

Wartburg College's chapter of Phi Eta Sigma  
Local By-Laws  
UPDATED 11/12/13

1. In order to be eligible for Phi Eta Sigma membership, the student must meet the following criteria: at least a 3.5 GPA, rank in top 20% of their class, and be a full-time student during each term they are enrolled at Wartburg College.

2. Points Requirement:

Each member must earn five points beginning with the year the student is inducted into Phi Eta Sigma and continuing for each academic year that the student is enrolled at Wartburg College (regardless of whether in residence on campus or not, see 6) to be considered an active member and receive honor cords.

- a. Points may be accrued over the span of a member's time in Phi Eta Sigma from the time he/she is inducted to the time he/she graduates, allowing one to retain active member status as long as he/she earns a total of five points per number of academic years in Phi Eta Sigma by the time of his/her graduation, with a minimum of two points and a maximum of ten points obtained per academic year.

3. Earning points:

One point may be earned for each of the following:

- a. Attending a Phi Eta Sigma meeting (including general, executive officer, or committee meetings).
- b. Attending a Phi Eta Sigma social event.
- c. Attending a Phi Eta Sigma service event.
- d. Participating in a Phi Eta Sigma enrichment event, only as a representative for Phi Eta Sigma (student senate, bystander intervention, student organization meetings, etc.) (After attending an enrichment event, a service record/form must be filled out: see 5).
- e. Participating in an outside service event (see 4b).
- f. Point may be earned in any combination of categories above or all in one category. (For example, one student may earn all his points by attending meetings while another student may earn all his points by attending a combination of meetings, service events, and social events, and a third student may earn all his points that year by participating in service)
- g. Points toward honor cords can only be earned during the academic year.
  - i. The academic year marks the beginning of the Phi Eta Sigma academic year, thus the beginning of the academic year marks the start of point collection.
  - ii. Only one exception will be made: if helping with induction, the student may earn one point for assisting the induction chair in the summer months and/or one point for assisting/ushering during the induction event. This point will be applied to the year of the induction in which they served.
- h. Each year, points must be earned and submitted by the final exam period of May term.
  - i. Any discrepancies with points must be brought to the executive team's attention within one month of the point collection deadline (One month from the May term final).

- ii. Exceptions must be discussed with the executive team (see 7); this deadline stands otherwise.

4. Service points:

- a. A minimum of one hour is required to obtain a point.
- b. Service must be done in the name of Phi Eta Sigma; service cannot be in combination with other organizations or service learning projects.
- c. No more than one point may be earned for service per activity per calendar day.
- d. Unless it is a Phi Eta Sigma service event or a Phi Eta Sigma executive officer is present to record attendance/participation, those participating in service must submit a signed service verification form (see attached). This is particularly important if service is completed off campus or abroad.

5. Recording points:

A service record/form for points must be submitted to Phi Eta Sigma Vice President within 10 calendar days of completion of the activity.

- a. When a student studies abroad, he/she is to turn in his/her service records/forms via email OR he/she may wait until his/her return to campus, after which he/she has 10 days to submit his/her physical copies of service records/forms to the Vice President.

6. Special Cases:

- a. When a student graduates in the month of December, he/she is to obtain three points by the last fall term final exam period in which the student is enrolled at Wartburg College (see 3 and 4).
- b. When a student studies abroad (Wartburg West and non-central campus experiences included), the student is still expected to earn points (see 3 and 4).
- c. For both December graduates and students studying abroad, refer to 5a in regards to recording points.
- d. Nursing students, who are not in residence for their fourth year and are considered in all other ways to have graduated, are not responsible for earning points in their fourth year.

7. New inductions:

- a. After the new school year induction, a general meeting will be held for executive elections. This meeting should occur within two weeks after the induction. If necessary (due to a prior commitment for students: convocation, meeting, etc.), the meeting should occur the third week.

8. Resolving disputes:

If any Phi Eta Sigma member has a question or concern about points, he/she should submit that question or concern in writing (hard copy or e-mail) to a member of the Phi Eta Sigma executive board for resolution. The Executive Board will consider the matter and the Vice President or his/her designee will communicate results to the member who submitted the inquiry.