

GOLDEN KEY INTERNATIONAL HONOUR SOCIETY
UNIVERSITY OF GEORGIA CHAPTER
FALL 2007-SPRING 2008 CONSTITUTION*

*MODIFIED FROM GOLDEN KEY GLOBAL BYLAWS

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ARTICLE I – ESTABLISHMENT

This constitution hereby recognizes the formal establishment of the University of Georgia (UGA) chapter of the Golden Key International Honour Society Inc.; Golden Key is a nonprofit corporation dedicated towards recognizing academic excellence and achievement.

ARTICLE II – OFFICERS

The University of Georgia Chapter of Golden Key will have the following positions of leadership: an advisor, a President, a Vice-President for Community Service and Public Relations, a Vice-President for Social Events and Historian, and a Treasurer/Secretary.

Section 1- Advisor

An individual – faculty, administrative staff or other – will be appointed as the chapter's Primary Advisor and will have all rights and privileges associated with Golden Key membership. A Co-Advisor may also be appointed under the discretion of the chapter; the Co-Advisor will also maintain rights and privileges associated with Golden Key membership.

As of January 1, 2007, Dr. Thomas Burke serves as this chapter's Primary Advisor and will continue to serve in this capacity for an undetermined period of time.

Section 2- President

The President of Golden Key will be a member of the organization elected by his/her peers and will serve one full calendar year from his/her election. The President's responsibilities include (but are not limited to) the following:

- Organizing, planning, and leading the overall success of the chapter
- Working with the chapter advisor to plan a calendar of events for the upcoming year
- Planning and leading regular meetings
- Coordinating organizational activities
- Working with other Golden Key Officers
- Documenting point totals to record levels of member achievement

Section 3- Vice-President for Community Service and Public Relations

The Vice-President for Community Service and Public Relations of Golden Key will be a member of the organization elected by his/her peers and will serve one full calendar year from his/her election. The Vice-President's responsibilities include (but are not limited to) the following:

- Investigating member interest in service activities
- Coordinating service activities throughout the course of the year
- Managing publicity and communications with the media
- Increasing means of campus awareness about Golden Key
- Networking with other student organizations

Section 4- Vice-President for Social Events and Historian

The Vice-President for Social Events and Historian of Golden Key will be a member of the organization

elected by his/her peers and will serve one full calendar year from his/her election. The Vice-President's responsibilities include (but are not limited to) the following:

- Coordinating social activities throughout the year
- Taking pictures of organizational activities
- Creating a scrapbook of yearly activities
- Completing Activity Reports and Semi-Annual Reports
- Organizing important chapter documents for future reference

Section 5- Treasurer and Secretary

The Treasurer/Secretary of Golden Key will be a member of the organization elected by his/her peers and will serve one full calendar year from his/her election. The Treasurer/Secretary's responsibilities include (but are not limited to) the following:

- Managing all financial transactions of the chapter
- Receiving and distributing chapter funds
- Working with the President to create an accurate budget for the upcoming year
- Balancing the chapter account
- Distributing messages to members in the organization

ARTICLE III – PURPOSE

Section 1- National Mission

The Golden Key International Honour Society's mission is to enable members to realize their potential by connecting individual achievement with service and lifelong opportunity.

Section 2- Core Values

The Golden Key International Honour Society's core values are Integrity, Collaboration, Innovation, Respect, Diversity, Excellence, and Engagement.

Section 3- Chapter Objectives

The UGA chapter of Golden Key shall maintain the following objectives:

1. to recognize and encourage academic achievement and excellence in all fields of study;
2. to financially support high achievers through scholarships and awards;
3. to promote altruistic conduct through voluntary community service;
4. to provide members with career, personal, and leadership opportunities;
5. to champion education-based service initiatives;
6. to give back to the Athens community through community involvement;
7. to increase member involvement in organizational activities; and
8. to establish a high standard of achievement for the chapter itself.

Section 4- Strategic and Tactical Planning

The chapter's officers will meet at least once a year to discuss strategic (1-2 years) and tactical (semester) plans for the organization. Plans should be clearly identified, written down, and focused upon

strengthening chapter objectives.

ARTICLE IV – ELIGIBILITY AND MEMBERSHIP

Section 1- Selection

Membership invitation to the UGA chapter of Golden Key will be left to the discretion of the advisor and will be based on academic performance.

Section 2- Undergraduate Membership

Membership shall be granted to undergraduate students in all academic disciplines who,

1. are recognized by the University of Georgia as ranking at least among the top 15% of their class/year group based on cumulative grade performance, or a comparable alternate standard approved by the International Leadership Council;
2. are a junior or senior by credit hours;
3. complete and submit the acceptance of Society membership; and
4. pay the Society membership fee in full, unless waived under Article V, Section 2.

Section 3- Honorary Membership

Honorary membership may be granted by current officers and the advisor to individuals who are not undergraduate students and who have distinguished themselves in their field of endeavor. Up to five honorary memberships may be granted per year. Honorary members should meet all general guidelines set by the organization.

Section 4- Student Member

The term “student member” refers to a Golden Key member who gained membership in the organization as an undergraduate student and who is currently enrolled at a Society-chartered campus as either an undergraduate or graduate student. Only student members shall have voting rights at chapter meetings.

Section 5- Equal Opportunity

The Golden Key International Honour Society shall not discriminate on any basis prohibited by law.

Section 6- Resignation

A Society member wishing to resign from the Society is permitted to do so provided that the Society member sends a written letter of intent to resign to the International Staff. No refund of the Society membership fee or Society merchandise purchased will be provided.

Section 7- Removal

Any member may be removed from membership by a majority vote of the International Leadership Council, for any action which brings discredit upon the organization (see global bylaws for more information).

ARTICLE V – MEMBERSHIP FEES/DUES

Section 1- Payment

The Golden Key International Honour Society membership fee shall be paid once in accordance with the policy and procedure established by the International Staff.

Section 2- Waivers

Fee waivers must be approved on a case-by-case basis by the International Staff.

ARTICLE VI – ACTIVE MEMBERSHIP

Section 1- Points System

In order to recognize high achievement in the UGA chapter of Golden Key, the following points system was devised:

- Attending regular meetings: 0.5 points per meeting
- Bringing donations (specific meetings only): 0.5 points
- Participation in a service project (e.g. tutoring, assisted home visits, etc.): 1 point per visit
- Major project participation (e.g. large fundraisers, collaborative service projects): 3 points
- Social events: 0.5 points per event
- Induction Ceremony: 1 point
- Golden Key sponsored national events: 5 points

Section 2- Active Members

An “active member” is hereby defined as a member who accumulates at least 5 points per semester. Active members will receive a certificate, in addition to other forms of recognition, for their hard work and achievement throughout the semester. Point totals are cleared after the conclusion of each semester; however, documentation may be stored in the UGA Golden Key Handbook.

Section 3- Meritorious Members

A “meritorious member” is hereby defined as a member who accumulates at least 10 points for the semester. Meritorious membership includes all benefits received from active membership and entails possible selection for a local chapter scholarship (see Article XI, Section 2). Additional benefits to meritorious status may include (but is not limited to) special events (dinners, etc.), rewards, and recognition. Point totals are cleared after the conclusion of each semester; however, documentation may be stored in the UGA Golden Key Handbook.

ARTICLE VII – NATIONAL REQUIREMENTS

Section 1- Chapter in Good Standing

The University of Georgia Golden Key chapter shall remain in good standing provided it complies with

the global Golden Key bylaws and maintains minimum chapter standards.

Section 2- Chapter Not in Good Standing

Should the International Leadership council deem the chapter to be not in good standing, then the chapter shall lose all chapter rights and privileges, including, but not limited to, the right to use any part of the Society's name and logo. Members of the chapter shall continue to maintain all the rights and privileges of Society membership.

Section 3- Chapter Governance

The UGA chapter of Golden Key is required to abide by the chapter bylaws (as stated here) and the global Golden Key bylaws.

Section 4- Meetings

UGA Golden Key is required to hold meetings at least once per semester; the number of meetings and meeting schedules are left to the discretion of the current officers and the advisor.

Section 5- Chapter Activities

The chapter may plan, promote, and engage in activities authorized by the University of Georgia policy for student organizations.

Section 6- Chapter Limitations

No chapter or chapter official shall enter into any contract in the name of the Society nor shall they incur any debt upon the Society, attempt to license the Society's name or logo, engage in direct or grassroots lobbying as defined by USA International Revenue Code, alter the membership dues structure, solicit tax-deductible charitable donations from the general public or corporate sponsorship payments in the name of the Society, or use the Society's USA federal employer identification number without prior written consent of the International Staff. In addition, the chapter may not support or oppose any candidate for public office.

ARTICLE VIII – SERVICE PROJECTS

Section 1- Base Requirements

The UGA chapter of Golden Key is required to participate in at least two service projects per semester. Service projects should be coordinated by the Vice-President for Community Service and Public Relations, the President, and the advisor.

Section 2- Focal Points

Service projects should focus on particular areas of need around the Athens community, while also taking national organizational goals into consideration. Some areas to consider for service projects include education, literacy, and food; however, final selections are left up to the discretion of the officers.

Section 3- Officer Responsibility

Each service project should be chaired by at least one officer; as the project chair, the officer is required to have a thorough knowledge of the project, serve as the official Golden Key contact, and volunteer for the project on a regular basis. The officer chairing the project is also responsible for documenting credits for that project and sending those updates to the President. In the case of member questions, the chairing officer should be able to provide all relevant information concerning service requirements (time, directions, etc.)

Section 4- Strategic Coordination

Service projects should be planned during the course of the summer and enacted with the beginning of the new school year. Strategic goals should be set in terms of levels of accomplishment, member attendance, and frequency. Past success may be used as a basis to determine the level of involvement in the project.

As a part of the Golden Key creed, networking with other organizations is a critical part towards on-campus success. Though the constitution does not mandate it, officers are encouraged to coordinate projects with other organizations (see “Special” Projects; Article X)

ARTICLE IX – SOCIAL EVENTS

Section 1- Base Requirements

The UGA chapter of Golden Key is required to coordinate at least one social event per semester. Social events should be coordinated by the Vice-President for Social Events and Historian, the President, and the advisor.

Section 2- Focal Points

Social events should focus on allowing members to network with other members, while providing a fun and safe atmosphere. Utilizing member input is highly recommended when planning for social events. Some suggested social events include social dinners, bowling, and movies; however, final selections are left to the discretion of the officers.

Section 3- Officer Responsibility

The Vice-President for Social Events and Historian is responsible for the implementation of any social events that may occur throughout the year. Implementation includes any planning, reservations, or fund requests that may be necessary.

Section 4- Strategic Coordination

Social events should be planned during the course of the summer; however, given the volatility of individual schedules, planning should only be at a general level, outlining the event and estimating an anticipated date of occurrence. With the start of the semester, dates for social events should be firmly established and made available to all members.

As a part of the Golden Key creed, networking with other organizations is a critical part towards on-campus success. Though the constitution does not mandate it, officers are encouraged to coordinate projects with other organizations (see “Special” Projects; Article X)

ARTICLE X – “SPECIAL” PROJECTS

Section 1- Base Requirements

“Special” projects are hereby defined as projects that do not occur on a regular basis. They may include fundraisers, large social events, or charity events. Given that Golden Key champions networking with other organizations, both service and social projects with other organizations are considered to be “Special” projects.

Section 2- Focal Points

“Special” projects coordinated with other organizations serve as a means of networking and strengthening the bond of the Athens community; large project planning utilizes teambuilding and provides the means to achieve larger goals. “Special” projects are classified as “Major projects” under the current point system, with social events being the only exception.

Section 3- Officer Responsibility

One officer from each organization should be designated as the official contact; though officers from each organization may interact freely, information should be streamlined through the designated officers for final decisions on projects. In the case of multiple organizations, a committee should be designated with a representative from each organization. The contact officer should be well informed of the status of the project and able to relay any necessary information to members, other officers, or the advisor. With the completion of project, notes should be documented and added to the Handbook.

ARTICLE XI – SCHOLARSHIPS/REWARDS

Section 1- Implementation

The UGA Golden Key chapter scholarships were created with the intention of recognizing high levels of member achievement within the chapter. Based on a utilization of the point system, a total of 3 scholarships of \$100 each will be given out. Two scholarships are allocated for members only, while one scholarship is allocated for officers.

Section 2- Qualification

The member scholarships are subdivided as follows: One scholarship is given out to the member who achieves the highest point total overall. The scholarship recipient is then not eligible for the second scholarship. The second scholarship will be awarded through a drawing of all meritorious members for the semester. Final point totals will be determined on the Sunday before the final meeting and announced at the final meeting.

The officer scholarship will be awarded through a drawing of all officers who have achieved meritorious status. Final point totals will be determined on the Sunday before the final meeting and announced at the final meeting.

Both drawings for scholarships will occur at the officers' meeting that occurs prior to the last meeting of the year and will be drawn by the advisor.

All active members will receive a certificate, as well as additional Golden Key accessories at the end of the semester.

ARTICLE XII – ELECTIONS

Section 1- Process

Elections will be held every spring semester between February and March. Candidates running for positions of leadership must formally declare their intention of running and must give a qualifying speech. Each member present at the election meeting will be allotted one vote. Votes will be written on ballots and totaled. Announcing the winners at the meeting is left to the discretion of the President.

Section 2- Requirements

In order to run for a position of leadership, the candidate must be a current member of Golden Key and able to fulfill his/her entire term if elected. Candidates do not need to be present at the election meeting in order to be elected.

Section 3- Transitioning

An official "transition" dinner will be held shortly after the election of new officers. At the dinner, the new officers will be given relevant information concerning the Handbook, Constitution, and any other important documents pertaining to organizational activities. The dinner will also serve as a question and answer session for all new officers. All officers will be required to attend the meeting. Following that meeting, the new and current officers will determine a meeting date at which leadership will officially be transferred to the new officers.

ARTICLE XIII – CONFERENCES

Section 1- Purpose

Nationally sponsored Golden Key conferences serve as a means of networking with other Golden Key chapters and contributing to the spirit of the organization as a whole. Conferences are divided into two general categories: Regional and International. Regional leadership conferences are held in different locations around the world for respective regions, whereas the International Conference is held once a year in one location for all chapters.

Section 2- Mandates

The UGA chapter of Golden Key shall attend at least one nationally sponsored conference per academic

year. All expenses will be covered by the chapter and is open to all members, officers, and advisors.

ARTICLE XIV – HANDBOOK

Section 1- Purpose

The purpose of the chapter Handbook shall be to assist all current and future officers with records of past information relevant to UGA Golden Key activities. This information includes (but is not limited to): strategic planning, financial expenses, member information, service project information, and social event information. Any information deemed to be significantly relevant for documentation can be added by any UGA Golden Key officer or advisor. The Handbook shall remain in the possession of the advisor over the course of the year and may be accessed by any officer.

Section 2- Continuation

In order to serve its intended purpose, the chapter Handbook must be updated at least once each year to include all new relevant information. The Handbook shall be passed on new officers during the transition phase of the election process.

ARTICLE XV – MISCELLANEOUS PROVISIONS

Section 1- Legal Priority

These bylaws are subordinate to, in order of priority, the State of Georgia Nonprofit Corporation Code, the Articles of Incorporation, and the Golden Key International Honour Society Global bylaws.

Section 2- Fiscal Year

The fiscal year of the Golden Key International Honour Society shall be the calendar year.

Section 3- Notice

Whenever, under the provisions of these bylaws, notice is required to be given to an officer, advisor, or member, such notice shall be given in writing. Notice may be delivered by first-class mail or delivery service with postage or delivery prepaid to such person at his or her address as it appears in the records of the chapter/Society. Such notice shall be deemed to have been given when deposited in the mail or the delivery service. Notice may also be given by facsimile, electronic mail, hand delivery, or any other form of wire or wireless communication and will be deemed given when received.

ARTICLE XVI – AMENDMENTS TO BYLAWS

Amendments may be proposed to the constitution by any chapter member, officer, or advisor. Any corrections of typographical errors may be made by a current Golden Key officer.

All substantive bylaw amendment proposals must be approved by a majority vote of the current officers and advisor(s).