

# PRESIDENTIAL HONORS SOCIETY

## Spring 2011 Membership Guide



**PHS Website: [ualbanyphs.org](http://ualbanyphs.org)**

Co-President: Kelly Jamison – [kj235657@albany.edu](mailto:kj235657@albany.edu)

Co-President: Kate Bennett – [kb187523@albany.edu](mailto:kb187523@albany.edu)

Vice President: Abby Karam – [ak254249@albany.edu](mailto:ak254249@albany.edu)

Secretary: Erica Sabia – [es817128@albany.edu](mailto:es817128@albany.edu)

Treasurer: Matt Russo – [mr775461@albany.edu](mailto:mr775461@albany.edu)

The Presidential Honors Society was founded in 1991 by Kevin McIntyre and Brian Kerr, both juniors at the University at Albany, with the support of Professor Sung Bok Kim, past Dean of Undergraduate Studies. PHS was founded as an opportunity to assemble the best and brightest students at the University. As such, even today the Society's central goal remains the same—community service on campus and within the Albany area. Simultaneously, PHS furthers the academic excellence of its members by providing opportunities for the students to thrive within the academic community on campus. PHS is widely recognized as the largest and most prestigious honor society and community service organization on campus. The majority of our members hold active roles in other campus organizations and distinguish themselves academically through internships, awards and/or research and are regularly featured in UAlbany print and internet publications as outstanding students and members of the campus community.

## Member Requirements

1. All Members: Sign and submit membership contract

2. New Members: Join Listserv to receive PHS e-mails

To add yourself to the PHS listserv send a blank email to: [phs-subscribe-request@listserv.albany.edu](mailto:phs-subscribe-request@listserv.albany.edu).

Returning Members: renew subscription to listserv

3. New Members: Activate membership on website: <http://ualbanyphs.org/join.php>

On the "New Member Activation" page please "log-in" with your UAlbany net-id, and your last name as your password. Once activated you will change your password, and update your member profile. If you have trouble activating your membership please contact a member of the E-board or the webmaster.

*You only have to activate your membership once.* From then on you can log-in to view your PHS records (service hours completed, dues paid, meetings attended) and submit hours for approval by PHS.

4. All Members: Pay dues: \$10 by 3/11 (refer to section on dues for more information)

5. All Members: Complete 15 hours of community service (refer to section on service for more information)

## Spring 2011 PHS Meetings

### Meeting Dates Spring 2011:

2/8 (Tuesday)

3/9 (Wednesday) – starts promptly at 8:00, check-in 7:30-8:00

Location: Lecture Center 5

Collected Items: Canned food

3/24 (Thursday) – starts promptly at 8:00, check-in 7:30-8:00

Location: Lecture Center 25

Collected Items: Sporting good items (ex: baseballs, basketballs, etc.)

5/2 (Monday) – starts promptly at 8:00, check-in 7:30-8:00

Location: Lecture Center 25

Collected Items: Books

*Meeting agenda:* At meetings a list of projects will be distributed. In addition, we will have guest speakers that might talk about their organization and their need for volunteers, or they might speak on a topic that is of interest to members. If there is anyone you would like to see speak at a PHS meeting contact the President to suggest a speaker.

\*\* PHS Meetings are not mandatory, but if a member attends 3 meetings their service requirement will be reduced to 12 hours for the semester. Attendance will be input on the website by the secretary.

\*\* There will be opportunities to receive hours at meetings by donating requested items. This is an incentive for members to attend and credit cannot be given after meetings; however, if unable to attend we still encourage and welcome your donations.

**\*\*The secretary ( Erica Sabia) is the primary contacts for issues regarding meeting attendance – can be contacted at [es817128@albany.edu](mailto:es817128@albany.edu).**

## Dues: \$10 per semester

*What dues go towards:* Dues are the sole source of income for our organization as we do not receive funding from the Student Association. The money is used for projects that PHS organizes, meetings, workshops, and administrative supplies. In addition, we provide each new dues paying member with a PHS t-shirt to wear upon completion of service hours.

Due Date: March 11, 2011

March 12, 2011 – dues increased to \$15

April 12, 2011 – dues increased to \$20

\*\*Can pay at meetings or to Treasurer Matt Russo during his office hours in LC 31, cash or check accepted. A receipt will be provided at time of payment, please hold onto this incase an issue shall arise.

**\*\*The treasurer (Matt Russo) is the primary contact for all issues relating to payment or dues – can be contacted at [mr775461@albany.edu](mailto:mr775461@albany.edu).**

## Community Service: 15 hours per semester

Will be informed of PHS service opportunities through:

1. E-mails
2. Meetings
3. PHS Google Calendar

IF A MEMBER VOLUNTEERS FOR A SERVICE EVENT AND DOES NOT SHOW UP WITHOUT GIVING NOTICE TO PROJECT COORDINATOR AT LEAST 24 HRS. IN ADVANCE, ½ HR. WILL BE DEDUCTED FROM THEIR COMPLETED SERVICE HOURS.

**\*\*ALL COMMUNITY SERVICE HOURS MUST BE SUBMITTED TO THE PHS WEBSITE**

**\*\*If interested in volunteering in a project please e-mail the listed contact. If unsure who to contact, please e-mail Abby Karam (the vice president) at [ak254249@albany.edu](mailto:ak254249@albany.edu) for guidance.**

**\*\*May complete hours through outside organization or another group (club, fraternity, etc.) if not receiving compensation for duties, but please list a contact when submitting hours.**

**\*\* May complete up to half of the hours (7.5) throughout following break.**

**\*\*The vice-president (Abby Karam) is the primary contact for service involvement or opportunities – can be contacted at [ak254249@albany.edu](mailto:ak254249@albany.edu)**

Steps for Submitting Hours:

1. Access PHS website at: [ualbanyphs.org](http://ualbanyphs.org)
2. New members must activate account if they haven't already done so
3. Log into account: option found under 'Members Area' on the left menu
4. Select 'Submit Hours' under the Members Area on the left menu
5. Select a listed project or choose 'Not Listed/Other Project' for outside projects
6. Provide project information AND a description (required for approval, even with listed projects)
7. Check records after a few days to make sure hours were accepted. If not credited within 1 week contact Erica Sabia (secretary) at [es817128@albany.edu](mailto:es817128@albany.edu).

**\*\*Hours received at meetings will be entered by members of the Executive Board.**

**\*\*The secretary (Erica Sabia) is the primary contact for issues regarding hours submission – can be contacted at [cb789336@albany.edu](mailto:cb789336@albany.edu) or [es817128@albany.edu](mailto:es817128@albany.edu)**

### Project Coordinators

(Opportunity for further involvement)

A Project Coordinator is responsible for planning and operating all aspects of a volunteer project.

**\*\*Can create a new service project or be provided with one.**

**\*\*All projects must be approved by a member of E-board, even if the project has been done in the past.**

**\*\*Required 15 community service hours will be waived when one becomes a Project Coordinator.**

**\*\*If interested please contact Abby Karam at [ak254249@albany.edu](mailto:ak254249@albany.edu).**

## Membership Contract: Due March 11<sup>th</sup>, 2011

**All members**, new or returning must sign and submit a membership contract for the Spring 2011 semester. Before this semester there was not a formal way to accept one's membership, therefore in order to reduce member issues **EVERYONE** must complete the contract. By signing the contract members are also agreeing to complete the requirements or face the consequences determined by the e-board.

### **Failing to sign and submit a contract:**

Invitees: Will not be considered a member and can only join in the future if re-invited by meeting GPA requirements

Returning Members: Member will be removed from PHS and web account will be deleted, student will not be allowed to wear cords at graduation regardless of activity

## Spring 2011 Professional Development Series

PHS is teaming up with career services to create programs to foster professional development. There will be monthly seminars addressing etiquette, networking, graduate school, job searching, and beyond.

### Program Dates Spring 2011:

2/17 (Thursday), 7:00 – Resume & Cover Letters

Location: Lecture Center 23

3/14 (Monday), 7:00 – Job/Internship Searching

Location: Lecture Center 2

4/5 (Tuesday), 7:00 – Interviewing

Location: TBD

**\*\*MEMBERS ARE STRONGLY ENCOURAGED TO ATTEND – ½ HR WILL BE GRANTED FOR EACH EVENT ATTENDED WHICH WILL BE SUBTRACTED FROM THE REQUIRED 15 SERVICE HOURS.**

## Spring 2011 Social Events

2/16 (Wednesday) – PHS Meet & Greet 7:30-10:00: Meet other members, refreshments to be provided.

Location: Empire Commons

3/8 (Tuesday) – 8:30 Laser Tag: \$5/game with UAlbany ID, contact the e-board if interested in carpooling

Location: Zero Gravity Laser Tag, 1240 Central Ave

4/30 (Saturday) – Spring Banquet

Location: TBD

## Noncompliance

CONSEQUENCES WILL ARISE IF MEMBERS FAIL TO COMPLETE HOURS AND/OR PAY DUES

**1<sup>st</sup> semester: PROBATION → Must complete unfinished hours during following semester, an additional 5 probation hours, and the required 15 for that semester; or if on probation for dues members must pay the highest amount from the previous semester in addition to the current semester's dues.**

Example:

Fall 2010: 15 required hours

Fall 2010 Completed: 11 hours (4 incomplete hours)

Spring 2011: 15 required hours + 4 incomplete hours (Fall 2010) + 5 probation hours = 26 hours

Example:

Fall 2010: \$10 dues

Fall 2010 Paid: \$0 (dues increased to \$20 with passage of 2 deadlines)

Spring 2011: \$10 (Spring dues, if paid by deadline) + \$20 (Fall 2010 unpaid) = \$30

**2<sup>nd</sup> semester: REMOVAL FROM PHS**

\*\*If removed from PHS, members cannot be readmitted.

\*\*If hours for the year are incomplete and/or dues not paid graduating members will not receive cords.

\*\*Members are exempt from consequences if enrolled in program abroad. Documentation is required and exemption ends with return to the country.

**ANY QUESTIONS CAN BE ANSWERED BY PHS OFFICERS VIA E-MAIL OR AT THEIR OFFICE HOURS (LC 31).**

### OFFICE HOURS

**Monday 11:30-12:30 (Secretary Erica Sabia)**

**Tuesday 11:45-12:45 (Vice President Abby Karam)**

**Wednesday 11:30-12:30 (Co-President Kate Bennett)**

**Wednesday 2:30-3:30 (Treasurer Matt Russo)**

**Friday 11:30-12:30 (Co-President Kelly Jamison)**