

**BY-LAWS OF LAMBDA CHAPTER
BETA PHI MU
APPROVED MAY 10, 1968
REVISED March 1, 2022**

Article I—Name

This chapter shall be known as the Lambda Chapter of Beta Phi Mu organized at the School of Library and Information Studies, University of Oklahoma.

Article II—Purpose

The purposes of this Chapter are those of Beta Phi Mu, “to recognize high scholarship in the study of librarianship and to sponsor appropriate professional and scholarly projects”.

Article III—Membership

Section 1. The requirements for membership in Beta Phi Mu, Lambda Chapter, are those described in Article III of the Constitution of Beta Phi Mu.

Section 2. Any member of Beta Phi Mu may affiliate with Lambda Chapter.

Article IV—Executive Council

Section 1. The Executive Council shall consist of the President, Vice-President, Secretary, Treasurer, Public Relations Chair, the immediate Past-President, and the Faculty Sponsor. The President shall act as the Chairman of the Council.

Section 2. Between meetings of the Chapter, the affairs of the Chapter shall be conducted by the Executive Council.

Section 3. Meetings of the Executive Council shall be held at least once during each year at the call of the President or on written request of at least three (3) members of the Council. A majority of the members present and voting at any meeting duly called shall constitute a quorum.

Section 4. The voting members of the Executive Board shall be President, Vice-President, Secretary, Treasurer, Public Relations Chair, the immediate Past-President, and the Faculty Sponsor.

Article V—Officers

Section 1. Number—The officers of Lambda Chapter shall consist of a President, Past President, Vice-President, Secretary, Treasurer, and Public Relations Chair.

Section 2. Duties and Terms of Office:

- a) The President shall perform the customary duties of the office. Upon retiring, they shall automatically have the position of Past-President during the incumbency of their successor in office and shall have all the privileges pertaining to membership in the Executive Council.
- b) The Vice-President shall be the President-Elect and shall perform the customary duties of the office. They shall be elected for three (3) years, serving one year each as Vice-President, President, and Past President.
- c) The Secretary shall perform the customary duties of the office as outlined in the Chapter records. They shall be elected for a term of two (2) years and be elected in odd-numbered years.
- d) The Treasurer shall perform the customary duties of the office as outlined in the Chapter records. They shall be elected for a term of two (2) years and be elected in even-numbered years.
- e) The Public Relations Chair shall perform the customary duties of the office as outlined in the Chapter records. They shall be elected for a term of two (2) years and be elected in even-numbered years.
- f) The Past President shall perform the customary duties of the office as outlined in the Chapter records. They shall serve the final year of a three (3) year term.
- g) The Faculty Sponsor shall be approved by the Director of the School of Library and Information Studies, University of Oklahoma and appointed by the Executive Council. The Faculty Sponsor must hold membership or be eligible for membership in the Fraternity. They shall serve a three (3) year term, renewable at the pleasure of the Board.

Section 3. Election Procedure. Nominations shall be solicited by the Vice President. The Vice President shall prepare a slate of officers listing one or more candidates for each vacancy. The prepared ballots shall be distributed to those members who are on the active list at the same time the announcement is made for the annual spring meeting. Officers shall be elected by a majority vote of those voting and shall assume office on June 1. The Executive Committee will announce the newly elected officers at the spring meeting. In case of a vacancy in any office, the Council shall have the power to fill it for the remainder of the unexpired term.

Article VI—Dues

Section 1. The initiation fee shall be set by Beta Phi Mu. Each initiate shall pay a portion of initiation fee to the Treasurer of the Chapter. The Chapter shall pay a portion of the initiation fees based on the availability of funds.

Section 2. Each active member shall pay annual dues to the Treasurer of the Chapter.

Article VII—Meetings

Section 1. There shall be an annual chapter meeting, usually held in the spring. Notice of the meeting shall be sent not less than fifteen (15) days prior to the date of the meeting to all members.

Section 2. The President may call a special chapter meeting by their own motion upon the request of the Executive Council or upon written request of six (6) members of the Chapter, stating the purpose thereof. At least seven (7) days written notice of all special meetings shall be given, stating the purpose thereof.

Section 3. Robert's Rules of Order, revised, shall govern all deliberations.

Section 4. A quorum for the transaction of business shall consist of the members present at the duly authorized meeting of this Chapter.

Article VIII—Amendments

These By-Laws may be amended by a majority of respondents to a distributed ballot detailing the proposed amendment(s).

Article IX—Office Responsibilities

Section 1. The chapter will keep a separate policies and procedures document that details specific responsibilities of each officer. This document and changes will be approved by a majority of the executive council and will be reviewed/updated every two (2) years.