

PHI ALPHA SOCIAL WORK HONOR SOCIETY

**Cleveland State University
326 Chester Building
Cleveland, OH 44114**



Purposes:

The purposes of Phi Alpha Honor Society are to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.

National Qualifications for Membership:

An undergraduate student is eligible for membership after achieving the following requirements:

- Declared social work as a major
- Achieved sophomore status
- Achieved an overall grade point average of 3.0 (on a 4.0 scale)
- Achieved a 3.5 grade point average in required social work courses

A graduate student (CSU/UA joint MSW Program) is eligible for membership after achieving the following requirements:

- Completed nine hours of course work
- Achieved a 3.5 grade point average

Phi Alpha National Honor Society Delta Zeta chapter was established at the Cleveland State University in 1993. During the past few years, it has become one of the most active chapters in the nation.

More Information, Contact Dr. Murali Nair, Faculty Advisor at 216-687-4570 or

e-mail:m.nair@csuohio.edu

PHI ALPHA CONSTITUTION

Article I: Name

The name of this organization shall be the Cleveland State University *The Delta Zeta chapter of Phi Alpha National Social Work Honor Society*, herein after referred to as the Social Work Honor Society.

Article II. Purpose

Section 1: The purpose of this chapter of *Phi Alpha* shall be:

- To recognize and promote scholastic achievement among students and faculty involved in the undergraduate social work program at Cleveland State University
- To recognize, improve and further the goals of social work in the community, state, nation and world
- To stimulate interest in preparation for a career in social work
- To encourage continued study and research at the undergraduate level, the graduate level, and in professional practice
- To recognize those professional social workers whose service, contributions and leadership are held in esteem

Section 2: The Social Work Honor Society shall coordinate and promote programs and fundraising events, which are of support to the goals of the organization.

Article III: Membership

Section 1: Membership in the Social Work Honor Society at the Cleveland State University shall be open to any and all social work students and faculty at Cleveland State University. Any undergraduate social work student at Cleveland State University who meets the qualifications set forth by the National Office (3.00 overall GPA and 3.25 GPA in social work) shall be eligible for active membership. Once a student graduates or ceases to be a student at the University, his/her active membership in the social work honor society shall cease.

Section 3: Any members may be removed from membership for violation of the purpose of the organization by a two-thirds vote of the membership. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer charges. Voting for removal is to be done

by secret ballot within four weeks of the meeting. The member in question must be notified immediately of the outcome of the vote.

Section 4: It shall be the policy of the Social Work Honor Society at Cleveland State University that there shall be no form or type of discrimination in the Social Work Honor Society, whether it be due to one's race, color, religion, sex, sexual orientation, national origin, ancestry, age, handicap or veteran's status.

Section 5: With membership in the Social Work Honor Society shall come full floor and voting privileges on any and all items of social work honor society business, including resolutions, items of legislation, bylaws, and elections.

Article IV: Officers

Section 1: The officers shall consist of a President, vice president, secretary, and treasurer. The officers shall be responsible for all administrative duties of the Honor Society.

Section 2: The President shall have the power to establish and maintain operation procedure of the society, call meetings, and answer for all actions of the other officers. The president shall be able to vote in all decisions affecting the honor society.

Section 3: The vice president shall assist the president with all administrative duties and assume those duties in the absence of the president.

Section 4: The secretary shall keep accurate and detailed records of all meetings and affairs, send/transmit all official society correspondence, and coordinate preparation and distribution of society flyers, handouts, and publications.

Section 5: The treasurer shall receive and distribute society funds upon the authorization of the president., in accordance with the financial rules and regulations of the University and the laws of the State of Ohio, and make financial reports at all the Executive committee meetings, and at the regular meetings of the society, and coordinate fund-raising activities.

Section 6: The elected officers shall form the Executive Committee.

Section 7: All elected officers must meet any and all requirements for holding office as stated in the student handbook.

Article V: Elections

Section 1: The President, Vice President, Secretary, and Treasurer shall be elected by the members of the society to serve a term of one year. Annual elections shall be held the first week of December. The officers shall be elected by means of a secret ballot. The term of office for all officers shall begin on the first week of January and end on the same day of the following year.

Section 2: Nominations of candidates for society officer positions shall be from the floor of the meeting by any society member. Nominees for officer positions must be society members.

Section 3: Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those society members present, provided quorum is met.

Section 4: The order of succession shall be: (1) president, (2) vice president, (3) secretary, (4) treasurer.

Section 5: Vacancies occurring in any of the elected offices shall be officially filled at the next regular meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declined to succeed to a vacant office, then an election shall be held to fill the office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as for the normal procedure for elections.

Article VI: Appointments

Section 1: The president shall appoint, with the approval of the Executive Committee, such positions as may contribute to the successful operation of the society.

Article VII: Removal from office

Section 1: Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can be either for failure to carry out the responsibilities of that office, or for actions, which violate the purposes of the organization. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership. Voting for removal from office is to be done by secret ballot.

Article VIII: Meetings

Section 1: General membership meeting shall be held once a year with additional meetings called by the president as needed. Notice of additional meetings must be given to all club members in the most timely manner possible but not less than one week. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new president.

Section 2: The Executive Committee shall meet when called by the president.

Section 3: Official notice of the meeting at which the election of honor society officers will take place must be provided to all society members not less than two weeks prior to such meeting.

Section 4: Quorum shall be defined as fifty percent plus one of total of the active society membership.

Article IX: Funding

Section 1: Dues shall be charged for membership in the society. The amount of dues charged for one time life membership will be determined at the first meeting of the fall quarter. Membership dues are paid before the initiation ceremony and will be collected by the treasurer.

Section 2: The society, as it deems necessary, will undertake fundraisers for its own purposes. All fund raising shall be in accordance with the University policies.

Article X: Amendments

Section 1: This Constitution may be amended by a majority vote of the Executive Committee and upon ratification by a two-thirds (2/3) vote of the active chapter membership. Once ratified, it must be submitted to the Student Life Committee of the CSU Faculty Senate for their approval.

Section 2: Any active member of the chapter may propose amendments to the Executive Committee.

Article XI: Jurisdiction

Section 3: The Phi Alpha Honor Society is subject, as a recognized/registered student organization, to the rules, regulations, and policies of the Cleveland State University and the laws of the State of Ohio. The rules, regulations, and policies of the Cleveland State University shall hold precedence over any and all rules, regulations, and policies applying to the Phi Alpha Honor Society, including those of national organizations with which the Phi Alpha Honor Society is associated.

PHI ALPHA BY-LAWS

Effective Date: February 18, 1993

Phi Alpha National Social Work Honor Society

Cleveland State University

326 Chester Building

Cleveland, OH 44114

CHAPTER I: OFFICERS OF THE EXECUTIVE COMMITTEE

- Section 1: The officers of the organization shall consist of a *President*, *Vice President* and *Secretary-Treasurer* to be elected by a majority vote of the active chapter membership.
- Section 2: The *President* shall preside at meetings of the chapter; appoint such committees as may be provided for by **Chapter Constitution** or **By-laws** or by vote of the chapter; call special meetings of the chapter; be responsible for all chapter reports; and, generally, promote the welfare of the society and this chapter.
- Section 3: The *Vice-President* shall perform all duties of the president in the latter's absence or disability, shall perform the duties of ritual chairperson, and any other duties assigned by the president.
- Section 4: The duties of the *Secretary-Treasurer* shall be as follows:
- a. Forward to the national officer:
 - (1) the national initiation fee for each active and honorary initiate prior to his/her acceptance into membership.
 - (2) A report certified by the faculty advisor covering the chapter year not later than June 30th. The report is to include financial statements, and a list detailing the dates of the meetings held during the year.
 - b. Fulfill, generally, such additional duties as may be required by the *Executive Council* or by the **Chapter Constitution**, the **By-laws**, **Resolutions**, or vote of the chapter.
- Section 5: A faculty member in the social work program shall serve as the *Faculty Advisor*.

CHAPTER II: ORGANIZATION and PROCEDURE

- Section 1: The *Executive Council* shall consist of the **president**, **vice president**, **secretary-treasurer**, **chairpersons** of the standing committee and the faculty advisor.
- Section 2: The chapter will meet in official sessions at least once each academic year.
- Section 3: *Standing Committees* may be appointed by the president with the approval of the executive council.
- Section 4: *Special Committees* may be appointed by the **president** when necessity requires such action.
- Section 5: The chapter year shall begin on July 1st and end on June 30th of the next year.

- Section 6: The chapter will maintain adequate and accurate records of its membership, activities and finances. Such records will be kept in such a way as to serve as a permanent and historical record.
- Section 7: Qualified persons may be inducted into membership any time of the year.
- Section 8: Election of officers will be held during the winter quarter of each year.

CHAPTER III: MEMBERSHIP

- Section 1: A student is eligible for active membership when he/she has:
- a. admitted to social work as a major,
 - b. achieved sophomore status,
 - c. completed nine (9) hours in required social work courses
 - d. achieved an overall grade point average of 3.0, and
 - e. achieved a 3.25 grade point average in major courses (based on a 4.0 scale).
- Section 2: A *Faculty Member* is eligible for membership when he/she has been nominated by the executive council with the approval of the general membership. **Only one** faculty member per year may be admitted into membership.
- Section 3: The *Executive Council* with the approval of the general membership, may nominate for membership one individual per year who has made an outstanding contribution to the field of social work.
- Section 4: All persons proposed for membership by the **Executive Committee** shall be elected to membership after a vote by secret ballot of all members present showing a three-quarters majority.
- Section 5: **Any member may be expelled** from membership for reasons of academic or personal conduct unbecoming a student of social work, by a three-fourths vote of the chapter, after a thorough investigation has been made by the **Executive Council**. Dishonorable dismissal from the university shall be considered cause for automatic recommendation for expulsion.

CHAPTER IV: DUES

- Section 1: The initiation fee shall be of sufficient amount to include the following:
- a. the initiation fee required by the National Society.
 - b. the initiation fee required by the local chapter.
- Section 2: Yearly chapter dues, if any, shall be established in accordance with chapter needs by action of the **Executive Committee** and with two-thirds (2/3) vote of the general membership.
- Section 3: Special fees, assessments, fines and penalties may be levied by the **Executive Council** and two-thirds (2/3) vote of the general membership.



PHI ALPHA NATIONAL SOCIAL WORK HONOR SOCIETY INITIATION CEREMONY

Secretary Madam President, I have the honor of presenting to you the following candidates who have earned membership in Phi Alpha Honor Society.

PLEASE STAND WHEN YOUR NAME IS READ

(Secretary reads the names of the candidates)

Secretary These candidates have been examined and found qualified for membership under our Constitution. They have been elected by this society on the basis of their scholarly achievement and interest in social work.

President I congratulate you and welcome you into **DELTA ZETA CHAPTER of Phi Alpha Honor Society** here at Cleveland State University.

The highest honor that one can receive in Social Work here at **Cleveland State University** is being extended to you now, because you are a proven candidate for initiation and have met all the requirements of our organization.

We have chosen to call this Society **Phi Alpha**, which means, “*love of person*”, and we have adopted the colors blue and gold.

You have been selected by the local chapter to become members of the National Social Work Honor Society because you have shown an interest in the profession of social work; you have attained academic excellence not only in social work education, but also in all other academic areas, and we believe you are dedicated to the idea of service to humanity. You have also demonstrated a commitment to the standards, ethics, and goals of the social work profession.

President: You have chosen and are now about to be given the charge and purposes of **Phi Alpha Honor Society**. If you agree to these charges and purposes, please answer, “*I Do*” after they have been read to you.

Do you agree to recognize and encourage scholastic achievement among the students who are majoring in Social Work?

Initiates: (Answers) “I do” (all candidates respond)

President: Do you agree to improve and further the goals and objectives of Social Work by encouraging objectivity and awareness of current developments and practices in the various fields of social work?

Initiates: (Answers) "I do" (all candidates respond)

President Now that I (initiates give his/her name) - **please say your name-** have become an active member of **Phi Alpha Honor Society**, I will uphold its dignity and promote its goals and high ideals as a student, as well as in professional life. I will actively participate in meetings and chapter projects and endeavor to maintain a high scholastic average.

Secretary Congratulations on your newly acquired membership. May you encourage its growth through continued association and assistance, and may you also uphold the charges and purposes to which you have just agreed.

President Fellow officers, faculty and the distinguished guests, I present to you the newest members of the Phi Alpha National Social Work Honor Society.

PLEASE BE SEATED