

Phi Theta Kappa

International Honor Society of the Two-Year College

Chapter Bylaws

FEATHER RIVER COLLEGE

ALPHA PSI ZETA CHAPTER

Bylaws of Alpha Psi Zeta Chapter

CHAPTER 1. Name of Chapter

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

CHAPTER 2. Purpose

The purpose of Alpha Psi Zeta Chapter of Phi Theta Kappa at Feather River College 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 3.50 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 not be considered when determining eligibility. A cumulative Grade Point Average of 3.25 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. *Provisional Member.* In addition to meeting eligibility requirements as stated in Article IV, Section 1B of the *Phi Theta Kappa Constitution and Bylaws,** a student must have earned a cumulative Grade Point Average of 3.0 on all course work completed in high school. A student must be currently enrolled in associate degree course work at the two year college, adhere to school conduct code and possess recognized qualities of citizenship. Provisional members will pay local chapter dues of \$15 per semester, but are not required to pay the international and regional induction fee until they have qualified for full membership.
- C. *Alumni Member.* An individual must meet eligibility requirements as stated in Article IV, Section 1C of the *Phi Theta Kappa Constitution and Bylaws.**
- D. *Honorary Member.* An individual must meet eligibility requirements as stated in Article IV, Section 1D of the Phi Theta Kappa Constitution and Bylaws.*
- E. *Transfer Member.* A member from another Phi Theta Kappa chapter may transfer membership to Alpha Psi Zeta Chapter if he or she is currently enrolled at Feather River

College and meets the 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 3.30 and must be carrying a course load of 6 semester hours (or equivalent).

Section 2. The Alpha Psi Zeta Chapter of Phi Theta Kappa shall have the following officers: President, Vice President for Chapter Affairs, Vice President of Chapter Records, Vice President of Finance, Vice President of Membership and Outreach, Vice President of Communication, Vice President of Honors in Action. A chapter may elect additional officers.

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

- a. Coordinate all programs and services; appoint and establish committees
- b. Preside over all business meetings and vote only in case of a tie.
- c. Oversee Hallmark Awards and direct all activities pertaining to the Regional Awards
- d. Manage 5 Star Chapter Development Plan with Chapter Advisor.
- e. Work with the Advisor on Annual Report, and review and/or revise chapter by-laws annually

Section 4. The duties of the Vice President for Chapter Affairs shall be as follows:

- a. Serve as Interim Chapter President in the absence of the Chapter President
- b. Coordinate all programs and services with the Vice Presidents
- c. Co-chair sub-committees related to campus or community service
- d. In partnership with the Chapter President, plan and facilitate chapter orientations, inductions, and graduations
- e. Manage Chapter's United activities, and serve as the primary contact Officer in planning events with other chapters

Section 5. The duties of the Vice President of Chapter Records shall be as follows:

- 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 6. The duties of the Vice President of Finance shall be as follows:

- a. Work with advisor on management of Chapter account(s)
- b. Report on finances at each general meeting.
- c. Oversee all fundraising efforts to fund the chapter.

- d. Convene and chair fundraising committee.
- e. Coordinate information sessions for members regarding scholarships, and announce, present or publish scholarship opportunities.

Section 7. The duties of Vice President of Membership Outreach shall be as follows:

- a. Recruit new Officers and members
- b. Coordinate presence at campus and community events
- c. Manage chapter membership list.
- d. Assist Vice President of Chapter Affairs with induction ceremonies.
- e. Coordinate regalia, recognition, and reception for graduating members.

Section 8. The duties of Vice President of Communication shall be as follows:

- a. Keep a record of and document chapter functions (i.e. photographs).
- b. Oversee submission of press releases and stories to area news outlets regarding chapter events.
- c. Post chapter information on campus.
- d. Maintain chapter webpage and social media presence.

Section 9. The duties of Vice President of Honors in Action shall be as follows:

- a. Work with the President and the Advisor to coordinate all activities relating to the Honors in Action (HIA) project
- b. Collaborate with community organizations, campus administration, faculty, or clubs for the planning and implementation of HIA
- c. Facilitate and oversee all scholarly research conducted in preparation for HIA
- d. Responsible for writing and delegating the writing of the HIA project, as well as submitting online entries

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 may be held during the fall semester at induction, or at any other meeting so long as the chapter membership body has been informed of the date and location, and been provided the opportunity to nominate (including self-nominate) candidates as well as vote.

Section 3. Officers shall hold office beginning at the conclusion of the international convention each spring; however, they will “shadow” or transition with the current officers after the election is held.

Section 4. Nominations shall be open one month prior to the induction ceremony and will remain open until time of election at the induction or chapter meeting.

Section 5. Plurality of the votes cast will determine the new officer.

Section 6. In any case when an officer must resign their 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, or via email prior to the meeting. The election will be held at the meeting where the nominations occur. Plurality of the votes cast will determine the new officer. The president shall have the power to make a temporary appointment at their 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

Changes to the Order of Business may be made by the Chapter President, or by his/her representative presiding over a meeting.

Section 2. Official members present at any meeting shall constitute a quorum for the transaction of business. Decisions made at any meeting are subject to review at a future meeting if the majority then in attendance so elects.

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 chairperson of said committee. Procedures at such meetings are left to the discretion of the chairperson. 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 by majority vote of the members present and/or via revenues from the local chapter fee.

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*.

Last Amended Fall 2016

Copy to H.Q. Fall 2016

Last Amended 2015

Copy to H.Q. 2015

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.