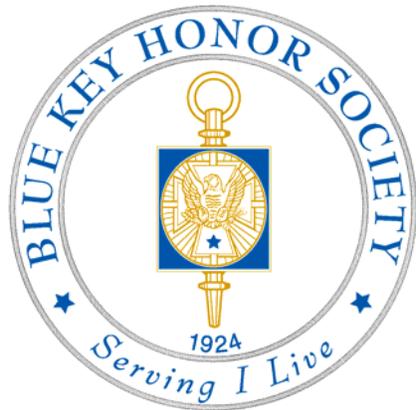


BLUE KEY HONOR SOCIETY

CONSTITUTION



“Serving I Live”

Established 1924

BLUE KEY HONOR SOCIETY
Blue Key National Office

101 College Drive, Station 61
Livingston, Alabama 35470
www.bluekey.org

BLUE KEY HONOR SOCIETY CONSTITUTION

PREAMBLE

Blue Key Honor Society is a premier honor society that recognizes college students at senior institutions of higher education for all-around excellence in scholarship, leadership, and service. Blue Key is unique in its recognition of that special balance among these three performance spheres. Blue Key Honor Society values and promotes the highest ideals of individual character addressed by these three areas.

This Constitution ordains and establishes for Blue Key Honor Society the guidelines and procedures to enable individual collegiate chapters, through an organized effort, to recognize the accomplishments of exceptional student leaders at colleges and universities.

IDENTITY

Blue Key Honor Society is a general honor society that bases its eligibility on all-around leadership in student life, high scholastic achievement, service to others, citizenship, and an adherence to principles of faith. Blue Key Honor Society is unique in that it recognizes upper-classmen at colleges and universities throughout the nation for an exemplary and balanced record of achievement inside and outside the classroom. The organization celebrates and honors the many accomplishments of its membership. The special qualities of Blue Key members as they model service to others include intellectual curiosity with a desire to acquire knowledge, modeling a significant pattern of leadership which contributes to the institution's student and campus life, service to the community and citizenship, expressing humility through moral character and integrity, and a strong sense of faith in word and deed.

CRITERIA

Blue Key Honor Society recognizes deserving students who have a demonstrated record of success and excellence in scholarship, leadership, and service. The Society salutes observable meritorious achievement and continued growth, development, and leadership by example. It recognizes the uppermost percentile of students who have a distinguished and balanced record in all areas.

Individuals selected for Blue Key must meet these criteria as outlined below:

1. **Scholarship** - Members must have a distinguished achievement in classroom and meritorious activity that recognizes significant contributions to the advancement of knowledge, learning and scholarly performance. The member must have an ambition for intellectual attainment and development. The grade point average must place them in the top 1/3 of peers at the institution.
2. **Leadership** - Members must have a distinguished record of leadership and achievement in student organizations, student life, professional associations, or

institutional organizations that promote community service, life skills, professional development, or institutional advancement.

3. Service - Members must have a distinguished pattern of service to others, to campus life, or to the greater community. The individual must have a strong desire to serve others and improve the welfare others in society.
4. Character and Integrity - Members must have a distinguished pattern of honesty and trustworthiness in personal behavior. They shall be reputable among peers as well as institutional and community leaders. Moral character, spiritual principles, and beliefs mark the individual as a person of faith and adherence to moral convictions.

FOUNDING AND HISTORY

Founder, Major Bert Claire Riley, noted that Blue Key, formerly known as Blue Key National Honor Fraternity, evolved from a faith in the sincerity and ability of college students. In the fall of 1924 at the University of Florida, he built the foundation for an honor fraternity dedicated to service. He believed that worthwhile progress should be accomplished through the orderly process of evolution and not revolution. He believed that students are willing to accept responsibility, cooperate with faculty and fellow students to create lofty ideas and attitudes, and improve student life and welfare that benefits the institution, the community, and the nation. Members support and defend the Constitution of the United States of America and abide by the principles of good citizenship. Support for the constitution is further enhanced by support for the family and religious institutions of society. Blue Key started with twenty-five outstanding student leaders, who by election or attainment, held places of prominence and confidence in the student body.

STANDARDS

Blue Key strives for high standards while recognizing excellence in leadership, scholarship, and service on college campuses. Blue Key, as an organization, couples action with principle and provides role models among collegiate honor societies by marshaling students with exemplary scholarly skills, leadership skills, and the highest standards of moral character and citizenship. Blue Key members express leadership through the engagement in service activities that enhance the welfare and reputation of the institution and greater community. Blue Key shall represent the top one percent of students at the institution who manifest a combination of all selection criteria.

SERVICE

To foster the concept that it is a desirable goal to express one's own life and character in what one is able to accomplish for others expressed in the Blue Key motto, "Serving, I live."

FUNCTION

Blue Key fosters strengthened relationships among students, faculty, and college or university administration and staff. Blue Key recognizes that student organizations are a vital part of college life, personal experience, and learning. Blue Key brings together a cross-section of students and recognizes their contribution to an enriched college experience for all.

As amended by the Biennial Conventions of 1934, 1936, 1938, 1940, 1946, 1948, 1954, 1956, 1962, 1964, 1966, 1968, 1970, 1973, 1975, and 1978. Revised by Board of Directors and approved by the Blue Key Council on July 1, 2001. Revised February 7, 2003.

BLUE KEY HONOR SOCIETY

CONSTITUTION

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CONSTITUTION

ARTICLE I - NAME

- Section 1. Name. The official name of this organization shall be Blue Key Honor Society.
- Section 2. Charter. Major Bert C. Riley founded Blue Key National Honor Fraternity at the University of Florida in Gainesville, Florida, USA, in 1924. Blue Key was renamed Blue Key International Honor Fraternity on July 1, 2001. The name was changed to Blue Key Honor Society on February 7, 2003 to reflect its current membership and purpose.
- Section 3. Identification. Blue Key Honor Society is the name used to identify the total organization. The words, Blue Key, in this document shall refer to Blue Key Honor Society. For convenience, the operant terminology may be Blue Key or Blue Key Honor Society for financial transactions and communication.

ARTICLE II - PURPOSE AND ORGANIZATION

- Section 1. Purpose. Blue Key Honor Society is a premier honor society that recognizes primarily juniors and seniors for all-around scholarship, leadership, and service excellence at baccalaureate degree granting institutions. Blue Key recognizes students in any major course of study.
- Section 2. Selection Criteria. Blue Key recognizes well-rounded student leaders for meritorious achievement in scholarship, outstanding leadership, exemplary service to others, the highest standards of moral character and integrity, and contribution to the institution and community through citizenship. Blue Key recognizes the uppermost percentile of students who have a distinguished and balanced record in all areas.
- Section 3. Incorporation. Blue Key is a nonprofit organization, incorporated under the laws of the State of South Carolina.
- Section 4. Organization. Blue Key's Board of Directors must ensure the continued incorporation, operation, and life of Blue Key and affiliated chapters as viable, nonprofit, honorary organizations.
- Section 5. Board of Directors. Blue Key's Board of Directors assumes responsibility for the organizational welfare, structure and functioning of Blue Key and its affiliated chapters. The Board of Directors must take remedial and

constructive action in an expeditious manner. The Blue Key Executive Director serves in an administrative capacity and fulfills the Board's policies and charges.

- Section 6. Blue Key Headquarters. Blue Key Headquarters is located in close proximity to the Blue Key Executive Director's legal residence. The office may be located at the host institution or at some other publicly identified address.
- Section 7. Blue Key Motto. The motto of Blue Key is "Serving, I live." This is translated from the ancient Greek words: A ZU YIIHPETON (pronounced Zoo-Yie-Pe-Ton). This statement may be interpreted to mean, "I express my own life, talents, and character in what I am able to accomplish for the well-being of my institution, my community, and my fellow man (human)."
- Section 8. Membership Structure. Blue Key shall be composed of the Executive Director, a Board of Directors and the Blue Key Council. All officers, directors, and representatives to the Blue Key Council shall be registered life members of Blue Key. Membership in Blue Key is a life membership.
- Section 9. Official Code. The official code for Blue Key governance, management, and fiduciary responsibility as a nonprofit organization shall consist of the Blue Key Honor Society Constitution.

ARTICLE III - INSIGNIA

- Section 1. Description. The official insignia of the Society shall be the key. The official Blue Key is an oblong Waldemar key-charm. On the smooth surface appears an oval with raised border. Within the oval is a cross. Superimposed on the cross is a spread eagle. Below the eagle on the lower point of the cross is a star. All of these symbols are in gold relief. Outside of the oval in which these symbols appear, the key is brilliant azure blue French enamel.
- Section 2. Colors. The official colors of Blue Key shall be azure blue and gold.
- Section 3. Official Seal. The official seal of the Society shall have the Blue Key emblem as its basis with founding date and circle design with the words, Blue Key Honor Society. The official font is Bernhard ModBT in capital letters for Blue Key Honor Society.
- Section 4. Certificate of Membership. The certificate of membership, or shingle, shall bear the official Blue Key design in color and shall certify that the person whose name appears thereon is a registered member of Blue Key inducted during the fall or spring of the academic calendar.

- Section 5. Official Blue Key Merchandise. Blue Key insignia and jewelry shall be made available to chapters and members through Blue Key Headquarters. The Executive Director shall enter into contracts with vendors to create and manufacture Blue Key merchandise. Members and chapters shall purchase Blue Key jewelry through Blue Key Headquarters. The Executive Director may identify additional merchandise vendors of Blue Key jewelry, insignia, recognition materials, badges, and clothing items.
- Section 6. Wearing Insignia. The key may be worn as a pendant, charm, pin, badge, patch, embroidered item, aluminum, or wooden key.
- Section 7. Good Standing. Purchases of Blue Key merchandise and jewelry and other insignia are restricted to members in good standing.

IV - OATH

- Section 1. The Pledge. In order to carry out all the objects of Blue Key Honor Society as stated in the Preamble to this Constitution, all members shall take the official Blue Key Oath or pledge.
- Section 2. Blue Key Oath. I, _____(full name), accept life membership in the _____ (name of College or University) Chapter of Blue Key Honor Society. I affirm the importance of scholarship, leadership, and service to others. I subscribe to the Blue Key motto, ZO HYPERETON. This translates as "Serving, I Live." I abide by principles of citizenship, trustworthiness, integrity, and sincere faith. I support and defend my nation's constitution. I support the institutions that strengthen my nation's democratic ideal. I promise to promote the welfare of my community. I promise to live so as to reflect credit upon _____ (name of college or university). I will maintain the high purpose of Blue Key. I shall accept for membership only individuals worthy of the honor. I shall faithfully discharge the duties of a member of Blue Key Honor Society upon which I now enter. (So help me God.)

Note: ZO HYPERETON is pronounced: zoh ee-pee-reh-tohn with accent on zoh and tohn. ZO is translated as "I Live" and Hypereton as "Serving."
Reference: Anne Groton, Professor of Classics, Chair of Department of Classics, St. Olaf College, MN.

- Section 3. Blue Key Prayer. The prayer attributed to Francis of Assisi shall be adopted as the official prayer of Blue Key Honor Society.

Lord, make me an instrument of Thy peace,

Where there is hatred, let me sow love,
Where there is injury, pardon,
Where there is doubt, faith
Where there is despair, hope,
Where there is darkness, light,
Where there is sadness, joy,

Oh Divine Master, grant that I may not so much seek to be consoled,
as to console,
To be understood, as to understand,
To be loved, as to love,
For it is in giving that we receive,
It is in pardoning that we are pardoned,
And it is in dying that we are born to Eternal Life.

AMEN

- Section 4. Initiation Ceremony. The Blue Key Oath, Blue Key Prayer, and presentation of the elements and meaning of the Blue Key Insignia shall be contained in the initiation or induction ceremony for new members. The process of induction into Blue Key shall be considered a significant and ceremonial event.

ARTICLE V - MEMBERSHIP

- Section 1. Life Membership. Membership and the right to wear the Blue Key shall be for life, unless forfeited as provided in the Constitution.
- Section 2. Classes. There shall be two classes of new memberships: (1) Active and (2) Honorary.
- A. Active Member.
- (1) Definition. Active Membership shall be held by qualified students enrolled full-time and in good standing at any senior collegiate institution with an active Blue Key chapter. Active members are identified as alumni upon graduation.
 - (2) Qualifications. Active Members shall include only students who:
 - (a) Have at least junior standing at the time they participate in the active program of the chapter. Graduate students are also eligible for Active membership. In exceptional cases, where the criteria are met or where there is strong evidence that the student demonstrates potential for meeting all of the criteria, a student may be elected to active membership and participate as an active member in

the semester or term immediately preceding attainment of junior standing.

- (b) Shall be recognized for outstanding scholarship. This means candidates shall have the equivalent of at least a 3.0 grade point average (B average) on a 4.0 system (equivalent grade point). The individual shall have a grade point average that ranks him or her in the upper third of the institution's student body as certified by the Chapter Adviser.
- (c) Shall be recognized for outstanding leadership abilities and record of achievement as judged by peers, faculty, student affairs, or other members of the college environment.
- (d) Shall be recognized for performing outstanding service to student organizations and groups, to the institution, or to the larger community.
- (e) Shall rank in the top percentile of students in terms of the combination of scholarship, leadership, and service among all peers. The individual shall represent the well-rounded scholar and leader exemplifying the motto, "Serving, I Live." It is recognized that extraordinary achievement in two areas of distinction may be sufficient qualification under carefully considered circumstances.
- (f) Shall be a person of good and ethical character who appreciates a spiritual meaning of life.

B. Honorary Member.

- (1) Definition. Honorary Membership may be extended to faculty members, administrators, staff members, alumni, and key supporters of Blue Key or campus life. This is a lifetime designation.
- (2) Criteria. Honorary membership is reserved for individuals who demonstrate unselfish devotion to the best interests of the local institution or Blue Key. Activities shall be judged aside from official capacities or regular duties.

Section 3. Petition for Membership. All nominee petitions for Blue Key membership shall be forwarded to the Blue Key Headquarters for review by the Executive Director. The nominee, chapter president, and chapter advisor shall sign all petitions. Such signatures shall certify that all information submitted for review is correct.

Section 4. Pledging and Initiation. Each chapter shall determine the time, place, and ceremony for pledging and for initiating members, unless otherwise provided by the Constitution. No chapter shall in such ceremony engage

in any act which shall infringe upon the dignity of either the individual or Blue Key. Hazing or other unlawful activity is not permitted during the pledge period or induction ceremony or at any time in association with Blue Key.

- Section 5. Notification. Nomination for membership in Blue Key shall be confirmed and registered with Blue Key Headquarters before such proposed members are inducted as Active or Honorary Members. Honorary membership shall not carry the right to hold office in a collegiate Blue Key Chapter.
- Section 6. Nondiscriminatory Selection. A collegiate chapter shall determine its own system for selecting qualified members without regard to race, gender, creed, color, ethnic origin, age, or disability. The process should be fair and based on criteria specified by the Constitution and the offices and statutes of the institution and state.
- Section 7. Transfer of Membership. A member of Blue Key in one institution, who transfers to another institution, may be considered for membership by members of Blue Key in the institution to which he or she is transferring so long as the member is in good standing with the former chapter. The individual seeking the transfer shall submit a letter of request and petition for membership transfer to the new chapter.
- Section 8. Good Standing. Only active members in good standing shall have the right to vote and hold office.
- Section 9. Membership Rights. The following are member rights and privileges:
- A. A member shall not resign without forfeiting membership and the right to wear the Blue Key emblem.
 - B. Any active member may voluntarily place him or herself on the Chapter's inactive list, thus forfeiting the privilege of voting and holding office.
 - C. Any active member may be placed on the inactive list for failure to comply with the local chapter statutes and requirements for active membership, if such action is ratified by not less than three-fourths of those voting.
 - D. No active member shall be placed involuntarily on the inactive list except after first being given written notice that active membership is in jeopardy along with a statement of reasons explaining such action. The member has the right to request a personal appearance before the members. The member has a right to appeal to university officials or Blue Key Headquarters.
 - E. Any member on the inactive list may be reinstated as an active member at any time by an affirmative vote of three-fourths of

chapter members present and voting.

Section 10. Corrective Actions Regarding Membership.

- A. Probation. Any active member, for failure in performance of duty, or for any other good and sufficient reason, may be put on probation by a vote of two-thirds of the members of the chapter; said period of probation is to be terminated in one of two manners as provided for hereafter;
- B. Reinstatement. The Chapter may by a majority vote reinstate said member, whereupon, the member shall assume all rights, privileges, and emoluments appertaining to good standing.
- C. Suspension. The chapter may, by two-thirds vote, suspend the said member, whereupon such action shall be reported to the Executive Director with a complete report of causes for such action. Thereafter, the Board of Directors shall hear the suspended member, and upon cause being shown, expel said suspended member from Blue Key. Such expulsion shall be final, except that said member, within fifteen days, may enter appeal, whereupon the entire proceedings shall be stated at a special hearing of the Blue Key Council at the succeeding Blue Key Conference. The Blue Key Council shall consider the entire record, with both chapter and member being accorded full hearing, whereupon, by two-thirds vote of said Council, the appeal shall be confirmed, and the member expelled.
- D. Loss of Privileges. Any member who is expelled from an Institution in which a chapter is located, automatically forfeits membership in Blue Key and the right to wear the Blue Key for all time. If reinstated by the Institution, the former member is automatically reinstated to full membership in Blue Key.
- E. Disqualification. Any member whose connection with Blue Key shall be severed through resignation, expulsion, or any other cause, shall forfeit all interests in any funds or other properties belonging to their chapter of Blue Key.

ARTICLE VI – OFFICERS AND BOARD OF DIRECTORS

Section 1. Executive Director. The Executive Director of Blue Key is the chief administrative officer.

- A. Selection. The Blue Key Board of Directors shall select the Blue Key Executive Director.
- B. Term of Service. The Executive Director's term of service shall be arranged by contract for a period of five years or a mutually agreed upon period of time which provides continuity to Blue Key and fulfills Board policies and responsibilities. He or she shall serve at the pleasure of the Board.

- C. Contract Review. The Blue Key Executive Director shall serve on a contract basis with the Board of Directors that shall be reviewed on an annual basis or sooner if circumstances require it.
- D. Blue Key Executive Director. The Blue Key Executive Director shall

perform all duties customarily attached to the office of chief executive.

1. Distribute Blue Key information via newsletter and electronic correspondence.
2. Ensure that members of the Board of Directors and the Blue Key Council visit and inspect collegiate chapters.
3. Receive all monies, to pay the obligations of Blue Key according to the procedures established by the Board of Directors.
4. Keep accurate records of all receipts and disbursements.
5. Furnish to the Treasurer quarterly financial statements on a form acceptable to the Treasurer. Statements, when approved by the Treasurer, shall with such approval, be transmitted to the other members of the Board of Directors.
6. Enter suit for the prosecution of any infringement in the use of the Blue Key insignia on jewelry of other merchandise.
7. Pose immediately upon assuming office and maintain thereafter reasonable and adequate bond.
8. Manage Blue Key newsletters and publications.
9. Provide oversight and guidance of the main Blue Key website.
10. Make such reports as may be required by the Board of Directors.
11. Perform any other duties that may be prescribed to the Executive Director by the Board of Directors.
12. Attend the Blue Key Honor Society Conference.

Section 2. Blue Key Officers

- A. The offices are President, Vice-President, Secretary, and Treasurer. The Board of Directors shall elect its officers.
- B. President. It shall be the duty of the President, with the advice and consent of the Board, to be responsible for board management, meeting facilitation, and communication with the Blue Key Executive Director regarding organization policy, programs, operations, finances, and related matters. It shall be the duty of the President, unless delegated to someone else, to preside at Board meetings.
- C. Vice-President. It shall be the duty of the Vice-President to recommend to the Board of Directors policies and procedures for Blue Key's relationships with the chapters; and to assume the

- duties of the President in the President's absence.
- D. Secretary. It shall be the duty of the Secretary to keep the minutes of the meetings of the Board and of the Blue Key business meetings. The Secretary shall preserve all such records.
 - E. Treasurer. It shall be the duty of the Treasurer to be responsible for the proper management and policy guidelines of the budget in accordance with the regulations of the Board. The Treasurer shall have published for public review at the annual conference or at the end of each fiscal year a financial statement of all receipts and disbursements during said fiscal year. The Treasurer shall review and distribute a financial report to the Blue Key at the annual business meeting. This report shall be attested to by a certified public accountant.
 - F. Director. It shall be the duty of Directors to serve as chairs or members of Board's standing or ad hoc committees.

Section 3. Board of Directors Membership. There shall be a seven-member Board of Directors:

- A. Four directors, serving as Blue Key Officers, shall serve four-year terms. These directors shall be advisors of chapters in good standing and shall hold life membership in Blue Key.
- B. Three directors shall serve two-year terms. These directors shall be selected from the life membership of Blue Key, to include active, honorary and alumni members. These directors shall not be chapter advisors. These directors shall be directors at-large.

Section 4. Selection of Board

- A. Nominations. A Nominations Committee appointed by the current board shall identify candidates and prepare the ballot.
- B. Election of Board. The Blue Key Council shall elect the members of the Board of Directors. Each of the two Council representatives per institution has one vote per vacancy on the Board.

Section 5. Responsibilities.

The Board of Directors shall determine policy. It shall provide oversight to membership services and operations, organizational and policy, management, resource management, chapter recruitment, marketing, program development, education, budget and financial management, communications, newsletters, websites, awards and recognitions, and related responsibilities.

Section 6. Terms of Service

- A. Limitations. No director shall serve more than two consecutive terms. A former director shall be eligible for election no less than one year after the completion of a second consecutive term.

- B. Staggered Terms. The Nominating Committee shall observe the need for a rotation system on the Board to ensure continuity of Board experience. The committee shall establish and maintain Board continuity as resignations and other circumstances affect Board membership and experience. Term lengths may be adjusted by having new members serve unfilled terms of departed members. The preferred situation is to have an election of two to three Board members each year.

Section 7. Vacancies and Removal from Office

- A. Unexpected Vacancy in the Executive Director Position. The President shall serve as interim Blue Key Executive Director until the Board is able to fill the position with a replacement.
- B. Vacancy Affecting the President. The Vice-President shall serve as interim President if a vacancy occurs. This situation would take place only if the President in the role of chair of the board is not able to fulfill the duties of chair or complete a term of office. A vacancy caused by circumstances other than completion of a term of office shall be filled by in a practical and expedient manner to ensure the successful operation of Blue Key.
- C. Removal From Office. Any member of the Board of Directors may be removed, for cause, by the unanimous vote of the other Directors in a called meeting of the Board. Reasons for removal require documentation of failure to comply with legal statutes of the land and the principles and guidelines outlined in the Blue Key Constitution.

Section 8. General Duties of the Board of Directors. These actions are Board actions.

- A. Policies and Standards. Determine Blue Key policies with regard to Blue Key purpose, standards, operations, and fiduciary responsibilities.
- B. New Chapters. Consider and review all applications for chapter formation.
- C. Good Standing. Determine the good standing of chapters and members of Blue Key in accordance with its Constitution.
- D. Probation. Requisition probation for a period of three months any collegiate or alumni chapter, for good and sufficient cause, upon a majority vote of the Board. If the chapter fails to meet Board probation standards to be placed in good standing the Board shall suspend said chapter. After suspension the chapter may immediately require the Board to submit a ballot, together with its brief of facts, to the Blue Key Council. The Council may, by two-thirds vote, sustain the action of the Board. The suspended chapter may, however, present its brief of facts to the Blue Key

- Council at the next Blue Key Convention. At that time, the Blue Key Council may, by two-thirds vote, reinstate said chapter.
- E. Ceremonies. Chapters shall observe ceremonies to be used during key formal occasions. The three primary ceremonies are the New Member Reception Ceremony, the Initiation Ceremony and the Induction Ceremony for New Officers.
 - F. Commemorative Days. Designate the dates and the manners of observance of special days or occasions significant in the history and life of Blue Key.
 - G. Budget. Prepare and supervise the budget in keeping with the income of Blue Key.
 - H. Registration Fee Collection. Collect the new member registration fee from local chapters.
 - I. Funds Management. Accept, handle, invest, and administer funds of any kind, from whatever source received, whether from membership fees or dues, gifts, endowments, bequests, or receipts of any nature; provided such expenditures or investments are made on properties of materials to be used by and for the benefit of Blue Key.
 - J. Contracts. Execute contracts for the protection of and benefit to the interests of Blue Key.

Section 9. Incorporation and Fiduciary Responsibility.

- A. Incorporation. Blue Key Honor Society is an incorporated nonprofit organization.
- B. The Board of Directors, for the purposes of maintaining Blue Key's legal status as a nonprofit organization, is registered with the State of South Carolina Office of the Secretary of State.
- C. Fiduciary Responsibility. The Executive Director and seven Board of Directors members assume the fiduciary responsibility of this nonprofit organization. The Board members include the president, vice-president, secretary, treasurer, and three directors.

ARTICLE VII – BLUE KEY COUNCIL

Section 1. Organization. The Blue Key Council represents the interests of all active Blue Key chapters.

Section 2. Purpose. The Blue Key Council shall be a representative body that serves as an advisory and communication link between the Board of Directors including the Executive Director of Blue Key and the membership of active chapters in good standing. The Council shall promote the good interests of Blue Key and give chapters a voice at the international level through two representatives.

- Section 3. Number of Members. The number of members serving on the Blue Key Council shall be double the number of active chapters registered with the Blue Key Headquarters. The Blue Key Council shall be represented by two delegates (representatives) per chapter. It is recommended that one of the delegates be the Chapter Advisor and one be an Active Member. These two individuals representing the chapter shall be referred to as representatives or delegates to the Blue Key Council.
- Section 4. Term Length of Delegates. The Blue Key Council delegates serve at the will of the local Blue Key Chapter.
- Section 5. Blue Key Conference. Both chapter representatives are encouraged to attend the Blue Key Conference and the business meeting held during the Blue Key Conference. This business meeting may be referred to as the Blue Key Convention.

ARTICLE VIII - CHAPTERS

- Section 1. Location. A Blue Key chapter may be established in accordance with the Constitution of Blue Key in any accredited institution of higher learning that offers a baccalaureate degree. Chapters may be established in a country where the academic institution is accredited and in good standing in accordance with the country's appropriate accrediting institutions.
- Section 2. Name. A Blue Key collegiate chapter shall be known in the official records of Blue Key in conjunction with the name of the institution at which it is located. According to the Blue Key register, the chapter name shall reflect the words Blue Key Honor Society. Blue Key remains the operant terminology.
- Section 3. Petition for Charter. A charter for the establishment of a Blue Key chapter may be granted to a petitioning group of at least eight (8) qualified students at any approved college or university by the Board of Directors.
- Section 4. Governance. A chapter shall adopt Blue Key Chapter Constitution. These documents shall comply with the Blue Key Constitution.
- Section 5. Official File. A copy of the chapter Constitution and all amendments shall be sent to Blue Key Headquarters and kept in the permanent file.
- Section 6. Chapter Officers. The proposed officers of a Blue Key chapter shall be: President, Vice President, Secretary, and Treasurer. Additional offices may be created on a need basis. Representative to the Blue Key Council, Alumni Secretary, Corresponding Secretary, Historian, New Member Trainer, Project Director, and other offices may be provided for in the

Chapter Constitution based on local needs and interests.

- Section 7. Proposed Chapter Officer Duties and Responsibilities. Blue Key Chapters may use different terminology and different categories for the assignment of officer responsibilities. The following is a suggested outline of officers and related duties. The office of President is ultimately responsible for chapter management and operation.
- A. President. It shall be the duty of the President to preside at all meetings, uphold the Constitution and rules of the Blue Key, hold in custody all official documents, handle all matters not delegated to other officers or committees, and observe institutional regulations.
 - B. Vice-President. It shall be the duty of the Vice President, in the absence of the President, to perform all duties of the office, and in case of a vacancy, to fill the office of President until an election can be held; to take charge of the instruction of new members; and to coordinate the scheduling and programs of the chapter. The Vice-President may assume responsibility for new member training.
 - C. Secretary. It shall be the duty of the secretary to enter into a durable book a record of the proceedings and roll call of all meetings; to receive, answer, and keep a complete file of all correspondence with Blue Key Headquarters; to supply each pledge with the official individual data blank and to have each blank approved by three faculty members or members of the Administration; to receive from the Treasurer the proper amount of fees to accompany the application; and to send these together to Blue Key Headquarters. It shall be the further duty of the secretary to make regular reports of the activities and works of the chapter, to report the nomination of candidates for membership and to report immediately the names of officers to Blue Key Headquarters as a matter of record. Chapters may choose to separate secretarial duties and identify a Corresponding Secretary, a Recording Secretary, an Alumni Secretary or other related function.
 - D. Treasurer. It shall be the duty of the Treasurer to collect all monies due Blue Key giving receipts as needed, to disburse monies upon the vote of the chapter and with the approval of the business manager or similar financial officer of the institution in which the chapter is located, or the Chapter Adviser, taking receipts therefore; and to keep a proper record of all monies received and disbursed. The chapter finances shall be subject to an audit at the conclusion of the Treasurer's term of office by a committee appointed by the president of the chapter.
 - E. Representative to Blue Key Council. It shall be the duty of the Blue Key Council Member to serve as chapter representative to the Blue Key Council.
 - F. All officers, at the end of their term, shall give custody of chapter

records under their control to the Chapter Adviser or the successor to the office. The Chapter Adviser shall ensure that appropriate records are transmitted. The advisor shall hold in custody the Chapter Registration (Pledge) Book and ensure that it is available at Initiation Ceremonies for new members to sign as part of the initiation process.

Section 8. Election of Officers.

- A. Election Schedule. Election of new officers shall be held prior to the end of the spring semester or term.
- B. Notification of Election. Active members of a chapter shall be given at least two weeks notice of all officer elections.
- C. Quorum. Two-thirds of all active members of a chapter shall constitute a quorum at an election. A vote of the majority of active members present shall be required for the election to an office.

Section 9. Term. The recommended term of office shall be one school year.

Section 10. Installation. Officers shall assume office prior to the end of the spring semester. New officers shall be sworn in at a chapter New Officer Installation Ceremony. Officers shall pledge themselves to perform their duties in accordance with the international and local chapter Constitution.

Section 11. Notification Provided to Blue Key Headquarters.

- A. Notification of New Officers. Upon the installation of new officers, a designated officer shall send names, address, and electronic address to the Blue Key Headquarters to ensure proper and uninterrupted communications between the Blue Key Headquarters and the local chapter. The address shall be updated at the beginning of the new school year, fall term, during which the officers serve.
- B. Representation on Blue Key Council. Each chapter shall designate its advisor and a member or alumni in good standing as a representative and delegate to the Blue Key Council and report such to the Blue Key Headquarters.

Section 12. Communication with Blue Key Headquarters.

- A. Chapter Address. Each chapter shall maintain a permanent address identified by a street or office location in a building to expedite delivery of parcels and correspondence. A post office box address shall be supplemental. The chapter address shall remain on file at Blue Key Headquarters to expedite administrative contact and communication.
- B. Electronic Address. Each chapter shall maintain a permanent electronic address on file at Blue Key Headquarters. Electronic

addresses for key chapter contacts shall include electronic mail (e-mail), telephone number, and facsimile number (fax).

Section 13. Advisor.

- A. Selection Requirements. A chapter adviser shall be elected from the institution's faculty, administration, staff, or alumni. In the case of co-advisors, at least one advisor shall be an employee of the institution hosting the chapter.
- B. Advisor Duties. It shall be the duty of the chapter adviser to insist that the qualifications of the individuals proposed for membership are up to standard before approval. The advisor shall cooperate with Blue Key Headquarters by permitting proposed members to be initiated only after the Blue Key Headquarters has completed registration and printed certificates and membership cards. The advisor shall supervise the chapter operation and standards, ensure proper maintenance of records, and recommend corrective action for non-performance of duty among officers and members.
- C. Term. The advisor's term of office shall be a minimum of two academic years.
- D. Release or Removal of Advisor. The Advisor may be asked to resign the office for just cause prior to the completion of a term by the chapter president with the consent of three-fourths of the active membership. A report of the action shall be forwarded to Blue Key Headquarters if the circumstances affecting the resignation reflect negatively on Blue Key.

Section 14. Meetings.

At least one regular meeting shall be held each month of the school year. Meeting schedules with general agenda items shall be published and distributed to all chapter members.

Section 15. Chapter Finances.

- A. Fees. Each chapter shall pay the Blue Key registration fee for each new active or honorary member, the amount of which shall be determined by the Board of Directors. This fee shall accompany the new member petition to Blue Key Headquarters.
- B. Chapter Dues. Each chapter shall determine the amount of dues and assessments necessary to conduct its business and sustain its programs and operation.
- C. New Chapter Registration Fee. A newly recognized chapter of Blue Key shall pay a chapter registration fee, the amount of which shall be determined by the Board of Directors. This entitles the chapter to a charter officially recognizing the charter date and chapter registration with Blue Key Headquarters.

- Section 16. Good Standing and Optional Status.
- A. Good Standing. Fulfillment of all requirements and regulations of the Constitution shall be considered good standing for any collegiate chapters.
 - B. Inactive Chapters. An inactive chapter may be placed in one of these categories:
 - (1) Chapters presently on probation or have been suspended for failure to abide by the Constitution.
 - (2) Chapters that have petitioned the Board of Directors for inactive status because of their inability to comply with the Constitution and do not want to be subject to dissolution.
 - (3) Chapters that wish to voluntarily disassociate themselves from the International organization. These will surrender their charter and be removed from the rolls and registry of Blue Key.
 - C. Dissolution.
 - (1) Time Requirement. No chapter of Blue Key may petition for disassociation from Blue Key until a period of one year has elapsed since the date of the last election of active members.
 - (2) Petition for Dissolution. In the event of a request for dissolution, there must be a written petition to that effect signed by (1) the president of the chapter, (2) three faculty or alumni members of Blue Key, (3) an administrator of Student Affairs, and (4) the president of the institution with the understanding that the Blue Key Charter must be returned to Blue Key Headquarters.
 - (3) Procedure for Dissolution. The petition for dissolution shall be addressed to the Executive Director who shall review the petition and recommend appropriate action to be taken by the Board of Directors.

ARTICLE IX - VOTING

Section 1. Procedures.
The Board of Directors has administrative control of Blue Key and ensures that International elections are conducted in accordance with the Constitution of By-Laws. The board shall use majority rule to carry on the business of the organization.

Section 2. Representation.
Each chapter shall have two votes in all elections for Members of the Board of Directors and the business of the Blue Key Council. The recommended best practice is for the two delegates to include the Chapter

Advisor and an Active Member. Members of the Board of Directors may participate as voting members and serve as voting delegates on the Blue Key Council. No chapter shall have more than two voting delegates. No proxies are allowed.

Section 3. Schedule.
The members of the Blue Key Council (chapter representatives) have forty-five (45) days to return the ballot to the Blue Key Headquarters from the date of mailing as marked on the ballot. Electronic mail may be used to substitute for mailed ballots.

Section 4. Certification. The Chapter's mail ballot shall be certified with signatures on the outside envelop as the official vote by the chapters' two identified delegates to the Blue Key Council.

ARTICLE X - FINANCES

Section 1. New Member Registration Fees.
Each new member upon registration shall, through the chapter's treasurer, pay a lifetime membership fee to the Blue Key Headquarters. The Board of Directors shall determine fees.

Section 2. Funding for Attendance at Blue Key Conference.
Each chapter shall be responsible for its own expenses associated with its own delegates' attendance at the Blue Key Conference. It is recommended that each chapter establish a special fund to finance chapter participation at the Blue Key Conference.

Section 3. Blue Key Conference Registration Fee.
The Board of Directors shall reserve the right to collect a registration fee to defray the cost of the Blue Key Conference.

Section 4. Non-profit organization.
Blue Key Honor Society is a nonprofit organization. No chapter of Blue Key may operate as a for-profit enterprise. This does not prevent the local chapter from raising funds for the benefit of the chapter, institution, or the community.

Section 5. Revocation.
The Board of Directors may revoke a chapter's charter regarding inappropriate financial matters.

ARTICLE XI - BLUE KEY CONFERENCE

Section 1. Blue Key Conference.

The Blue Key Conference shall be scheduled on a no less than biennial schedule to promote and sustain the purposes of Blue Key. An annual Blue Key conference is desirable. The conference may include new technology that incorporates video-conference or internet links to chapters.

Section 2. Purpose.

The purpose of the Blue Key Conference is to promote leadership development, scholarship, service, organizational development, and the business of Blue Key as an honorary association. The Blue Key Conference is an educational and professional development event. Awards and achievements of outstanding chapters and individuals shall be honored and celebrated at the Blue Key Conference.

Section 3. Business Meeting.

The business of Blue Key will be conducted during the Blue Key Conference in conformity with the Roberts Rules of Order, except where it conflicts with rules of order adopted by Blue Key.

Section 4. Voting.

Two chapter representatives or delegates have voting rights at the business meeting. It is recommended that the Chapter Advisor and a chapter officer serve as chapter voting delegates (representatives with voting rights). It is necessary for the voting delegates to be registered as chapter representatives prior to the business meeting. No proxy votes are accepted. Electronic voting is acceptable.

Section 5. Quorum.

The quorum consists of two-thirds of members of the Blue Key Council present and voting at the annual business meeting. No proxy votes shall be counted.

Section 6. Privilege of the Floor.

Only the two registered delegates from each chapter have the privilege of the floor at the business meeting at the Blue Key Conference. The presiding officer may recognize individuals other than delegates to receive special reports.

Section 7. Resolutions and Motions.

All resolutions presented at the annual business meeting shall be in writing and signed by the members offering them. Unless otherwise disposed of by the chair, they shall be referred without motion to the proper committees that shall make written reports on them. It is suggested that all motions be presented in writing to facilitate understanding.

ARTICLE XII - BY-LAWS

Section 1. Ratification.

This Constitution shall be effective upon ratification by unanimous vote of the Board and Directors and three-fourths of the Blue Key Council at the time of ratification on July 1, 2001. Upon ratification of this Constitution, said document shall become effectively immediately.

Section 2. Non-profit status.

Said ratification shall also constitute approval for the incorporation of the association as a non-profit corporation and filing of application from exemption from taxation under Section 501 of the Internal Revenue Code and the codes of South Carolina.

Section 3. Amendments.

Any change to the Constitution requires a three-fourths vote of the Blue Key Council members present and voting at the annual business meeting or by mail or electronic ballot.

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