Phi Theta Kappa
International Honor Society of the Two-Year College

Constitution & By-Laws
CONSTITUTION

Preamble

That academic excellence among two-year college students may be nurtured; that opportunity may be provided for leadership training; that an intellectual climate may be promoted for an interchange of ideas and ideals; and that scholars may be imbued with desire for continuing education, we dedicate ourselves as fellows of Phi Theta Kappa. Among us membership is a privilege earned by qualifications, honor, and service. In the conduct of our activities, truth shall be our quest, diligence our staff, and achievement our purpose.

Article I. Name of Society
The name of this Society shall be “Phi Theta Kappa.”

Article II. Purpose of Society
The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Article III. Insignia of Society
Section 1. Emblem. The emblem of this Society shall be a golden slab, keyed at the top and bottom. Across the center of the slab is a black enamel band upon which three Greek letters appear, which are the initials of three mystic Greek words symbolizing phonemon (Phi), thuemos (Theta), katharotes (Kappa) and meaning wisdom, aspiration, and purity. Behind the band is a wreath, on the one side composed of oak leaves, and on the other, of laurel. The wreath of oak leaves denotes stability and strength of character, and the curling leaves of laurel signify achievement and success. Above the band is a representation of the head of Athena, Goddess of Learning; in the base appear the mystic Greek letters meaning light, the light of learning and knowledge.

Section 2. Colors. The colors of the Society shall be blue, for scholarship, and gold, for purity.

Section 3. Seal. The official seal of the Society shall be of the same general character as the emblem.

Article IV. Membership in the Society
Section 1. Types of Membership. The Society shall consist of active, provisional, alumni, and honorary members:

A. Active Members. An active member of Phi Theta Kappa shall be a student who has met the requirements for membership in an active chapter of the Society as set forth in Article IV, Section 2, of the Constitution, and who has been duly initiated into the Society; and who maintains the standards required for good standing for active membership.

B. Provisional Members. A provisional member of Phi Theta Kappa shall be a student who, in the opinion of the local chapter, has shown an active interest in the affairs of the Society and who serves the Society in some special capacity, but who does not meet the full requirements for active membership in the Society. A provisional member shall not have the right to vote, hold office, or to represent the chapter at meetings of the Society.

C. Alumni Members. An alumnus member shall be a former member of the Society who terminated active membership in good standing and who was enrolled for at least one year in a two-year college.

NOTE: In this Constitution the word “Alumni” is interpreted as meaning both Alumni and Alumnae.

D. Honorary Members. An honorary member shall be a person who, in the opinion of the Society or of the local chapter, has rendered distinguished service. National*, honorary membership shall be conferred at the discretion of the Executive Committee and local honorary membership shall be conferred at the discretion of the local chapter.

Section 2. Eligibility for Membership. To be eligible for membership in Phi Theta Kappa, a student must:

A. Be enrolled in a two-year college;
B. Have accumulated the number of credit hours used by that college to designate full-time status;
C. Have a grade point average equivalent to not less than a “B”;
D. Have established academic excellence as judged by the faculty;
E. Be of good moral character and shall possess recognized qualities of citizenship.

Section 3. Active Membership. To maintain active
membership, a student, at the end of each academic term (as defined by the college) shall have maintained a grade-point average of not less than a "B" and shall have maintained the standards necessary for membership in the Society.

Section 4. Chapter Requirements for Membership. Each local chapter shall have the prerogative of raising the academic standards required for membership, or of adhering to those set forth in Article IV, Section 3, of the Constitution of the Society.

Section 5. Revocation of Membership. In the event that a member does not meet the requirements for continuing membership in the Society as stated in Article IV, Section 3, of the Constitution, the name of the member shall be removed from the chapter and national membership rolls.

Article V. National Organization

[*In 1991, the organization expanded into Canada and thus became international.]

Section 1. Board of Directors. The Board of Directors shall be composed of: one (1) chapter advisor; one (1) regional coordinator; one (1) student member; one (1) alumnus member; one (1) national honorary member; one (1) two-year college administrator; and the Executive Director.

A. Terms of Office. Each member of the Board of Directors shall serve a three-year term, with the exception of the Executive Director, who will be a permanent member of the Board, and the student member, who will serve a one-year term. A member of the Board of Directors may not serve longer than two successive terms, and if, for any reason, a member of the Board of Directors is unable to complete the full term, the Executive Director, with the consent of the Board, will appoint a qualified person to fill the remainder of the unexpired term.

B. Election of the Board of Directors. Directors shall be chosen by the following procedures:

(1) The chapter advisor shall be elected by the active chapter advisors present at the National Convention.

(2) The regional coordinator shall be elected by the active chapter advisors present at the National Convention.

(3) The student member shall be elected by the Board of Directors from the Executive Committee.

(4) The alumnus member shall be elected by the Executive Committee upon recommendation of the Executive Director.

(5) The honorary member shall be elected by the Executive Committee upon recommendation of the Executive Director.

(6) The two-year college administrator shall be elected by the Executive Committee from recommendations made to the Executive Director by the active chapter advisors of the Society.

(7) The Executive Director is a member of the Board of Directors by virtue of office.

C. Duties of the Board of Directors. The duties of the Board of Directors shall be to determine the policies for the operation of Phi Theta Kappa and to be trustees of all Phi Theta Kappa properties. The duties and responsibilities not specifically delegated by the Constitution to the Executive Committee are vested in the Board of Directors.

Section 2. National Officers. The national officers of Phi Theta Kappa shall be composed of a President and Vice Presidents from each of the designated regions as defined in the By-Laws of Phi Theta Kappa.

A. Terms of Office. Each of the national officers will serve a one-year term.

B. Election to Office. Elections for national officers of Phi Theta Kappa shall be held annually at the National Convention. A simple majority vote of the convention shall be necessary to elect each national officer.

C. Qualifications. Any active member of any active chapter of Phi Theta Kappa shall be eligible for national candidacy.

D. Removal from Office. A national officer may be removed from office if he or she is no longer an active member of an active chapter of Phi Theta Kappa, or if three-fourths (3/4) of the active chapters recommend by petition to the Board of Directors that any such officer be removed.

E. Duties of Officers. The duties of the national officers of Phi Theta Kappa shall be as follows:

(1) The President of Phi Theta Kappa shall (a) preside at the National Convention;
of the following:
(1) To perform all functions specifically designated to the Executive Committee by this Constitution.
(2) To select one of its members to act as President Pro-Tempore, if the President of Phi Theta Kappa is unable to perform the constitutional duties of the office and to assume those duties and responsibilities until the President is again able to discharge them.

Section 4. Executive Director and Staff. The Executive Director is the chief administrative officer of the Society.

A. Election of Executive Director. The Executive Director is elected to that position by the Board of Directors.

B. Term of Office and Compensation. The term of office and salary of the Executive Director shall be determined by the Board of Directors, and the Executive Director shall serve at the pleasure of the Board.

C. Duties of the Executive Director. The duties of the Executive Director shall consist of the following:
(1) To perform all administrative duties of the Society not otherwise delegated.
(2) To collect fees for the Society.
(3) To maintain custody of the funds of the Society.
(4) To supervise Society staff employees.

D. Staff. All national* staff members of Phi Theta Kappa shall be employed by the Board of Directors upon the recommendation of the Executive Director at a rate of compensation set by the Board of Directors. The Executive Director shall have the authority to employ and compensate temporary staff employees as may become necessary for the orderly operation of the Society, but no such employee shall remain in the employment of the Society for over six months without the approval of the Board of Directors.

Section 5. Regional Coordinators. A Regional Coordinator of Phi Theta Kappa shall be an advisor of a local chapter of the Society and shall represent Phi Theta Kappa at regional meetings.

A. Terms of Office. A regional coordinator shall serve a one-year term which is subject to renewal.
B. Election of Regional Coordinators. Regional coordinators are appointed to office by the Executive Committee upon the recommendation of the Executive Director.

C. Duties of Regional Coordinators. The duties of regional coordinators of Phi Theta Kappa shall be:

(1) To work closely with the regional officers in planning and executing programs.
(2) To assist the officers in directing regional activities of the Society.
(3) To correspond and communicate with the National* Headquarters in guiding regional activities of the Society.

Article VI. Local Organizations

Section 1. Local Chapters. The local chapter of Phi Theta Kappa shall be classified as an active chapter, a provisional chapter or an alumni chapter.

A. Active Chapters. An active chapter is one which is fully affiliated with the National* Headquarters of Phi Theta Kappa; has been included on the roll of active chapters by having complied with the necessary requirements; and has been issued a charter.

Charter Procedure

(1) The president of a two-year college should submit a letter of application to the Executive Director.
(2) The applicant should complete forms of application supplied by the National* Headquarters. These require the following information: the name and address of the two-year college applying for membership; a certification of full accreditation; the signature of the president of the two-year college applying for membership; and the signature of at least five members of the student body eligible for membership in Phi Theta Kappa.
(3) The applicant shall pay the charter fee to the National* Headquarters.
(4) The Executive Director, on the direction of the Board of Directors, shall issue the charter.
(5) The new chapter shall submit a list of the names of the charter members as well as those of the officers of the chapter and that of the chapter advisor.

B. Provisional Chapters. A provisional chapter of Phi Theta Kappa is one which meets the same requirements as an active chapter except that the two-year college which sponsors the chapter is only provisionally accredited by educational authorities.

(1) Provisional chapter status results in the granting of a provisional charter; such a charter is in effect for five years.
(2) Transition to active status occurs when a provisional chapter becomes an active chapter at the time the two-year college sponsoring the chapter achieves full accreditation. At this time, the president and advisor of the provisional chapter should inform the National* Headquarters in writing, so that a new charter may be issued.
(3) A provisional charter may be extended for one year, in addition to the five years granted on the issuance of the provisional charter, upon petition of the president of the sponsoring school and the provisional chapter advisor. The petition must state that full accreditation is expected within the year and must document that assertion.
(4) No member of a provisional chapter may serve as a national* officer of Phi Theta Kappa.
(5) A provisional charter of Phi Theta Kappa expires after five years unless the provisional chapter becomes an active chapter. Upon the expiration of the provisional charter, the provisional charter will be removed from the rolls of the Society.

C. Alumni Chapters. An alumni chapter of Phi Theta Kappa is one which is fully affiliated with the National* Headquarters of Phi Theta Kappa; has been included in the roll of alumni chapters by having complied with the requirements necessary to be an alumni chapter; and has been issued an alumni chapter charter.

Procedure for Establishing an Alumni Chapter

(1) The submission of an application for an alumni chapter charter by at least ten members of Phi Theta Kappa, stating the location of the chapter; the submission of a prospectus which assures the permanence of the alumni chapter;
(2) The payment of an alumni chapter charter fee to the National Headquarters;
(3) The submission of a list of proposed members of the alumni chapter; and
(4) The approval by the Board of Directors of the application for alumni chapter charter.

Section 2. Dissolution of Chapters. A chapter of Phi Theta Kappa shall have the right to dissolve the affiliation between itself and Phi Theta Kappa, but upon such dissolution no local chapter will be allowed to continue to use the name, symbols, colors or emblems of Phi Theta Kappa and the chapter will be removed from the rolls of Phi Theta Kappa.

Section 3. Discipline of Local Chapters. The national organization of Phi Theta Kappa shall be responsible for the discipline of local chapters which do not adhere to the Constitution, By-Laws, rules and regulations of the Society.

A. Probation. Any local chapter which refuses to adhere to the Constitution, By-Laws, and policies of the Society shall be placed on probation by a joint action of the Board of Directors and the Executive Committee.

(1) The terms of the probation shall be determined by the Board of Directors, but the probation shall be for not longer than two years.

(2) Any chapter on probation loses its right to vote at the National Convention, and no member of a chapter on probation shall be allowed to hold national office in the Society.

B. Revocation of Charter. In the event that any local chapter shall violate the Constitution, By-Laws, and/or policies of the Society in an open and defiant manner, the charter of the chapter shall be revoked upon a petition from three-fourths of the active chapters to the Board of Directors requesting such action and a four-fifths vote of the Board of Directors approving such revocation. No sponsoring institution which has had a charter revoked for a local chapter of Phi Theta Kappa will be allowed to apply again for a charter of Phi Theta Kappa for at least two years from the time of the revocation of the charter of the previous chapter.

Section 4. Surrender of Charter of Chapters. In the event that the institution which sponsors the local chapter of Phi Theta Kappa should either become a college not offering a two-year college program or lose its accreditation, the local chapter of Phi Theta Kappa shall have a period of two years in which to surrender its charter.

Article VII. Meetings and Procedures

Section 1. Meetings. There should be such meetings of the Society as shall be deemed necessary and proper as provided for within this Section.

A. National Convention. There shall be an annual National Convention of the Society. This convention shall be held in March or April of each year. Plans for the convention shall be determined by the Executive Director and be approved by the Executive Committee.

B. Regional Meetings. There shall be annual regional meetings of the Society as approved by the Executive Director and the Executive Committee.

C. Local Chapter Meetings. The local chapters shall meet as often as the local chapter by-laws require.

D. Special Meetings. The Executive Director, with the approval of the Executive Committee, may convene any special meetings of the Society, or any sub-group thereof, as may be deemed necessary and proper for the resolution of the business of the Society, or for any other purpose not contrary to this Constitution.

Section 2. Procedure. The procedural rules governing the meetings of the Society shall be Roberts Rules of Order, except as specified and set forth herein.

A. Voting. The persons allowed to vote at the meetings of the Society shall be as follows:

(1) National Convention. Each active chapter shall be entitled to one vote at the National Convention. This vote shall be cast by the official chapter delegate who is present and recognized at the National Convention.

(2) Regional Meetings. Each active chapter shall be entitled to one vote at the regional meetings of the Society, to be cast by the official delegate for that chapter recognized by that meeting.

(3) Special Meetings. Each active chapter shall be entitled to one vote at any special meeting of the Society, to be cast by the
BY LAWS

Chapter I. Membership

Section 1. Eligibility.
A. As eligibility for membership is determined, a student’s cumulative grade for all courses taken at the institution where the student is currently enrolled must be considered, as decreed by the institution’s grade forgiveness policy. No grades for courses taken at another institution may be considered when determining membership eligibility. For students who were previously enrolled at the institution they are presently attending and who have not taken classes for a period of five consecutive years, studies taken more than five years ago need not to the National* Convention.

B. The amendment shall then be presented at the National* Convention for discussion and possible approval. Tentative approval shall require a two-thirds vote of the delegates present at the National* Convention.

C. If a tentative approval is passed at the convention, the amendment shall be submitted thereafter to the local chapters for consideration.

D. After approval, the amendment shall be added to the Constitution.

Article VIII. Finance

Section 1. Tax Exemption. The Society shall be operated exclusively for educational purposes and shall be exempt from taxation under Section 501(a) and described in Section 501(c)(3) in the Internal Revenue Code. No part of its net earnings shall inure to the benefit of any private individual except that reasonable compensation shall be paid for services actually rendered.

Section 2. Fees. Charter and membership fees shall be fixed by the Board of Directors.

Section 3. Expenditure of Funds. All fees, donations, grants, and other types of financial income shall be expended for the purposes of this Society.

Section 4. Financial Report. The Executive Director shall present a complete financial report for approval to the Board of Directors at the annual meeting of the Board of Directors. A statement of the financial condition of the Society shall be published annually in the official publication of Phi Theta Kappa.

Section 5. Financial Obligations. No financial obligation shall be incurred by any officer or committee except as authorized within annual budgets or except under authority of special interim action which has been approved by the Board of Directors.

Section 6. Fiscal Year. The fiscal year of the Society shall be fixed by the By-Laws.

Section 7. Provision of Dissolution. If the Society should ever cease to operate as provided for in its charter of incorporation or in its Constitution, the accumulated assets shall be distributed in accordance with the laws of the State of Incorporation and the laws of the United States of America.

Article IX. Amendments

Section 1. Constitution. The Constitution of Phi Theta Kappa Society may be amended at any time in the following manner:

A. A written amendment shall be submitted to the Executive Director at least thirty days prior to the National* Convention.

B. The amendment shall then be presented at the National* Convention for discussion and possible approval. Tentative approval shall require a two-thirds vote of the delegates present at the National* Convention.

C. If a tentative approval is passed at the convention, the amendment shall be submitted thereafter to the local chapters for consideration.

D. After approval, the amendment shall be added to the Constitution.
be considered when determining membership eligibility, if the college administration so desires. In this case, no course taken more than five years ago shall be considered when determining the student’s cumulative grade. Furthermore, the college administration shall have the prerogative of increasing the number of years which must elapse for waiving course consideration to any period beyond five years. At least twelve hours of work must be in courses leading to an associate degree in a fully accredited university, a four-year college or the two-year college in which the student is enrolled. A student convicted of a felony or crime involving moral turpitude may not be considered for membership until such time, according to the statutes of the state where the crime was committed, all rights of citizenship have been restored.

B. Individuals who attended a two-year college prior to the establishment of that college’s chapter may be invited to membership by that local chapter. The individual must provide to the chapter advisor official documentation demonstrating that, at the time of enrollment in that two-year college, the individual satisfied the requirements for membership as set forth in Article IV, Section 2 of the Constitution. These individuals pay international, regional and local fees prior to initiation. Following initiation, these individuals immediately assume alumni status.

Section 2. Term of Active Membership.
A. Active membership is terminated when a member is no longer enrolled in the two-year college.
B. For the purpose of holding international office in the Society, active membership in an active chapter is defined as being enrolled in an associate degree program exclusively in a two-year college. A Phi Theta Kappa member may be a candidate for international office only one time.

Section 3. Good Standing. To maintain active membership, a student shall maintain a cumulative grade-point average of not less than a “B”. Otherwise, the chapter secretary shall notify him that he has one term in which to bring his cumulative average up to “B”. If the member fails to do so, the chapter secretary shall notify the Executive Director and the member’s name shall be removed from both the local and the international roll.

Section 4. Initiation. Immediately after qualifying for membership, the candidate shall be notified in writing by the chapter secretary and invited to join the Society. The registrar of the college at this time shall certify the name of each accepting candidate to the Executive Director on the membership form supplied by the International Headquarters. Candidates shall be initiated according to a ritual suggested by the International Headquarters or one designed by the chapter.

Section 5. Membership Certificate. Each member shall receive a certificate of membership. Upon receipt of a chapter’s initiation report, the International Headquarters shall send a certificate for each new member reported. The certificate for an honorary membership shall be paid for by the chapter ordering it.

Section 6. Penalties. Should, for any reason, a member’s name be removed from the international roll, he shall forfeit the right to wear the Society’s Key and other regalia and shall forfeit the use of Phi Theta Kappa identification for scholarly and professional purposes.

Section 7. Alumni Membership. An alumnus shall be entitled to all privileges of the active member except the right to vote or to hold office.

Section 8. Change of Residence. A member who may change his college residence shall be eligible to enroll in the chapter of Phi Theta Kappa at this new college if he meets the standards for membership of that local chapter.

Chapter II. Finance

Section 1. Charter Fee. The charter fee for the establishment of a new chapter shall be set by the Board of Directors.

Section 2. International Dues. At the time of initiation the chapter shall remit to the Executive Director the dues for all new members. No candidate for membership shall be initiated until his international dues have been paid. There shall be no dues for an honorary member.

Section 3. Local Dues. Chapter dues shall be determined by the chapter.

Section 4. Safe-Deposit Box. A safe-deposit box shall be rented by the Executive Director in the name
of the Society to safeguard certain valuables and records of Phi Theta Kappa.

Section 5. Fiscal Year. The fiscal year of the Society shall begin on January 1 and close December 31. The Board of Directors shall have the authority to change the fiscal year.

Section 6. Annual Audit. A certified public accountant shall conduct an annual audit of the general financial condition and operations of the Society to be submitted to the Board of Directors for examination and approval.

Section 7. Annual Budget. The Executive Director shall submit an annual budget to the Board of Directors for their approval and adoption.

Chapter III. Meetings

Section 1. Travel Expense. Travel Expenses to meetings called by the Board of Directors or by the Executive Committee shall be paid for members of the Board of Directors, the Executive Committee, and the staff of the Society.

Section 2. Credentials. So that he may be seated at the International Convention, each official delegate shall present a credentials card to the Credentials Committee. This card shall have been supplied by the International Headquarters prior to the convention. The credentials card must be signed by the president of the chapter and by the advisor.

Section 3. Order of Business at International Convention. The order of business at the International Convention shall include

A. Appointment of Committees
B. Official Reports
C. Keynote Address by the International President
D. General Business
   (1) Old Business
   (2) New Business
E. Committee Reports
F. Election of Officers
G. Installation of Officers

Chapter IV. Local Chapters

Section 1. Annual Reports. Within thirty days of notification from Headquarters, each local chapter shall submit an annual report on the form supplied by International Headquarters. Chapters failing to submit this report shall be subject to probation. Permission for filing the report at a later date may be granted by the Executive Director.

Section 2. Officers. The elective officers of a chapter of Phi Theta Kappa shall be President, Vice President, Secretary and Treasurer. A chapter may elect additional officers.

Section 3. Required Vote to Elect and Remove. A simple majority vote shall elect any officer, and a three-fourths vote shall be necessary to remove any officer. An officer failing to maintain active membership in the Society shall forfeit the office.

Section 4. Duties of Chapter Officers. Chapter officers shall perform all duties pertaining to their respective offices as outlined by the local chapter.

Section 5. Duties of Chapter Advisors. The chapter advisor shall be appointed by the local college administration and thus by virtue of appointment shall be a member of the Association of Chapter Advisors. Each advisor shall be responsible for local membership, shall be responsible for the guidance and approval of local activities, and shall act as a liaison between the International Headquarters and the chapter sponsored. The Advisor shall have the additional responsibilities of overseeing completion of the local chapter’s annual report and assuring that requirements set by international Phi Theta Kappa are met.

Chapter V. Duties of the Association of Chapter Advisors:

The Association of Chapter Advisors shall be responsible for the selection of two representatives on the Board of Directors, in accordance with the Constitution of the Society. A chapter advisor and a regional coordinator shall be elected in alternate years by the association at the International Convention of the Society. This association also shall name three officers from its membership to carry out its duties; a chairman, a vice chairman, and a secretary. It shall be the responsibility of this association to keep accurate minutes of the proceedings, to advise new advisors, and to make recommendations to the Board of Directors. Officers of this association shall serve staggered terms of three years each, with one member being selected each year. The Society shall pay the chairman’s expenses incurred for the International Convention.

Chapter VI. Regions

There shall be four regions from which the Vice Presidents of the Society shall be elected: New
England and Middle States, North Central, West and Northwest, and Southern. The Presidents and Vice Presidents shall be elected at large.

Chapter VII. Board of Directors

Section 1. Membership

The Board of Directors shall include those persons identified in the Constitution and the Board may, when deemed to be in the best interest of the Society, include additional members not to exceed a total membership of 9.

A. Officers of the Board. The officers of the Board of Directors shall be a chairman, a vice chairman, and a secretary. The chairman and vice chairman shall serve one-year terms which may be renewed. Election of the chairman and vice chairman shall be an order of business at each annual meeting. The Executive Director shall serve as the secretary of the Board.

B. Duties of the Officers of the Board.

(1) Chairman.
(a) The Chairman shall preside at all meetings of the Board of Directors.
(b) He shall sign, with the Executive Director, any deed, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and the execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the Society, or shall be required by law to be otherwise signed or executed.
(c) In addition, he shall perform all duties incident to the office of Chairman of the Board and such other duties as may be prescribed by the Board of Directors from time to time.

(2) Vice Chairman.
(a) The vice chairman shall preside at all meetings of the Board of Directors when the chairman is not present.
(b) In addition, he shall perform such other duties as may be prescribed by the Board of Directors from time to time.

(3) Secretary. The Secretary shall
(a) Keep the minutes of all Board meetings;
(b) See that all notices are duly given;
(c) Be custodian of the Society’s records;
(d) Perform all general duties incident to the office of secretary; and
(e) Perform such other duties as from time to time may be assigned to him by the Board of Directors.

Section 2. Quorum. A majority of the total number of Directors shall constitute a quorum for the transaction of business.

Chapter VIII. Publications

Phi Theta Kappa publications shall be distributed to the appropriate recipients by the means deemed most appropriate and affordable.

OFFICIAL POLICY STATEMENT

Adopted by the Phi Theta Kappa Board of Directors, December, 1988.

Regarding the practice of withholding membership privileges due to a member's failure to actively participate in activities and projects of the chapter.

"No chapter of Phi Theta Kappa may deny privileges guaranteed by the Phi Theta Kappa Constitution to any Phi Theta Kappa member."

"This statement should be understood to mean that chapters may not deny such privileges as wearing honor stoles and tassels at graduation and no member may be dropped from the membership roll due to lack of participation in chapter activities."
Phi Theta Kappa

International Honor Society of the Two-Year College

Chapter Bylaws

Hillsborough Community College
Ybor City Campus

Alpha Beta Beta Beta

CHAPTER
Bylaws
of
Alpha Beta Beta Chapter

CHAPTER 1. Name of Chapter

The name of this chapter of Phi Theta Kappa shall be Alpha Beta Beta.
(Assigned by Headquarters upon approval of chartering application.)

CHAPTER 2. Purpose

The purpose of Alpha Beta Beta Chapter of Phi Theta Kappa at Hillsborough Community College—Ybor Campus shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified students of this college.

CHAPTER 3. Membership

Section 1. Types of membership in Chapter shall consist of member, provisional member, alumni member and honorary member as defined in Article IV, Section 1, of the Phi Theta Kappa Constitution and Bylaws.

A. Member. In addition to meeting membership eligibility requirements as stated in Article IV and Chapter 1 of the Phi Theta Kappa Constitution and Bylaws,* each candidate for membership must have completed 12 semester hours of associate degree course work, with a Grade Point Average of 3.5 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship. Grades for courses completed at other institutions WILL be considered when determining membership eligibility. A cumulative Grade Point Average of 3.0 must be maintained to remain in good standing. Failure to maintain the required cumulative Grade Point Average will result in the member being removed from good standing as stated in the Phi Theta Kappa Constitution and Bylaws,* Chapter 1, Section 3. Failure to meet good standing requirements as stated in the Phi Theta Kappa Constitution and Bylaws* will cause membership and all membership privileges to be revoked.

B. Alumni Member. An individual must meet eligibility requirements as stated in Article IV, Section 1C of the Phi Theta Kappa Constitution and Bylaws. *

C. Honorary Member. An individual must meet eligibility requirements as stated in Article IV, Section 1D of the Phi Theta Kappa Constitution and Bylaws. *

D. Transfer Member. A member from another Phi Theta Kappa chapter may transfer membership to Alpha Beta Beta Chapter if he or she is currently enrolled at Hillsborough Community College—Ybor Campus and meets the maintenance GPA of the chapter.
CHAPTER 4. Chapter Advisor

In addition to carrying out the duties as stated in the Phi Theta Kappa Constitution and Bylaws,* Chapter IV, Section 5, the chapter advisor shall be responsible for overseeing the completion and submission of member names and fees as well as the Chapter Annual Report to Headquarters. The advisor shall be officially appointed by the college administration and shall be a non-voting member of the chapter.

CHAPTER 5. Officers

Section 1. All officers must be members of Phi Theta Kappa, in good standing, have a Grade Point Average of 3.0 and must be carrying a course load of 6 semester hours (or equivalent).

Section 2. The Alpha Beta Beta Chapter of Phi Theta Kappa shall have the following officers: President, Vice President, Treasurer, Recording Secretary and Public Relations Secretary. A chapter may elect additional officers.

Section 3. The duties of the president shall be as follows:

a. Preside over all business meetings.
b. Appoint and establish any necessary committees.
c. Vote only in case of a tie.
d. Serve as an ex-officio member on all committees.
e. Present business to the organization.
f. Represent the organization at all times.
g. Appoint a committee to review and/or revise the chapter bylaws annually.
h. Appoint a committee to prepare the Annual Report to be sent to Headquarters each spring.

Section 4. The duties of the vice president shall be as follows:

a. Perform all duties of the president in the event of his absence.
b. Take roll at the meetings.
c. Coordinate all committees.
d. Head the committee reviewing the chapter bylaws and the annual report.
e. Act as program chairman.

Section 5. The treasurer shall:

a. Open and/or maintain a bank-account for the Society.
b. Receive all money and write all checks.
c. Keep a set of books which shall be audited by the chapter advisor and notarized before the office is relinquished.
d. Make a report of finances at each business meeting.

Section 6. The recording secretary shall:

a. Take and read minutes of meetings.
b. Maintain records of the meetings.
c. Maintain a file of chapter correspondence.
d. Serve on the committee to prepare the Annual Report to be sent to Headquarters each spring.
Section 7. The public relations secretary shall:

a. Keep a full record of chapter functions.
b. Draft and submit press releases whenever possible to all area newspapers.
c. Prepare and maintain the chapter scrapbook for regional, state, and international meetings and conventions.
d. Submit to Regional Coordinator and Headquarters reports of chapter activities and Five-Star Chapter Update Forms.

CHAPTER 6. Election of Officers

Section 1. In addition to meeting requirements as stated in Chapter IV, Section 3 of the Phi Theta Kappa Constitution and Bylaws, all candidates for office must be members of Phi Theta Kappa, in good standing.

Section 2. Elections must be held at the meeting preceding the last meeting during the spring semester of each year.

Section 3. Officers shall hold office from the time of their inauguration, which shall be at the first meeting following the election, to the time of the next inauguration.

Section 4. Nominations from the floor can be made at the same meeting as the election.

Section 5. A simple majority vote shall elect any officer.

Section 6. In any case when an officer must resign his office, an election shall be held to elect a new officer. Nominations shall be made from the floor and will be made at the first meeting following the resignation of the officer. The election will be held at the first meeting following nomination. Plurality of the votes cast will determine the new officer. The president shall have the power to make a temporary appointment at his/her discretion until an election can be held.

CHAPTER 7. Meetings

Section 1. All business meetings will follow the general agenda:

Order of Business
a. Call to order
b. Roll call
c. Reading of the minutes
d. Treasurer's report
e. Committee reports
f. Old business
g. New business
h. Announcements
i. Adjournment
Section 2. A quorum of one member over 50% of the membership, excluding members excused for other school functions, must be present before any official meeting can be called to order.

Section 3. All meetings shall be governed by an adaptation of Robert's Rules of Order.

Section 4. Special committee meetings shall be called by the chairman of said committee. Procedures at such meetings are left to the discretion of the chairman. Reports of each meeting shall be given to the members at the following chapter meeting.

CHAPTER 8. Finances

Section 1. Finances for this chapter will be raised by projects voted on by a majority vote of the members.

Section 2. Payment of the International Membership fee must be received by the chapter treasurer before members can be inducted.

Section 3. All members must pay the local fee prior to induction.

Section 4. All members must pay the regional fee prior to induction.

Section 5. Disbursement vouchers must be submitted with supporting invoices and/or statements attached to the original invoice.

Section 6. Financial records of the chapter shall be annually audited by the advisor.

CHAPTER 9. Amendments and revision

Section 1. The chapter bylaws may be amended by a vote of two-thirds of the members present at any regular meeting, provided that the proposed amendment has been presented at a previous meeting. Any changes to the bylaws must be sent to Headquarters for final approval.

* Refers to the Phi Theta Kappa International Constitution and Bylaws.

Phi Theta Kappa is committed to the elimination of discrimination based on gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability, and cultural and religious backgrounds.