



Golden Key International Honour Society: Alpha Chapter Constitution

GOLDEN KEY INTERNATIONAL HONOUR SOCIETY
Georgia State University

ARTICLE I - AUTHORITY

This constitution is subordinate to the Bylaws of the Golden Key International Honour Society, any Chapter Affiliation Agreement with the Golden Key International Honour Society, and the rules, regulations or policies of the host institution. A chapter shall not establish provisions in this constitution or amend this constitution such that its provisions are in conflict with the Bylaws of the Society, any Chapter Affiliation Agreement and the rules, regulations or policies of the host institution. A chapter shall not purport to speak for, act as an agent of, or to represent the official position of the Society without written consent of the International Staff. A current copy of this Constitution must be kept on file at the chapter and at Golden Key International Honour Society Headquarters.

ARTICLE II - NAME

The name of this Society shall be the Golden Key International Honour Society Alpha Chapter at Georgia State University

ARTICLE III - PURPOSE AND ACTIVITIES

Section A. The purposes of the Society are as stated in Article III of the Society Bylaws.

Section B. Activities of the chapter shall be:

1. Education-based service programs
2. Personal development programs
3. Leadership development programs
4. Career development programs
5. Other service programs
6. Other activities that are in accordance with Society bylaws and are deemed necessary and worthwhile by the executive board

ARTICLE IV - MEMBERSHIP

Section A. Membership into the Society shall be based on the following criteria:



1. By invitation only to those undergraduates who rank among the top 15% of their class/year group based on cumulative grade performance and to those graduate/professional students who have met local chapter academic qualifications.
2. A prospective undergraduate member must have attained sophomore standing by credit hours.
3. Before considered a member of the Society, one must have paid, in full, the membership fee.
4. Golden Key will not discriminate on any basis prohibited by law.

Section B. Honorary Members

1. The Alpha Chapter may select up to five Honorary Members each year. Individuals who are not undergraduate students and have distinguished themselves in their field of endeavor are selected to receive membership in the Society.
2. Honorary members are welcomed and encouraged to participate in all Society activities.

Section C. Voting

1. Each student member shall have one vote for all matters submitted to the members for a vote.
2. A quorum of members shall consist of a majority of members present in person at a meeting. Unless otherwise specified in this Constitution, the affirmative vote of a majority of a quorum of members present in person at a meeting shall constitute the act of the members.

Section D. University Policies

1. Non-Discrimination Policy: Membership, leadership and participation in the organization must be open to all students without regard to race, color, sex (unless exempt under Title IX), age, religion, national origin, sexual orientation, gender identity, marital status, disability, or status as a U.S. veteran.
2. Hazing Policy: This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined in the Student Code of Conduct at Georgia State University.

3. Organization Agreement Policy

This organization agrees to abide by the Georgia State University Student Code of Conduct. Furthermore, agrees to abide by all Student Activities policies, to



check the organization's Panther Involvement Network (PIN) account, mailbox, communicate via email upon request, update the organization's records on PIN, attend a student organization orientation annually, and renew the organization by May 1st

ARTICLE V - CHAPTER EXECUTIVE BOARD

- Section A. Members of the chapter executive board shall be selected officers that include, at a minimum, a president. The executive board may include additional officers as deemed necessary. The primary chapter advisor may be a member of the executive board, ex-officio and non-voting.
- Section B. Any student who meets the membership criteria is eligible to hold office.
- Section C. Officers shall be elected by the general body. Elections are subject to be held at the end of the spring term and all officers will start their positions on May 1st of each academic term.
- Section C. Officers will be selected by a fair process that is consistent with the rules and regulations of the university. Vacancies in any officer position shall be filled for the remainder of the term by a majority vote of the remaining members of the executive board.
- Section D. The term of office will be one year. (May 1st to May 1st)
- Section E. Voting rights in all Chapter affairs are extended to the executive board members of each collegiate chapter. A majority of executive board members shall constitute a quorum from transacting business.
- Section F. Responsibilities of officers shall include, but not be limited to, the following:
- I. **PRESIDENT**
 - A. Organize, plan and work to ensure the continuation and overall success of the chapter.
 - B. Call meetings of the officers and delegate responsibilities as needed.
 - C. Call meetings of the chapter members.
 - D. Manage the planning of the New Member Recognition Event
 - E. Meet with the other members of the executive board and the chapter advisor to determine the Honorary Members.
 - F. Prepare and deliver New Member Recognition Event invitations to administrators and faculty



- G. Prepare and send information to International Headquarters for Golden Key publications.

II. Duties to be distributed among other officers:

Vice President

- A. Plan and organize the campus awareness process.
- B. Oversee the work of committees formed by the chapter.
- C. Assist the president in the completion of duties.

Secretary

- A. Record the minutes of each executive board or chapter meeting and submit copies to each officer, advisor and the appropriate Golden Key staff.
- B. Mail to International Headquarters all of the member profiles and fees that were hand-delivered to the advisor's office no later than two days past the membership deadline.
- C. Serve as chapter archivist with the assistance of the chapter advisor.
- D. Transact all chapter correspondence.

Treasurer

- A. Manage all financial transactions of the chapter.
- B. Prepare a budget for the chapter.
- C. Receive and distribute chapter funds.
- D. Submit a semi-annual financial summary of income and expenses to Headquarters.
- E. Assist the vice president with the campus awareness process.

- Section G. Any executive board member who fails to fulfill his/her responsibilities as outlined and defined in the chapter constitution and the bylaws of the Society or who engages in misconduct bringing discredit on the Chapter can be removed by a two-thirds vote of the executive board. An executive board member's removal must require the introduction of a motion to so move by a current executive board member and properly seconded, followed by a two-thirds vote of a quorum to remove the officer from his/her designated office position. Such a vote will be taken by members present at an executive board meeting called for such a purpose. The executive board member in question shall have the opportunity to present oral or written matters in his/her defense before the vote is taken, but may not cast a vote.

ARTICLE VI – ADVISOR(S)



- Section A. An individual – faculty, administrative staff or other – acceptable to the university shall be selected to serve as the Primary Advisor for the chapter. The chapter may have more than one advisor, with one serving officially as the Primary Advisor and others as Co-Advisor. If not already a member, each advisor is to be inducted as an Honorary Member.
- Section B. The duration of the advisor's tenure is individually determined, but must be at least one academic year, unless serving in an interim capacity.
- Section C. Responsibilities of the advisor will include, but not be limited to:
1. Assisting in the preservation of the chapter.
 2. Obtaining a list of students, including names and addresses, that meet the predetermined membership criteria for the university.
 3. Meeting with the chapter executive board to mentor and provide guidance.
 4. Ensuring members receive their certificates of membership.
 5. Ensuring the chapter meets minimum requirements to remain a chapter in Good Standing.
- Section D. The advisor serves at the pleasure of the Golden Key International Leadership Council. Any advisor who fails to fulfill his/her responsibilities as outlined and defined in the chapter constitution may also be removed by a two-thirds vote of the executive board. An advisor's removal must require the introduction of a motion to so move by a current executive board member and properly seconded, followed by a two-thirds vote of a quorum to remove the advisor from office. Such a vote may be taken by members present at an executive board meeting called for such a purpose. The advisor shall have the opportunity to present oral or written matters in his/her defense before the vote is taken.

ARTICLE VII - CHAPTER CONDUCT AND DISCIPLINE

- Section A. The Golden Key International Honour Society chapter at this University adheres to the Student Guide as well as other laws, rules and regulations governing the University and its students.
- Section B. The Golden Key International Honour Society does not condone "hazing" nor is "hazing" to be used in any form in the Society.

ARTICLE VIII - MEETINGS

- Section A. Executive board meetings shall be held at least 2 times during the academic year.



Section B. General membership meetings shall be held at least once during the academic year.

ARTICLE IX - DUES

Section A. The Golden Key Board of Directors shall determine the membership fees and dues. The chapter may not add local membership fees or dues unless they first obtain written approval to do so from International Headquarters.

Section B. The Society returns a portion of the fee to the chapter for operational expenses.

Section C. The Society membership fee is waived for initial chartering officers, advisors and all Honorary Members.

Section D. In the event of dissolution of a chapter, funds in the chapter treasury that were provided by the Society and/or were raised by the chapter shall, after paying all outstanding debts, be forwarded to International Headquarters. Funds that were provided by the host institution will be returned to the institution. Under no circumstances shall funds unlawfully inure to the benefit of any individual.

ARTICLE X - AMENDMENTS

Amendments to this Constitution may be proposed by a majority of the Chapter Executive Board or by 10% or more of the Chapter members. Approved amendments to this constitution shall be presented in writing and read at a regular meeting, but shall not be voted upon until the next regular meeting. A two-thirds majority of the members present and voting shall be required for passage of an amendment. In addition to any amendments under the procedure set forth above, The Golden Key International Honour Society Board of Directors may mandate any Chapter Constitution amendments that it deems to be necessary and in the best interests of the Society.