

PHI BETA KAPPA
Alpha of California

BY-LAWS
As amended September 16, 2020

I.
OFFICERS

1. The officers of this Chapter shall be a President, a Vice-President, a Secretary, two Treasurers and no less than five (5) Councilors. These officers shall constitute the Executive Council of the Chapter.
2. The President, the Vice-President, Secretary, Treasurers, and Councilors shall be members of the faculty (Senate or non-Senate) and staff.
- 3a. These officers shall be elected at the spring business meeting of the Executive Council each academic year.
- 3b. Nominations to fill these offices shall be made by the current Executive Council or by a committee appointed for the purpose by the President. Those nominated for President, Vice President, Secretary, and Treasurers shall each have served at least one year as a Councilor.
- 3c. Any person so nominated receiving a majority of the votes cast on the first vote shall be declared elected. In case any office is not filled on the first vote, a second vote shall be taken.
- 3d. The officers shall assume office at the conclusion of the Commencement exercises, and shall serve in office five years or until their successors shall have been elected. Each year two members will leave the Executive Council and two new members will join the Executive Council.
- 3e. In case any vacancy occurs in the Executive Council, the President shall fill it by appointment.
4. It shall be the duty of the President to preside at all meetings of the Chapter and at all meetings of the Executive Council, to call special meetings of the Chapter, and to perform such other functions as are ordinarily incumbent on a presiding officer.
5. In the absence of the President, the Vice-President shall perform the duties of the President. In the absence of the President and the Vice-President, the Council shall elect a chairperson pro-tem.
6. It shall be the duty of the Secretary, with assistance from administrative staff, to notify members of the time and place of meetings, to provide the Executive Council and Faculty with a list of names of undergraduates eligible for membership, to give due notice to

members elected of the time and place of their initiation, to conduct the correspondence of the Chapter, to keep record of all proceedings of the Chapter and of the Executive Council, and to make an audit of the financial records of the Chapter.

7. It shall be the duty of the Treasurer to receive and disburse all moneys of the Chapter as directed by the Constitution of the Phi Beta Kappa Society by the Constitution and By-Laws of this Chapter and by vote of the Executive Council.
8. The Executive Council shall have sole charge of the election of new members and of all other affairs of the Chapter. Meetings of the Executive Council shall be held at the call of the President, and a majority for the transaction of business shall consist of seven (7) members. The Secretary shall render a report of the proceedings of the Executive Council at the next meeting of the year. The Treasurer shall, at the same meeting, render a report concerning the finances of the Chapter.

II. MEETINGS

9. At least one meeting of the Executive Council shall be held each semester. These meetings will be in addition to the initiation ceremony for new chapter members held each spring. Meetings may be held virtually when circumstances dictate that an in-person gathering is impossible or unadvisable.
10. Special business meetings may be called by the President whenever he/she shall deem it necessary, but he/she must call a special meeting on the written request of five active members. The announcement of any special meeting shall state the business for which the meeting is called.
11. A quorum for the transaction of business shall consist of six members, but no business can be transacted unless due notice of the meetings has been given.
12. Social meetings of the Chapter may be held at any time on the call of the President.

III. ELECTION OF MEMBERS

13. The Chapter through its Executive Council may elect and receive into membership three classes of members:
 1. Members in Course
 2. Alumni Members
 3. Honorary Members

in the manner more specifically provided hereinafter.

- 14a. Members in Course

Candidates for the degrees of A.B., B.S., and Ph.D. who are expected to graduate at the next Commencement, or who have been awarded such degrees since the preceding Commencement, shall be eligible for the election as members in course as hereunder provided.

14b. (A.B. Candidates)

Not more than forty candidates for the A.B. degree may be elected from any one college class in their Junior year. Additional candidates for the A.B. degree may be elected from the same class in their senior year, provided (a.) that the candidates shall have obtained a minimum cumulative grade point average of 3.7 and (b.) that the total number of candidates shall not exceed 10 percent of the number who are expected to receive the A.B. degree during the current academic year. The basis of eligibility and the method of election shall be as follows:

14b. (1) (For Juniors)

The Secretary shall obtain from the official records of the University the names of the top fifty (50) or more juniors who are candidates for the A.B. degree who have not less than 65 letter-graded units of credit as of December for work taken in residence on the Berkeley campus of the University.

14b. (2) (For Seniors)

The Secretary shall prepare a similar roll of all candidates for the A.B. degree whose scholarship is represented by an index figure of 3.7 or higher, who are expected to graduate at the next Commencement, or who have been awarded the A.B. degree since the preceding Commencement. Students elected during their last term must have completed seventy-five (75) units (including P/NP) at Berkeley as of December.

14b. (3) (For Students Doing Work Substantially Equivalent to the A.B. Degree)

The Secretary shall furnish a similar roll of all students whose scholarship is represented by an index figure of 3.7 or higher, who are expected to graduate at the next Commencement, and whose work substantially meets the requirements provided by the University for the award of the A.B. degree. The election of students whose names appear on this list may at the discretion of the Council be governed by the rules and quota provided for the election of candidates for the A.B. degree rather than those provisions of the By-Laws which would otherwise apply.

14c. (Candidates for the B.S. Degree)

Not more than twenty candidates for the B.S. degree may be elected from any one college class. The manner of election shall be as follows:

14c. (1) The Secretary shall furnish a roll similar to that furnished for candidates for the A.B. degree of all candidates for the B.S. degree whose scholarship is represented by the index

figure of 3.7 or higher, who are expected to graduate at the next Commencement, or who have been awarded the B.S. degree since the preceding Commencement and have completed seventy-five (75) units (including P/NP) in Letters and Science as of December.

14d. (Candidate for the Ph.D. Degree)

The Secretary shall correspond with the Chairmen of the various departments of instruction at the University, asking for nominations of students admitted to candidacy for the Ph.D. degree who are believed to be worthy of election to Phi Beta Kappa. A majority vote of the Councilors present and voting shall be necessary for election. Not more than ten such persons may be elected in any one year.

14e. (Exceptional Cases)

Owing to changes in the regulations of the University or to other causes, cases may arise in which students who in equity are eligible for election to Phi Beta Kappa may be excluded from consideration by the operation of the preceding provisions. By a majority vote the Executive Council shall have the power to elect or reject in such cases.

15. (Alumni Members)

Alumni of the University of California (nominated to the Council as hereinafter provided) may be elected to membership at any time in the discretion of the Council. The Executive Council shall constitute a Membership Committee whose duty it shall be to receive, through the Secretary, the names of such alumni of the University of California as shall have been recommended to them. Election shall be by a majority vote of the Councilors.

16. (Honorary Members)

The Executive Council shall likewise receive, in the same manner, the names of such other distinguished persons as shall have been recommended to them in writing. Not more than two such persons may be elected in any one year. The time and manner of election shall be the case as presented in Section 15 above for alumni members. No graduate of another institution having a chapter of Phi Beta Kappa shall be so elected unless the consent of that Chapter has been obtained.

17. (Time of Election)

The general election of members in course shall be in the spring term and shall be completed at least two weeks in advance of the first meeting of the Chapter. All junior and senior candidates for the A.B. degree, candidates for the B.S. degree, and for the Ph.D. degree shall be elected at that time except that by a majority vote of the Councilors, the election of any of the candidates mentioned in Section 14b. (2) to 14d. inclusive, may be deferred until such time as their records for the current semester are available.

INITIATION

18. The initiation of members shall take place in the spring. The Executive Council shall have power to initiate members at any time it may deem necessary, however:
19. The President (or in his absence, the Vice-President) shall conduct the ceremony or initiation in accordance with the ritual prepared by the Phi Beta Kappa Society.

V. FEES

- 20a. Each member elected in accordance with the provisions of Section 14, as a member in course, shall pay an initiation fee to be determined by the Council. The Secretary, on instruction of the Council, shall have the power to defer the payment of the initiation fee in proper cases.
- 20b. Each person elected in accordance with the provision of Section 15 as an Alumni Member shall pay an initiation fee as provided for in Section 20a.
- 20c. Each person elected in accordance with the provisions of Section 16, as an Honorary Member, shall be exempt from the payment of any fee for the year in which he/she was elected.

VI. MEMBERS

21. The active members of this Chapter shall be: All members of the Faculty, staff, and all graduates or undergraduate students who are also members of Phi Beta Kappa.
22. Members of other Chapters of Phi Beta Kappa other than those specified above who desire to affiliate with this Chapter, shall be eligible to Associate Membership in the Chapter upon the payment of a fee. Associate members shall have all the rights and privileges of active members.
23. The order of business at meetings of the Chapter shall be as follows:
 1. Minutes
 2. Announcements by the President
 3. Consideration of the business of the Phi Beta Kappa Society that requires attention.
 4. Reports by other officers of the Chapter
 5. Unfinished business
 6. New business