Beta Kappa marked its centennial, this milestone did produce one promising development: it inspired the members of New York City's three chapters to agree to meet occasionally as a group. Those chapters were at Columbia University, New York University and City College.

At one of their first gatherings, in March 1877, the members approved a resolution to form a committee that would devise "a plan of making the Society more useful to its members." The resulting plan called for the creation of an Association in which all Phi Beta Kappa members in the metropolitan area would be welcome. Among the leaders was Elihu Root, who later served as Secretary of War and Secretary of State under President Theodore Roosevelt, and in 1912 was awarded the Nobel Peace Prize.

The Phi Beta Kappa Association of New York City elected its first officers on April 28, 1877. Two months later, about 100 Society members attended the Association's first official function: a reception at Delmonico's, a favorite restaurant of prominent New Yorkers. While the primary order of business was socializing, this event represented a significant step in establishing the Society's presence and influence beyond the campus, in the wider community where most of its members worked and lived.

The potential of the Associations concept was evident in the first *Phi Beta Kappa Handbook and General Address Catalogue*, published in 1900, which listed the names of 10,665 members. A century later, the total membership is more than 600,000.

The New York Association was so firmly established by 1910 that when the 10th Phi Beta Kappa Council met that year at Columbia, the Association was able to host a reception for the 115 delegates. One of this Council's achievements was approving a proposal to create a quarterly publication for the entire membership. The first issue of *The Phi Beta Kappa Key* appeared that November. In later years, different formats and distribution systems were tried, and in 1936 *The Key Reporter* was launched. With a circulation of 470,000, it has become a vital communications link between the members and the national headquarters, and the major medium for news about the Associations.

Between World War I and World War II, the officers of the Society put new emphasis on its role as a champion of the liberal arts. The words of President Edward Birge at the 1922 Triennial Council have a striking contemporary ring: "Today the tendency towards vocational training is so great that there is urgent need for an active coherent organization, both within the colleges and outside of them, of the forces that stand for liberal education. Can a better center be found for such an organization than Phi Beta Kappa?"

Financial problems led the Society to hire a professional fund-raising firm in the 1920s in an attempt to enlarge its endowment. Ironically, the most enduring result of this effort wasn't financial: it was a dramatic increase in the number of Associations to nearly 60. They were becoming such valuable affiliates of Phi Beta Kappa that as early as 1892, they were invited to send observers to the Triennial Councils. The 1934 constitution gave them full delegate status.

World War II disrupted the impressive network of the Society's Associations, but gradually old ones regrouped and new ones were organized. The Phi Beta Kappa Senate created a Committee on Associations to monitor and support their expansion. In practice, members of the Committee, appointed by the president, would regularly include the chair and secretary of the Conference of Association Delegates. These two officers, *ex officio* members of the Committee on Associations, are elected by each Triennial Council to serve as the Associations' representatives to the Senate.

The importance of the Associations led to a historic milestone at the 35<sup>th</sup> Triennial Council at San Antonio in 1988: The delegates voted to change the formal name of the organization from "The United Chapters of Phi Beta Kappa" to "The Phi Beta Kappa Society."

Three years later, when the Triennial Council met in Washington, D.C., the participants agreed that Association delegates could vote on new campus chapters of Phi Beta Kappa proposed by the Committee on Qualifications.

## ***A New Century***

The first Associations concentrated on hosting social and cultural events, lectures, and discussions of public issues for their members. While these activities continue to be popular, many Associations today also engage in community outreach by sponsoring academic awards for local students; scholarships for high school, college and graduate students; and programs that foster the liberal arts. One function the Associations do not have is the initiation of new Phi Beta Kappa members; only the campus chapters have this role.

At the 39<sup>th</sup> Triennial Council in Philadelphia in 2000, the Phi Beta Kappa Senate was mandated to encourage collaboration between the Associations and nearby chapters. In addition to these potentially rewarding relationships, the Associations may be invited to participate in new initiatives by the Society in its mission of keeping the value of a liberal arts education at the forefront of the nation's education agenda

The size of the Associations ranges from the required minimum of 25 members to more than a thousand. Currently all of them are in the United States, although in the past there have been some abroad, and interest has been expressed about organizing new Associations in other countries.

## ***How to Form a Phi Beta Kappa Association***

The first step is to review the information in this handbook. If you have any questions, you may contact the national liaison at [associations@pbk.org](mailto:associations@pbk.org) or by mail, fax or phone at Phi Beta Kappa headquarters in Washington. The liaison will be happy to help you get off to a good start, and to help you move through the process of achieving charter status.

Give the liaison the ZIP codes or communities in the area you plan to canvass for members. Please include your full name and mailing address, the name of your college or university, and the year of your election. Phi Beta Kappa will send you a list or addressed labels of members in your area at no cost. If you submit receipts, the Society also will reimburse the cost of postage for this initial mailing. (Members' dues will pay for future lists and mailings.) Please specify whether you would like the list or labels in alphabetical or ZIP code order. The lists also may be sent to you electronically in Excel or Word.

Prepare a letter announcing that you hope to form an Association and explaining its goals. You may want to note that there are more than 65  $\Phi$ BK Associations around the country, made up of Society members in their geographic areas. All Associations should have community-oriented programs as their primary purpose rather than, for example, helping to establish a Phi Beta Kappa chapter at a nearby campus.

Most Association organizers have found that a positive tone in the initial letter is more effective than a "we need you" message. Attending the organizing meeting should be seen as an opportunity to participate socially and intellectually in the community with other Phi Beta Kappa members, and to network with them professionally. Some examples of Association projects and activities are listed in this handbook.

In planning the first meeting, it makes sense to pick a date that does not conflict with holidays or popular local events. The location should be convenient for the majority of potential members, ideally with ample parking and/or proximity to public transportation. You may decide to schedule an interesting speaker for the latter part of the meeting as a drawing card. You also may choose to include spouses and partners in the initial invitation, although only members may join the Association. Be sure to include a deadline for RSVPs, by e-mail or phone.

If refreshments are served at the first meeting, the organizers who pay for them can be reimbursed from the dues collected at a later date. For future meetings, some Associations charge for refreshments and others use money from dues. Be sure to have name tags and a sign-up sheet at the door.

The first order of business will be to elect officers and discuss the kinds of programs that your group would like to sponsor. You also will adopt a constitution and bylaws. A model Association constitution and bylaws are on pages 10 - 13 of this handbook. Decide on your annual dues; the current range nationally is between \$5 and \$35. Association dues are tax-deductible.

At this point, the group will be called a provisional Association. It will not be called an Association until the Committee on Associations grants it unchartered status.

Every Association (and campus chapter) must have an Employer Identification Number (EIN), which is issued by the Internal Revenue Service. You can request one by phone from your district IRS office, or order Form SS-4 by phone or mail, or download it from the IRS website at [www.irs.gov](http://www.irs.gov). Please send the national office your Association's number once it is issued.

You may be asked for the Group Exemption Number (GEN) of your “parent” organization, the Phi Beta Kappa Society: 1130. The Society’s EIN is 53-0226282. All of the above will be useful in opening an Association bank account.

All Associations are covered under Phi Beta Kappa’s group insurance policy for their general operations. The national office can send you a certificate of insurance that includes exclusions. The Society recommends that if you have a catered dinner, ask the caterer for a separate rider on the policy naming the Association as an “Additional Insured” for the event. If alcohol will be served, the caterer also should provide evidence of a “Liquor Law Liability” rider to the policy. It is suggested that you ask the caterer to send you copies of these documents two weeks before the event.

When you’ve met the requirements below, your Association is ready to request formal recognition from the Society. A letter is sent to the Committee on Associations of Phi Beta Kappa, asking to be recognized as an unchartered Association. (The difference between unchartered and chartered is explained ahead.) Also please enclose:

- A roster of at least 25 active **ΦBK** members. This list must include the year and institution where each member was initiated.
- A description of the geographical area the group is serving.
- The names of your officers, including at least a president, a secretary and a treasurer.
- A copy of your constitution and bylaws.
- A description of at least one event or program that the group has sponsored since the organizational meeting.
- Some proposed future activities.

If the standards are met, your Association will be officially recognized as an unchartered Association by the Committee on Associations of the Phi Beta Kappa Senate, the Society’s governing body. The Committee meets twice a year; the liaison can let you know when to submit your materials for its consideration.

A list of all Associations – provisional, unchartered and chartered – is published annually in *The Key Reporter*, along with contact information for interested **ΦBK** members in your community. A complete list of Associations can be found on our website at [www.pbk.org](http://www.pbk.org). An Association may apply for charter status at any time following its organizational meeting provided that certain criteria are met.

Only chartered Associations may send *voting* delegates to the Triennial Council meetings, which take place every three years, but provisional and unchartered Associations may send observers. Here are the criteria for obtaining a charter for an Association:

- An unchartered Association must have a documented history of continuous activity, and a minimum of 25 dues-paying Phi Beta Kappa members.
- The Association must sponsor an annual meeting each.
- The Association is encouraged to sponsor each year at least one activity that promotes the ideals of the Society, such as a public meeting; awards; or programs

recognizing scholarly achievement in secondary schools, institutions of higher education, or the community at large.

- The Association must promote Phi Beta Kappa and its mission as stated in Article II of its Constitution: "The purpose of Phi Beta Kappa is to recognize and encourage scholarship, friendship, and cultural interests."
- The Association must have adopted a constitution and bylaws consistent with the models approved by the Society.
- The Association must have a board of directors consisting of at least the officers of the Association and the immediate past president if there is one.
- The Association must submit an annual report of its membership and activities, on a form provided by the Society.
- Chartered Associations pay annual fees to the Society: \$2. per association member. Half of this amount goes into the Council Fund.

When the Association is ready to seek charter status, it applies to the Committee on Associations. The application must include detailed information about the scope of the Association's activities and membership, a list of its charter members, and payment of the one-time charter fee of \$250. When the charter application is approved, a charter document is prepared and presented formally to the Association.

Once chartered, an Association is expected to maintain an active presence in its community, and to report annually to the Society on its programs on a form that is provided by the national headquarters. Chartered Associations participate in the Society's governance by sending (a) voting delegate(s) to each Triennial Council. The annual fee to the Society helps underwrite the attendance of Association delegates at the Council.

All Associations – provisional, unchartered and chartered – are welcome to send glossy or digital color photographs of their events and activities for possible publication in *The Key Reporter*. Informal shots are preferred to those of members lined up facing the camera. The printers' specifications for digital photos can be found at <http://cpc.cadmus.com/da/>. Questions about digital pictures may be directed to [digitalart@cadmus.com](mailto:digitalart@cadmus.com).

## ***Examples of Association Programs and Activities***

### Awards to Educators and Students

The Greater Houston association, which has about 600 members, has consistently maintained a generous scholarship program that primarily recognizes exceptional high school seniors. In 2000-2001 the group gave awards of \$3,000 each to the top senior in each of 62 high schools, as well as a special award of \$4,000 to one graduating student. The organization also named both an outstanding Phi Beta Kappa member and a community member who has made an outstanding contribution to education. By co-sponsoring the Rice Phi Beta Kappa teaching award with the Rice Chapter, the group further honored excellence in teaching by making a cash award to a non-tenured faculty member of Rice University.

Other associations have also supported their school systems by offering awards to teachers or scholarships to students attending regional institutions for higher education. The Northern California Association, which has nearly 1,300 members, used an annual meeting to present Teaching Excellence awards of \$500 and Teaching Laureate Certificates to several area professors. In addition, they presented scholarships, totaling more than \$32,000, to nine students attending California universities. The Phoenix Metropolitan Association has a program that recognizes three high school seniors from Maricopa County who are enrolled as incoming freshmen at Arizona state Universities, and offers them \$1,200 scholarships. The Alpha Association of Colorado awarded \$3,000 in scholarships for graduate study to college seniors elected to Phi Beta Kappa in Colorado chapters.

The Southern California Association, which has over 2,000 members, uses its extensive awards program to recognize students at all stages of education. In 2000-2001 it selected 22 international graduate students to receive cash awards totaling more than \$35,000, gave 10 awards of \$2,000 each to Phi Beta Kappa Chapter initiates, and honored three high schools with \$500 awards for graduating seniors.

Smaller groups, such as the Alpha Association of Indiana, in Indianapolis, and the Metropolitan Atlanta Alumni Association, give book awards or gift certificates to exemplary high school students nominated by their high schools from the junior or senior class. These honors are presented at dinner ceremonies in which the community comes together to celebrate the principles of academic, ethical, and social commitment valued by The Phi Beta Kappa Society and embodied by these students.

#### Other Activities

Among the associations that sponsored numerous activities in 2000-2001 are the following:

The District of Columbia Association organized a half-dozen lectures and tours that included features unique to the nation's capital, including visits to the Egyptian Embassy and the Hillwood Museum and Gardens.

The Northern California Association sponsored monthly forays to sites of historic and scientific significance, including the Seymour Pioneer Museum and the Eugene O'Neill National Historic Site.

The Phoenix Metropolitan Association focused on a slate of cultural and social events that included attending a Norman Rockwell exhibit at the Phoenix Art Museum and holding "Lunch Bunch" salons, as well as "Young Phi Betes" events for recent graduates.

### ***Guidelines For Awarding Scholarships***

The funding of higher education through the awarding of scholarships gives **ΦBK** and its members a special opportunity to shape the future by encouraging the pursuit of excellence in higher education. The awarding of scholarships has been recognized by the Internal

Revenue Service as an educational activity that is consistent with the purposes of  $\Phi$ BK and its Internal Revenue Code [IRC §501(c)(3)] status.

The Internal Revenue Service requires, however, that IRC §501(c)(3) organizations have in place procedures to ensure that scholarship recipients are selected in a fair and nondiscriminatory way. Below are two sets of alternative procedures for selecting scholarship recipients that meet IRS requirements.

***Alternative One:***

The first alternative is the easier of the two. Under this alternative, a  $\Phi$ BK organization could establish the criteria for the scholarship, then award the scholarship to a college or university and allow its faculty and administrators to select the recipient. For example, a  $\Phi$ BK organization may decide that it wants to award a scholarship to a deserving senior with a 3.5 or higher grade point average who is majoring in, for example, archaeology, and intends to pursue graduate studies in archaeology. The organization could stipulate that the archaeology faculty is to select the most qualified recipient.

Under this alternative, it would be the responsibility of the college or university to put procedures in place to ensure that the  $\Phi$ BK scholarship recipient is selected in a fair, reasonable and nondiscriminatory way.

***Alternative Two:***

The second alternative is for the  $\Phi$ BK organization to define the criteria for the scholarship and select the recipient. This has the benefit of expanding the class of available scholarship recipients since candidates from several institutions could be considered. However, this alternative also makes the  $\Phi$ BK organization responsible for reasonable procedures designed to ensure that the recipient is selected in a fair, reasonable, and nondiscriminatory manner.

The following procedures would meet this requirement:

1. *Scholarship Purpose.* First, a  $\Phi$ BK organization must define the purpose of the scholarship. Each  $\Phi$ BK organization must ask what  $\Phi$ BK is attempting to accomplish by the awarding of this scholarship. An answer may be, for example, to assist an individual who has demonstrated academic excellence in archaeology to complete his or her undergraduate education.
2. *Scholarship Criteria.* Next, a  $\Phi$ BK organization must establish criteria designed to accomplish the scholarship purpose. For example, reasonable criteria may be that the individual have a 3.5 grade point average and a 3.75 grade point average in his or her archaeology courses, at an educational institution that houses a  $\Phi$ BK chapter.
3. *Scholarship Class.* Reasonable efforts must be made to ensure that those who potentially qualify for the scholarship know about it. Frequently, it is necessary to advertise the availability of the scholarship in publications available to potential applicants. In addition,

releases may be sent to college financial aid offices or high school counselors. Those advertisements or releases must advise potential applicants how to get an application for the scholarship and what they must submit to apply. If a reasonable number of applicants does not apply, it may be necessary to re-advertise the scholarship or circulate additional information about it to encourage more students to apply.

4. *Scholarship Selection.* Once an adequate number of students has applied, a process must be developed to select the scholarship recipient. First, the individuals who will make the selection must be identified. It is best if the recipient is selected by a committee no smaller than three, or that a committee select the finalists and the board of directors select the recipient. The person or group who select recipients should not be in a position to derive a private benefit, directly or indirectly, if certain recipients are selected over others. For example, if a relative of a member of the board of directors or selection committee has applied for the scholarship, that individual should not participate in the selection process.

The criteria used in selecting scholarship recipients from the group of potential winners should be related to the purpose of the scholarship. Proper criteria for selecting scholarship recipients might include (but are not limited to): prior academic performance; performance on tests designed to measure ability and aptitude for college work of the nature targeted by the scholarship; recommendations from instructors; financial need, and the conclusions the selection committee might draw from a personal interview about the individual's motivation, character, ability and potential. No recipient may be selected on the basis of his or her race, color, or national or ethnic origin.

5. *Payment of scholarship.* The check in payment of the scholarship should be made payable to the college or university, or jointly to the individual recipient and the college or university.

6. *Follow-up.* Arrangements should be made to receive a report of the scholarship recipient's courses taken and grades received in each academic period. The report should be verified by his or her educational institution and should be received at least once a year.

7. *Improper Use of Funds.* If the organization has reason to believe that the scholarship has been diverted to an improper purpose, the organization has an obligation to investigate and to take reasonable efforts to recover the scholarship or the portion that has been improperly diverted.

The organization must maintain records to show that the above procedures have been followed. Those records should be made available to the IRS if a question is raised about a scholarship.

8. *Taxation of Scholarship Recipient.* Scholarships are tax-free to the recipient only if he or she is candidate for a degree and the funds are for tuition and fees required for enrollment or attendance at a qualifying educational institution. The scholarship will be tax-free, too, if it covers fees, books, supplies, and equipment for courses at such an educational institution.<sup>1</sup>

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<sup>1</sup> Fees, books, supplies, and equipment are tax free only if required of all students in the course.

The portion of any scholarship that covers associated expenses, such as room and board, travel, research, clerical help and equipment, is not tax-free.

If a portion of  $\Phi$ BK's scholarships are taxable,  $\Phi$ BK does not have a withholding obligation unless any portion is payment for services (i.e., teaching assistants, research assistants, and the like, although the withholding obligation in this circumstance would probably rest with the institution itself).

Even though no IRS filing is required of by  $\Phi$ BK (except as stated in the previous paragraph), recipients of taxable scholarships *should* be advised that they must report the taxable amount on their income tax return, and may have to pay estimated federal and state income taxes throughout the year.

***Constitution Required by Charter  
of  
The Associations of Phi Beta Kappa***

Article I. Name

This Association is a constituent member of the Phi Beta Kappa Society, an unincorporated association (hereinafter, "Phi Beta Kappa Society"), or its successor-in-interest, and shall be known as the (Alpha, Beta, e.g.) Association of (name of state) or as the (name of city, county, or region) Association of Phi Beta Kappa.

Article II. Purpose

This Association is under the general supervision and control of the Phi Beta Kappa Society. The object of this Association shall be the union of the members of Phi Beta Kappa in such region as may be defined in its bylaws, with a view to the promotion of scholarship, friendship, and cultural interests.

Article III. Members

Every member of Phi Beta Kappa of whatever chapter resident in said region shall be regarded as eligible for membership and, in so far as addresses are known and it is practicable, should be notified at least once each year of his or her eligibility. No person not a member of Phi Beta Kappa may be elected to membership.

Article IV. Meetings

At least one meeting shall be held each year. Meetings should reflect the objectives of the Phi Beta Kappa Society: namely friendship, morality, and the love of learning.

Article V. The Council

A delegate or, if the membership of the Association is 200 or more, two delegates, may be sent to represent the Association at each meeting of the Council of Phi Beta Kappa, provided that the Association is accredited by the Senate as an active Association; that is, as duly chartered and having at least 25 members in good standing, at least one meeting each year, and fees to the Phi Beta Kappa Society fully paid, and as having acted in harmony with the laws, requirements, and ideals of Phi Beta Kappa.

Article VI. Fees

This Association shall contribute such equitable share to the financial support of the Phi Beta Kappa Society and shall be entitled to receive such publications and services as the Senate may from time to time determine.

## Article VII. Nonprofit Status

The Association is organized and is to be operated exclusively for charitable and educational purposes within the meaning of Internal Revenue Code §501(c)(3) (references herein to the Internal Revenue Code, hereinafter “IRC,” include the corresponding section(s) of any future United States tax code).

No part of the net earnings of this Chapter shall inure to the benefit of, or be distributable to its directors, officers, members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposed set forth herein. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition of any candidate for public office. Notwithstanding any other provision herein, the Association shall not carry on any activities not permitted to be carried on (a) by an organization exempt from federal income tax under IRC §501(c)(3), or (b) by an organization, contributions to which are deductible under IRC §§ 170(c)(2), 2055(a)(2) or 2522(a)(2).

Upon the dissolution of this Association, after paying or making provision for the payment of all of the lawful debts and liabilities of the Association, the assets shall be distributed to one or more of the following categories of recipients, as the Association shall determine:

1. A nonprofit organization or organizations which may have been created to succeed the Association, as long as such organization or each such organization shall qualify as an organization described in IRC §501(c)(3); and/or
2. The Phi Beta Kappa Society, provided that it shall qualify at the time of distribution as an organization described in IRC §501(c)(3); and/or
3. A nonprofit organization or organizations having similar aims and objectives as the Association and which may be selected as an appropriate recipient of such assets, as long as such organization or each such organization shall qualify as an organization described in IRC §501(c)(3); and/or
4. The Federal government, or to a State or local government, but only if such assets will be used for a public purpose.

## Article VIII. Bylaws

Provisions shall be made by bylaws for the election of officers, notification of members, conduct of meetings, and such other matters as may be deemed proper or may be required by the Phi Beta Kappa Society; provided that such bylaws shall contain nothing inconsistent with this constitution or with the Constitution and Bylaws of the Phi Beta Kappa Society, and that they and all later amendments shall not become effective until approved by the Senate.

***Phi Beta Kappa Association***  
***Suggested Bylaws***

Article I. Name

This Association is a constituent member of the Phi Beta Kappa Society and shall be known as the (Alpha, Beta, e.g.) Association of (name of state) or as (name of city, county, or region) Association of Phi Beta Kappa.

Article II. Purpose

The purpose of this Association is to further the ideals of Phi Beta Kappa by encouraging friendship, scholarship, and cultural interests in (name of community or region).

Article III. Membership

Every member of Phi Beta Kappa residing in (name of community or region) is eligible for membership in this Association. No one who is not a member of Phi Beta Kappa shall be eligible for membership.

Article IV. Officers and Directors

The officers of this Association shall be: a president, a first vice-president, a second vice-president, and a secretary-treasurer.

The president (or, in his/her absence, one of the vice-presidents) shall preside at all meetings. The president shall exercise the usual functions of a presiding officer, shall appoint all committees that may be deemed desirable, and shall perform such duties usually pertaining to that office.

The vice-presidents shall perform the duties of the president during his/her absence. In addition, the duties of the first vice-president shall include responsibility for programs; those of the second vice-president, for membership.

The secretary-treasurer shall keep an accurate record of all proceedings of the Association; shall have charge of the records and papers, and conduct the correspondence of the Association; shall give to all members due notice of all meetings; shall periodically notify all Phi Beta Kappa members residing in (name of community or region) of their eligibility for membership in the Association; and shall perform such other duties usually pertaining to the secretaryship.

The secretary-treasurer shall keep an accurate account of the financial transactions of the Association; shall render bills for and collect all money due the Association; shall pay out such sums as may be directed by the Association or the board of directors; and shall make a report of the financial condition of the Association at the annual meeting.

A board of directors, consisting of at least the four officers of the Association and the immediate past president, shall have charge of the affairs of the Association, subject to these bylaws and to any specific directive of the Association. Meetings of the board of directors shall be held upon the call of the president, or upon the signed request of three officers of the Association.

#### Article V. Meetings

The annual meeting of the Association shall be held (in the spring) (at such time as the board of directors shall determine). The board of directors shall also arrange for at least one other regular meeting of the Association during the year. Special meetings may be called at any time by a majority of the board of directors.

The officers of the Association shall be elected annually by majority vote of the members present at the annual meeting.

At least two months before the annual meeting, the president shall appoint a nominating committee of at least three members. The nominating committee shall nominate officers for the ensuing year and present its nominations in writing to all members of the Association at least 15 days before the annual meeting.

#### Article VI. Dues

Membership dues in the Association shall be paid annually at a rate (set by) (proposed by) the officers and directors and (reported to) (voted by) the Association.

Special assessments may be levied by a two-thirds vote of the members present at any regular or special meeting of the Association, provided that written notice of the proposed assessment is sent to all members of the Association with the notice of the meeting.

#### Article VII Amendments

These bylaws may be amended by the affirmative vote of two-thirds of the members present at any regular or special meeting of the Association, provided that copies of the proposed amendment are sent to all members of the Association at least 15 days in advance of the meeting, and that such amendments be forwarded to the Committee on Associations for final approval of the Senate of the Phi Beta Kappa Society.

Upon adoption, copies of the amended bylaws shall be distributed to all members of the Association and to the Phi Beta Kappa Society.

# *Appendix A*

## *Phi Beta Kappa Associations in 2003*

*\* Unchartered Association*

*\*\*Provisional Association*

### **Alabama**

Northeast Alabama

### **Arizona**

Phoenix Area

Tucson

### **California**

Northern California

San Diego

Southern California

### **Colorado**

Denver

### **Connecticut**

Greater Hartford

### **District of Columbia**

DC Area

### **Florida**

Northeast Florida

Palm Beach

Sarasota-Manatee

South Florida

\*\*Southwest Florida

Tampa Bay

\*\*Central Florida

\*\*Tallahassee

### **Georgia**

Atlanta

Coastal Georgia-Carolina

Middle Georgia

### **Illinois**

Chicago

East Central Illinois

### **Indiana**

Eastern Indiana

Indianapolis

### **Iowa**

Quad Cities

### **Kansas**

Wichita

### **Kentucky**

Kentuckiana

### **Louisiana**

Southwestern Louisiana

### **Maine**

Maine

### **Maryland**

Greater Baltimore

### **Massachusetts**

Boston

### **Michigan**

Detroit

Southwestern Michigan

### **Missouri-Kansas**

Greater Kansas City

\*Metropolitan St. Louis

Northeast Missouri

### **Nebraska**

Omaha

### **New Jersey**

\*Northern New Jersey

### **New Mexico**

Los Alamos

### **New York**

New York City

Scarsdale/Westchester

Upper Hudson

Western New York

### **North Carolina**

Pitt County

Wake County

Central Carolinas

### **Ohio**

Cleveland

Toledo

### **Oklahoma**

Oklahoma City

### **Pennsylvania**

Delaware Valley

Pittsburgh

### **South Carolina**

Lowcountry

### **Tennessee**

Chattanooga

Nashville

### **Texas**

Austin

Greater Houston

North Texas

San Antonio

West Texas/East New Mexico

### **Virginia**

Richmond

Shenandoah Valley

### **Washington**

Inland Empire

Puget Sound

### **West Virginia**

Charleston

### **Wisconsin**

Greater Milwaukee

*Contact information can be found at <http://www.pbk.org/affiliate/associationdir.htm>*

## *Appendix B*

### *The Phi Beta Kappa Society Districts*

The Council of 1937 organized the chapters and associations into seven geographical districts, each headed by an elected chairperson and secretary. Districts foster communication and cooperation among chapters and associations in their geographical regions, and provide for representation on the Senate through the election of district senators. District meetings are held regularly in conjunction with the Triennial meetings of the Council. This gives chapter and association representatives an opportunity to discuss matters of common concern. The composition of the districts follows:

**New England:** Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

**Middle Atlantic:** Delaware, New Jersey, New York, Pennsylvania

**East Central:** Illinois, Indiana, Michigan, Ohio

**North Central:** Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota

**South Atlantic:** District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia

**South Central:** Alabama, Arkansas, Kentucky, Louisiana, Mississippi, Oklahoma, Tennessee, Texas

**Western:** Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming

District chair's are listed on Phi Beta Kappa's website: <http://www.pbk.org>.

## *Appendix C*

### **Non-Discrimination Policy**

The Phi Beta Kappa Society formally declares that it is and shall be the Policy and the Policies of its Chapters and Associations to:

- Elect members to positions within the Chapters and Associations; and
- Make awards and gifts; and
- Conduct any program and allow access to any program; and
- Employ individuals on its staff; and
- Administer its personnel policies and procedures; and
- Engage vendors, contractors and consultants,

all in accord with the qualifications, merit and abilities of all persons seeking or applying for any of the same, without regard to and without discrimination on the basis of gender, race, color, religion, age, national origin, ethnic origin, military service, handicap, marital status or sexual orientation, nor any other basis prohibited by law. The Phi Beta Kappa Society is an Equal Opportunity Employer.

All persons aggrieved with regard to this Policy and all persons with questions regarding this Policy are invited to contact:

John Churchill, Secretary  
The Phi Beta Kappa Society  
1785 Massachusetts Avenue N.W.  
Washington D.C. 20036  
Fax (202) 986-1601  
**e-mail: [admin@pbk.org](mailto:admin@pbk.org)**