

# **DELTA MU DELTA HONOR SOCIETY**

## **BYLAWS OF THE MU ETA CHAPTER**

**EFFECTIVE January 28th, 2014**

### **ARTICLE 1 - NAME, PURPOSE AND LOCATION**

Section 1. The name of this chapter shall be **MU ETA** of the Society chartered under the Laws of Pennsylvania in the name of Delta Mu Delta Honor Society, an International Society in Business.

Section 2. The purpose of the chapter shall be to encourage higher scholarship and to recognize and reward scholastic achievement in business programs.

Section 3. The chapter shall be located at the American University of Leadership in the city of Rabat, Morocco, 45 Avenue Ouled Said, Souissi.

### **ARTICLE II - MEMBERSHIP**

Section 1. The membership of the MU ETA Chapter shall consist of regular and honorary members.

Section 2. The regular membership shall be composed of members elected under the requirements of Sections 3 through 6 of **ARTICLE II**.

Section 3. The Chapter shall elect to membership business or commerce students of good standing, as defined by American University of Leadership, who are:

- (a) Undergraduates and candidates for the baccalaureate degree who have completed one-half and not more than three quarters of the work required for the degree, with a cumulative grade point average of one-quarter (.25) of a step above a B, or better, and who are in the top 20 percent of their college class in cumulative average grades; or
- (b) Undergraduates and candidates for the baccalaureate degree who have completed three quarters or more of the work required for the degree, with a cumulative grade point average of one-quarter (.25) of a step above a B, or better, and who are in the top 20 percent of their college class in cumulative average grades.
- (c) Graduate students in a master's degree program who have completed at least one-half of the work required for the master's degree with a cumulative grade point average of six tenths (.6) of a step above a B, or better, and who are in the top 20 percent of their college class in cumulative average grades.

(d) Doctoral students in a Ph.D. or D.B.A. program who have completed at least one-half of the course work required for the doctorate degree with a cumulative average grade record of six tenths (.6) of a step above a B, or better, and who are in the top 20 percent of their college class in cumulative average grades.

(e) The top 20 percent "of their college class" shall mean the highest 20 percent of their respective group as defined in (a) through (d) above.

(f) Students must have 24 semester hours of residency unless transferring from an institution where there is a chapter of Delta Mu Delta or is eligible to have a chapter due to appropriate ACB SP accreditation.

Section 4. Honorary members may be elected, provided not more than two such honorary members shall be elected each fiscal year without approval of the Society Board of Directors. In the charter fiscal year up to six (6) honorary members may be elected without the approval of the Society Board of Directors. Honorary membership should be awarded to persons of distinguished scholarship, business ability or leadership. Nothing in this section or in this Article shall be interpreted to mean that the chapter is required to elect an honorary member in any given year.

Section 5. All elections to membership, regular or honorary, shall be made by the Board of Active Members.

Section 6. Each year, on the earliest possible date, a Faculty Adviser shall obtain from the Dean's Office, a list of the names of those individuals who are eligible for membership under Article II, Section 3. **All eligible students must be invited** to become members of the MU ETA Chapter and to serve on the Board of Active Members.

### **ARTICLE III - FACULTY ADVISERS**

Section 1. The Faculty Adviser and the Co-Adviser shall be elected by the Board of Active Members with the advice of the Dean of the School who may appoint the Faculty Adviser and Co-Adviser in the absence of said Board. It shall be acceptable to elect two Faculty Advisers, one in the Undergraduate Program and one in the Graduate Program and a Co-Adviser in both programs.

Section 2: Faculty Advisers shall advise and guide the Chapter Officers in the operation of the chapter. Other duties shall be to ensure compliance with the chapter's bylaws, conformance of the chapter with the Governing Chapter standards assist the Governing Chapter, represent the local chapter at the meetings and conferences of the Governing Chapter, and serve as liaison between the Governing Chapter and the chapter.

In the event that Faculty Advisers do not perform the aforementioned duties, the problem will be reported by a representative of Delta Mu Delta to the administration of the School.

Section 3: Faculty Advisers have the authority to open and close financial Chapter Accounts in the name "Delta Mu Delta Honor Society".

## **ARTICLE IV - CHAPTER OFFICERS**

Section 1. The Chapter Officers shall consist of President, Vice President, Secretary, and Treasurer, who shall severally perform the duties assigned to the respective offices. The Officers, the Faculty Adviser and the Co-Adviser shall form the Executive Committee of the chapter to administer the affairs of the chapter during the interim between meetings of the Board of Active Members.

- (a) The Chapter Officers, President, Vice President, Secretary, and Treasurer, shall be elected by the Board of Active Members annually on/during Spring Semester to serve until their successors are elected and shall have qualified. Election shall be by a majority of votes cast. Nothing in this section shall be construed to prevent the re-election and continuance in office of any officer for an indefinite period or to disallow an alumni member from serving. In situations where no student members are available for election, outstanding business students, who are potential Delta Mu Delta members, may be appointed by the faculty advisers to serve as acting officers.
- (b) The offices of Secretary and Treasurer may be held by a single individual who may be elected or appointed as described in (a) above or it may be filled by a Faculty Adviser.
- (c) The Secretary is responsible for the preparation and submission of the Chapter Activity Report by the end of the fiscal year and no later than September 30th.
- (d) The Treasurer is responsible for the preparation and submission of the Chapter Financial Statement by the end of the fiscal year and no later than September 30th".

## **ARTICLE V - BOARD OF ACTIVE MEMBERS**

Section 1. The Board of Active Members shall consist of the Faculty Adviser and Co-Adviser and all regular and honorary members who have been inducted into membership and who have indicated that they wish to be active in the affairs of the chapter. Honorary members and faculty members do not vote on chapter motions. However, the exception is that a faculty member/s serving as Treasurer and/or Secretary will vote.

Section 2. A Board Member may resign from the Board of Active Members on written notice to the Executive Committee of the chapter, or may be considered to resign by missing two consecutive meetings without notification to the Secretary.

Section 3. The duties of the Board of Active Members shall be to act for the entire membership of the chapter on all matters normally referred to the chapter members for vote and approval, and to find ways of promoting the interests of Delta Mu Delta.

## **ARTICLE VI - MEETINGS**

Section 1. The regular business meetings of the MU DELTA Chapter shall be held on the second Monday of each semester.

Section 2. A minimum of two Board of Active Member regular or special meetings must be held each fiscal year. They may be held at any time during the year, at the call of the President or Executive Committee, and the President shall call a special meeting at the written request of any four members of the chapter. At least five days' notice of a special meeting

shall be sent to each member of the Board.

Section 3. A majority of Active Board Members shall constitute a quorum at any meetings of the Board of Active Members, with a minimum of the Chapter Officers. (NOTE: Local chapters may set more inclusive limits for a quorum.)

Section 4. Any member of any chapter is privileged to attend chapter meetings.

Section 5. Robert's Rules of Order, Newly Revised, shall be the parliamentary authority.

## **ARTICLE VII - FEES AND ASSESSMENTS**

Section 1. The membership fee for regular and honorary members shall be determined by the Delta Mu Delta Society's Board of Directors and shall be a lifetime assessment entitling the member to all rights of membership and receipt of the gold-key and a certificate of membership. Members have the right to wear the gold key of Delta Mu Delta, the right to attend the Governing Chapter meetings and conferences, and the right to attend the Board of Active Members Meetings of the chapter.

Section 2. The required Society membership assessment shall be paid by the chapter to Delta Mu Delta and sent to the Central Office in the form of a school check, a chapter check, a certified check, a money order, or electronic funds.

Section 3. Chapter assessments beyond the membership fee may be made with the approval of the Board of Active Members. For example, such assessments may be made for local chapter dues, induction activities, or to bundle the cost of regalia such as honor cords with the membership fee.

Section 4. Chapters not in compliance with their Bylaws (e.g. the timely filing of their Chapter Activity Report and Chapter Financial Statement) may be deactivated, and the IRS will be notified that they are no longer part of our Group Code, resulting in the chapter's loss of its 501(c)(3) benefits. Reactivation will require payment of a \$200 processing fee, not from the chapter's funds, plus the missing reports. Additionally, reactivation will require a current copy of the Chapter Bylaws, signed by the Dean and Faculty Advisers, to be sent to Central Office.

## **ARTICLE VIII - FINANCIAL**

Section 1. Expenses of the chapter shall be paid from the regular funds on the approval of a Chapter officer. Chapter checks shall be signed by the Faculty Adviser and one Chapter officer or two Chapter officers.

Section 2. The Treasurer, with the help of a Faculty Adviser, shall submit a Chapter Financial Statement to Central Office by the end of the fiscal year, but no later than September 30<sup>th</sup>

Section 3. The Secretary, with the help of a Faculty Adviser, shall submit a Chapter Activity Report to Central Office by the end of the fiscal year, but no later than September 30<sup>th</sup>

Section 4. The chapter shall resolve any monies owed by the end of the fiscal year. Monies owed to Central Office in excess of \$100 for more than 90 days at any time will place the

chapter's status "Not in Good Standing." See Article XI.

#### **ARTICLE IX - FISCAL YEAR**

The fiscal year of the chapter shall begin on July 1 and end on June 30 to conform to the fiscal year of the Society.

#### **ARTICLE X - BYLAWS**

The chapter shall have on file with the Central Office a completed, signed and current copy of the Chapter Bylaws which have been approved by the Society Board of Directors. In the event that the bylaws have been approved by only faculty advisers or faculty officers, the Dean's (or equivalent) signature must be added.

#### **ARTICLE XI - REPORTS AND CHAPTER STATUS**

The chapter shall submit to the Central Office of the Society a Chapter Activity Report and a Chapter Financial Statement at the end of the fiscal year, but no later than September 30". Failure to submit these reports places the chapter "Not in Good Standing" - meaning that no credit will be extended to the chapter, no orders will be processed, no certificates will be issued, and no new members may be inducted into membership in the chapter until the chapter is restored to "Good Standing." Repeated failure to submit timely Chapter Activity and Chapter Financial reports may lead to deactivation of the chapter. See Article VII, Section 4.

#### **ARTICLE XII - RECORDS**

The chapter shall:

- (a) Keep records to identify monies received for membership dues, Society assessments and fees and other income and expenses. Evidence of membership payment should be retained for one year.
- (b) Keep a record of inducted membership, regular and honorary; including the original membership data profile form or its equivalent for each chapter member;
- (c) Retain copies of the Chapter Bylaws Chapter Activity Reports, and Financial Statements.

#### **ARTICLE XIII — SOCIETY'S BYLAWS**

Section 1. The Society Bylaws and Policy Manual shall prevail, and any provisions in the local chapter's bylaws that conflict with these shall be automatically null and void.

Section 2. The ritual and insignia of Delta Mu Delta are subject to the ultimate control of the Central Office through the power vested in it by the Society Board of Directors and shall be adopted by the local chapter in the same standard form and content.

#### **ARTICLE XIV - AMENDMENTS**

Section 1. The Bylaws may be amended at any regular meeting of the Board of Active Members, or at any special meeting of the Board of Active Members called for that purpose, providing the consent of the Society's Board of Directors is secured by subsequent submission to Central Office.

Section 2. Notice of any proposed amendments shall first be given to all members of the Board of Active Members not less than fifteen days prior to such meeting and the notice must contain the amendments verbatim

#### **ARTICLE XV - DISSOLUTION**

Upon dissolution of the chapter and withdrawal of its charter by the Society Board of Directors, all assets of the Chapter remaining after all liabilities have been paid, all materials bearing Delta Mu Delta insignia, and all books and records of the chapter, shall be sent to the Central Office and become the property of Delta Mu Delta. Any reference to the Delta Mu Delta Charter in the Student Handbook, course materials or online site must be removed.

#### **ARTICLE XVI - DEFINITIONS**

"Governing Chapter" refers to the "National Chapter" as defined in the Society Bylaws.