

The By-Laws of Eugene Fair Chapter of Cardinal Key National Honor Society,
Inc.

Truman State University

(Revised April 2020)

Preamble: We, who have accepted the pledge of Cardinal Key National Honor Society, Inc., in order to promote achievement in scholarship and in extracurricular activities, to advance personal growth, patriotism and service by affording training in the leadership demonstrated in college and in the wider community; and to develop worthy character by the application of Four Cardinal Virtues to daily living experiences, do ordain and establish this constitution for the government of Cardinal Key National Honor Society, Inc.

I. Name and Purpose

A. The name of this organization shall be the Eugene Fair Chapter of Cardinal Key National Honor Society, Inc., at Truman State University.

B. Cardinal Key shall be an organization for those who identify as women, gender non-binary, and agender individuals at Truman State University who are leaders in the college community and who are deemed potential leaders in their future lives.

C. Cardinal Key should honor these leaders, inspire leadership in others, and utilize leadership capabilities in an active program of service to school, the community and to each other.

II. Active Membership

A. Chapter Requirements

1. The chapter shall maintain a membership of twenty-five women, gender non-binary, and agender individuals (with the exception of the increase in membership resulting from Spring Rush.)

2. The chapter shall hold weekly meetings Wednesday evenings at 5:30 p.m., with additional meetings called or cancelled at the discretion of the Executive Board.

3. The chapter shall have a faculty or staff advisor.

4. The chapter must annually contribute to the Juvenile Diabetes Research Foundation International philanthropy based on the guidelines specified by Nationals.

5. All chapter-sponsored events shall uphold the four virtues of faith, trust, fortitude, and wisdom.

B. Member Requirements

1. All active members are required to attend the weekly chapter meetings, committee meetings, and, if applicable, the executive meetings. Failure to attend a weekly chapter meetings, and, if applicable, an executive meeting will result in one unexcused absence, unless due to the excuses listed in Section III, C1. Failure to attend two committee meetings will result in one unexcused absence, unless due to the excuses listed in Section III, C1.

a. All active members are required to attend biannual retreats. Failure to attend will result in an unexcused absence, unless due to the excuses listed in Section III, C1.

b. All active members are required to attend the Fall Rush interest party and spring rush events. Failure to attend will result in an unexcused absence, unless due to the excuses listed in Section III, C1.

2. All active members are required to serve on one standing committee and one non-standing committee.

3. Prior to spring initiation, all pledges must pay a \$50 one time due to Nationals. Returning members are to pay \$15 to Nationals in the fall.

a. The Eugene Fair Chapter must pay a \$100 Nationals fee each year.

b. The Faculty Advisor can make donations to the Eugene Fair Chapter of Cardinal Key, but cannot be required to pay dues as an Associate Member in the constitution.

4. Each fall active members must pay dues to the Eugene Fair Chapter of \$40 per year or \$30 per semester (in the event that members graduate in December).

a. Active members studying abroad in the fall or spring semesters must pay \$40 for annual chapter dues.

5. Active members shall exhibit qualities of scholarship, leadership, character and service to school, community and to each other.

6. Alumnae members are welcome to attend and participate in Cardinal Key functions but may not hold an office or participate in voting.

7. All active members must meet the following requirements:

a. Shall have completed Rush.

b. Shall have completed the Pledge Season requirements.

- c. Shall have completed the initiation ceremony.
- d. Shall be enrolled at Truman State University.
- e. Shall maintain full-time undergraduate and/or graduate student status with the exception of their last semester prior to graduation.
- F. Must maintain a minimum cumulative Truman State University grade point average of 3.25.

8. All active members must maintain good academic standing in accordance with Truman State University's academic policy.

9. Active members graduating early may run for any fall position other than: executive board positions, rush chair, or pledge chair.

10. If an active member wishes to withdraw from Cardinal Key membership the member will write a letter of resignation to the president and vice president. The president may read the letter at the following meeting.

- a. President and vice president meet with the active member in a meeting if deemed necessary.
- b. Ultimately the active member has the right to withdraw.

11. Grounds for conduct hearing

- a. Violation of one or more of the requirements listed under Section B is grounds for probation.
- b. Requests for a conduct hearing can be made confidentially by any member to the president. The president will then bring it to the vice president and advisor for discussion before calling a conduct hearing, if deemed necessary.
 - i. The president and advisor have the right to expedite the process to an executive board vote on removal if misconduct is extreme.
- c. The member will meet with the president, vice president, and advisor for a conduct hearing. The parliamentarian will attend hearing as a facilitator and step in if one of the previously stated participants has a conflict of interest.
 - i. Probationary requirements will be determined after deliberation following the meeting.
- d. Requirements for the probationary period will be decided by the officers present at the conduct hearing.

12. Grounds for removal

- a. If a member on probation does not meet all of the probation goals within the time frame allotted then the executive board will vote on the removal and needs a $\frac{2}{3}$ majority to remove a member.

C. Meetings

1. Types of meetings

- a. There will be weekly chapter meetings, monthly executive meetings, and

monthly officer meetings.

2. Quorum

- a. $\frac{2}{3}$ of members should be present for executive and weekly meeting for any official voting to take place
- b. Parliamentary procedure will be used during the voting period of any meetings.

D. Advisor

1. Selection of Advisor

- a. Shall be appointed by the executive committee.

2. Qualifications

- a. Must be a Truman faculty or staff member (preferably a Cardinal Key alumna).

3. Roles/ Duties of the Advisor

- a. Shall work with current members to identify Cardinal Key's goals.
- b. Shall attend as many regular and executive meetings as possible.
- c. Shall assist the executive committee in correcting and identifying concerns or problems, if necessary.
- d. Shall be aware of the Cardinal Key's national structure.
- e. Shall ensure that Cardinal Key renews its yearly. registration form with the U&I and fulfills other procedural requirements.
- f. Shall encourage the organization to follow all Truman rules as well as local, state, and federal laws.

4. Term

- a. Shall serve without a term limitation.

5. Restrictions

- a. Must not reserve rooms under 'Cardinal Key' for activities or events that are not related to Cardinal Key.

E. Voting

1. A member may vote only after she has met the active member requirements outlined by II.B.7 of this constitution.

a. Voting rights may be extended when deemed necessary by a majority of active members.

2. Active members who are absent for an entire academic semester shall not vote during that semester.

a. Voting may be extended when deemed necessary by the executive board.

i. The Executive Board must grant voting rights at least 48 hours prior to the vote.

ii. The parliamentarian must receive votes from absent members at least one hour before voting is to take place for those votes to be valid. Votes for electing executive board members may not be submitted absentee.

3. A two-thirds majority of all voting members is required to pass a proposal.

4. Votes are to be counted by parliamentarian.

a. If parliamentarian is running for the office that is being voted on, a graduating member is to assume the aforementioned responsibilities.

III. Attendance

A. Members must be able to attend the weekly chapter meetings, committee meetings, and, if applicable, the executive meetings in their entirety.

B. Members are allowed three unexcused absences each academic year. When a fourth occurs, the member will be dismissed.

C. Three necessary absences are equal to one unexcused absence. Necessary absences include illness and death in the family or university-sponsored events.

D. Class is deemed as an extenuating excuse for that academic semester and will not result in absences.

E. Some events may be deemed required events by the executive board. Required events mandate the attendance of all active members at a specific activity, unless excused according to the excuses deemed appropriate in Section III, C1 or at the discretion of the President and Vice President. Failure to attend required events will result in one unexcused absence.

F. Extenuating circumstances can be excused based on an executive decision.

G. Excuses must be written to be valid and must be delivered via test, email, or google form to the Secretary prior to the meeting. The Secretary, upon reviewing the excuse, should pass it along to the President.

IV. Rush

A. Applicant Requirements

1. Each applicant is required to have completed a minimum of sixty hours and also completed four collegiate semesters by the end of the spring semester in which they apply.
2. Applicants must have a minimum cumulative Truman State University grade point average of 3.25 at the time of application. An applicant who has yet to have a Truman grade point average will be under the discretion of the rush committee.
3. Applicants must be able to attend the weekly chapter meetings in their entirety with the exception of classes.
4. Each applicant must attend all rush gatherings unless excused by the rush committee.
5. Applicants must be full time students at the time of application.
6. Applicants should exhibit qualities of scholarship, leadership, character and service to school and community.
7. Applicants must submit a complete application by the application deadline in order to participate in rush.
 - a. Completeness of an application is at the discretion of the rush committee.

B. Rush Procedure

1. Rush season begins on the day that the applications are made available.
2. All applicant requirements, as stated in IV.A. of this constitution, are to be made known to all possible applicants on the application prior to the Rush period.
3. Applications for membership will be made available each spring at least one week

prior to the beginning of the Rush period.

4. The number of new members taken during rush will equal the number of active members who graduated in the previous December and those who will be graduating in May and August.

a. The number of new members taken shall not be made public to applicants until after rush is complete.

5. This chapter institutes a compulsory adjustment made to every incoming pledge class each rush season. The pledge class must include 9 to 11 second year Truman students who are planning to have at least three active semesters left in Cardinal Key before graduation.

a. If a second year student plans to graduate a year early and not continue to be an active member as outlined in Section II, 7, they would not be included in this count.

b. Any adjustments necessary to accommodate this range will be made by the Rush chairs, president, and vice president, and will be kept confidential.

6. The chapter will vote by secret ballot to fill all vacancies. The applicants who receive the most votes shall fill the vacancies. Ballots are to be counted by the Rush Committee.

7. Individual scores from voting are to remain confidential; applicants moving to the next level shall be presented alphabetically.

8. After vacancies have been filled, the following five applicants with the greatest number of votes shall become alternates. Alternates shall fill vacancies as they occur.

9. Rush activities are mandatory for chapter members. Each missed activity counts as one absence. Allowing for these absences, the following guidelines apply:

a. A member must attend at least one A-L party and one M-Z party to be able to vote in the first round of selections.

b. A member must attend at least one A-L party and one M-Z, as well as the final invite party to be eligible to vote in the final selection process.

10. The Nan E. Wade Scholarship shall be awarded to a non-selected spring rushee, who, in the chapter's opinion, displays a high grade point average, financial need and leadership qualities. One or more scholarships may be awarded.

a. The amount of the scholarship must be at least \$50.00.

b. The applications are to be made available at rush activities.

11. All application fees will go towards Rush T-Shirts for new members. Any extra money will go into an account (or accounts) voted on by active members.

C. Pledge Season

1. All new members must complete a Pledge Season, consisting of one service, one social, and one fundraising activity.
2. All new members must attend weekly Pledge meetings as set by the Pledge Committee.
3. All new members must pay national dues (\$50) upon acceptance to Cardinal Key.
4. New members shall be initiated by the chapter in a ceremony.
5. Absences are handled as outlined in Section III.
6. Alternates taken after the Pledge Season is finished have the option of serving on the Pledge Committee of the following year. Any alternates taken before the Pledge Season is completed, 1-4 apply.
7. Each new Cardinal Key member is to be assigned a Family upon acceptance into Cardinal Key. The Family shall be responsible for introducing and acquainting the new member to Cardinal Key.

V. Committee Descriptions

A. Standing Committees

1. Executive Board

- a. Shall consist of the President, Vice President, Recording Secretary, Treasurer, Parliamentarian, Service Chair, Corresponding Secretary, JDRFI and Social Chair as voting members.
- b. Shall strive to maintain organizational unity in Cardinal Key.

2. Service Committee

- a. Shall schedule and organize all service projects and activities for Cardinal Key.
- b. Shall seek out and process all requests for service from outside sources.

3. Social Committee

a. Shall schedule and organize all official social activities for the chapter.

4. Juvenile Diabetes Research Foundation International (JDRFI) Committee

a. Shall strive to promote Juvenile Diabetes education to the chapter, campus and community.

b. Shall plan and organize at least one fundraiser per semester, with all proceeds going to JDRFI.

c. Shall strive to raise a minimum of \$250 per year for JDRFI.

5. Fundraising Committee

a. Shall organize and schedule all chapter fundraisers excluding those benefiting JDRFI.

b. Shall strive to raise a minimum of \$700 per year for chapter operations.

6. Public Relations (PR) Committee

a. Shall be chaired by the corresponding secretary.

b. Shall strive to maintain good public relations between Cardinal Key and the campus and community.

c. Shall work with all other committees to publicize and promote Cardinal Key events.

e. Shall be responsible for the maintenance of the Cardinal Key webpage.

7. Awards Committee

a. Shall strive to boost overall chapter morale.

b. Shall oversee the selection of chapter award recipients:

1. Cardinal Key of the Month: At the end of each month, members will vote for the member who has best displayed the four Cardinal virtues. This member has performed above and beyond in her Cardinal Key duties.

2. Sister of the Month: At the end of each month, members will vote for the member who has excelled in an area outside of Cardinal Key.

3. Cardinal Key of the Year: At the end of the year, members will vote for the Cardinal Key who has best displayed what it means to be a

member of Cardinal Key.

4. Outstanding Senior Member: At the end of the year, all members who have been active at least one academic year shall vote to award a graduating senior.

c. Shall oversee the selection of the Nan E. Wade Scholarship.

d. Shall keep track of member birthdays.

8. Apparel Committee

a. Shall consist of the apparel chair who may elicit help from the public relations committee as needed

b. Shall order Big Reds for new pledges

c. Shall design and order a new shirt during fall semester for all members, as well as for new pledges in the spring.

d. Shall design and order any additional apparel necessary or desired by members.

e. Shall take orders from members and distribute apparel at meetings

9. Alumni Relation Committee

a. Shall be responsible for the monthly alumni newsletter

b. Shall be responsible for all alumni relations

10. Historian Committee

a. Shall act as photographer and record keeper of all organization events.

b. Shall create and maintain a scrapbook of the year's events.

c. Shall create video presentations for Spring Rush

B. Non-standing Committees

1. Homecoming committee

a. Shall act as the Cardinal Key representative to the University homecoming committee.

- b. Shall plan and organize any Cardinal Key-sponsored homecoming events.
- c. Shall organize any homecoming activity in which Cardinal Key wishes to participate.

2. Activities Fair Committee

- a. Shall work in conjunction with the Union Involvement Services to plan and organize the fall activities fair.
- b. Shall organize Cardinal Key supervision of the activities fair the day of the event.

3. Rush Committee

- a. Shall organize and plan all Rush activities
- b. Shall oversee the compilation, distribution, and collection of applications.
- c. Shall conduct the calculations involved in the voting process.

4. Pledge Committee

- a. Shall plan, organize, and preside over Pledge meetings and activities.
- b. Shall obtain and process all paperwork for new Cardinal Key members.
- c. Shall collect national dues from each new member.
- d. Shall plan, organize, and preside over the initiation of all new Cardinal Key members.

5. Retreat Committee

- a. Shall be chaired by the Vice President
- b. Shall plan and organize fall and spring retreats.

6. Blood Drive Committee

- a. Shall be led by two co-chairs
- b. Shall work in conjunction with Blue Key to plan and organize the fall and spring blood drives.
- c. Shall act as the Cardinal Key liaison to the Red Cross for the fall

and spring semesters.

VI. Officer Descriptions

A. Qualifications

1. Must be an active member to be eligible to serve as an officer

B. President

1. Shall act as chair of the Executive Committee.
2. Shall preside over all chapter meetings and executive committee meetings.
3. Shall serve as the primary contact person for the Eugene Fair Chapter of Cardinal Key National Honor Society.
4. Shall remain impartial in all official chapter business and meetings.
5. Shall organize and prepare the agenda for each weekly meeting.
6. Shall get mail, read it and distribute to the appropriate committee chairs prior to weekly meeting.
7. Shall be responsible, along with the advisor for checking member grade point averages and eligibility each semester.
8. Shall act as the primary Cardinal Key representative outside of the chapter.
9. Shall keep track of national forms and deadlines and distribute to appropriate committee chairs.
10. Shall be responsible for appointing committee chairs and committee members with the assistance of the outgoing President, outgoing Vice President, and incoming Vice President.
11. Shall assess and implement risk management in Cardinal Key.

C. Vice President

1. Shall act as chair of all chairs; presiding over chair meetings, promoting and maintaining open lines of communication among committee chairs and the Executive Committee.
2. Shall be responsible for appointing committee chairs and committee members with the assistance of the outgoing Vice President, outgoing President, and incoming President.

3. Shall act as the Retreat Committee chair.
4. Shall coordinate the collection, organization, and filing of all event binders and/or folders from the committee chairs.
5. Shall assist the President and preside as President when the President is unable to do so.
6. Shall facilitate transitions between outgoing and incoming officers and committee chairs.
7. Shall assess and implement risk management in Cardinal Key.
8. Shall be responsible for checking and forwarding all emails received in the general Cardinal Key email account to the appropriate person.

D. Service Chair

1. Shall be the primary contact for service opportunities.
2. Shall plan, enlist help, and oversee all service projects.

E. Recording Secretary

1. Shall be responsible for maintaining all chapter records, including attendance, phone lists, event calendars and member information.
2. Shall be responsible for recording the minutes at all chapter meetings.
3. Shall be responsible for reporting attendance to the Executive Board.

F. Treasurer

1. Shall maintain an accurate account of all money received and disbursed as authorized by the organization.
2. Shall be responsible for collecting all membership dues and maintaining and reporting national financial status.
3. Shall be responsible for collaborating with the President to prepare the chapter budget which must be approved by the Executive Board.

G. Corresponding Secretary

1. Shall act as the contact for all courtesy correspondence on behalf of the chapter.

2. In charge of posting and keeping up to date all social media.
3. In charge of updating and maintaining the website.

H. Parliamentarian

1. Shall oversee the chapter's adherence to Robert's Rules of Order in all official Cardinal Key meetings.
2. Shall be responsible for maintaining and running voting.
3. Shall be responsible for revising chapter Bylaws annually.
4. Shall assess and implement risk management in Cardinal Key.
5. Shall ensure that the Eugene Fair Chapter Bylaws align with the National Cardinal Key Constitution.

I. JDRFI

1. Shall strive to promote Juvenile Diabetes education to the chapter, campus and community.
2. Shall plan and organize at least one fundraiser per semester, with all proceeds going to JDRFI.
3. Shall strive to raise a minimum of \$250 per year for JDRFI.

J. Social Chair

1. Shall be the primary contact for official Cardinal Key social events.
2. Shall plan, enlist help, and oversee all social events.

VII. Election Procedures

A. Nominations

1. Nominations shall be opened at least one week prior to elections.
2. Nominations may be made and accepted the night of elections.

B. Elections Chairs

1. Two elections chairs shall be randomly selected at least one week prior to elections to serve as moderators for those elections only.

2. These positions shall be filled by unbiased members who have volunteered for the position.

C. Duties of the office for election shall be read aloud from the By-Laws by the elections chair after the candidates for that office have left the room, but before the candidate speeches begin.

D. Candidate Speeches

1. Each candidate running for a position shall give a two-minute speech to the chapter, followed by a two-minute question and answer session with the chapter.

2. After the question and answer session, the candidate shall leave the room and discussion over that candidate will commence.

E. Officers shall be elected each spring near the end of each academic year by secret ballot, the votes from which will be counted by the elections chairs.

F. Candidates shall be selected by a majority vote of the active members present. There must be $\frac{2}{3}$ of active members present.

G. The order that officers shall be elected is as follows: President, Vice President, Service Chair, Social Chair, Recording Secretary, Treasurer, Corresponding Secretary, Parliamentarian, and JDRFI.

H. Any candidate not elected to the position she/they originally sought has the option of running for any remaining position, retaining all procedural rights as set forth in VII.D.

I. A new member from the spring semester may not run for the office of President or Vice President during that spring's elections. The remaining positions are open to any member who will be active the following year.

J. The Cardinal Key currently holding the office up for election may not participate in discussion on that office.

VIII. Terms of Office

A. Officers shall serve full academic terms, unless approved prior to yearly elections by the President and executive board.

B. Officers shall officially assume their positions at the beginning of the fall semester.

IX. Procedures for filling vacated offices

A. Special elections are held in the case of a vacated office.

B. Nominations shall be made.

C. Voting shall follow procedure stated in Article II C.

X. Procedures for Removal of Officers

A. The President or advisor can initiate the removal of an officer.

B. Removal of an officer demands a vote of at least 75% of Cardinal Key members.

XI. Appeal Policy

A. Appeals shall be submitted to the advisor and then brought to the executive board.

B. Appeals shall follow appeals procedure to be determined by the executive board.

D. Passed appeals will be effective immediately.

XII. Event Space Issues

A. The President shall assess space issues and gather an estimate of attendance prior to events other than meetings to ensure safety and allotted room for activities

XIII. Risk Management Procedures

A. President and Vice President shall assess and implement risk management in Cardinal Key

B. If necessary, the President shall review and assess Cardinal Key event plans with the executive board and Faculty Advisor prior to their occurrence

C. Members shall immediately inform Faculty Advisor, President or Vice President, and Parliamentarian if any risk within Cardinal Key may arise.

XIV. Anti- Hazing

A. The Eugene Fair Chapter of Cardinal Key fully understands and will abide by the anti-hazing policy as set forth in the Student Conduct Code of Truman State University 8.050. Expectations for Student Organization Conduct Section 14: Abusive affiliation.

B. If a violation of the Student Code of Conduct or Title IX occurs, The Eugene Fair Chapter of Cardinal Key is responsible for reporting the information to the appropriate office.

XV. Dissolution of Cardinal Key

A. Finances

1. In the event of the dissolution of Cardinal Key, all funds will be donated to JDRFI.
2. Any remaining funds cannot be distributed among remaining organization individual members.