

# Phi Theta Kappa

International Honor Society of the Two-Year College

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## *Chapter Bylaws*

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Cerro Coso

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COLLEGE

Beta Kappa Chi

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CHAPTER

**Bylaws**  
**of**  
**Beta Kappa Chi Chapter**

**CHAPTER 1. Name of Chapter**

The name of this chapter of Phi Theta Kappa shall be Beta Kappa Chi.

**CHAPTER 2. Purpose**

The purpose of Beta Kappa Chi Chapter of Phi Theta Kappa at Cerro Coso Community 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 3.5 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, but students must still complete at least 12 hours of associate degree course work at Cerro Coso before they may be considered eligible for membership. Grades in courses taken more than five years ago need not be considered when determining member 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 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 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 \$25 per year, but are not required to pay the international and regional induction fee until they have qualified for full membership. A provisional member has an active

interest in the affairs of the Society and serves the Society in some special capacity, but 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. In addition, provisional members may not wear the Golden Key lapel pin; however, they may wear a chapter pin denoting the Greek letters of Phi Theta Kappa.

- 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 Beta Kappa Chi Chapter if he or she is currently enrolled at Cerro Coso Community College and meets the 3.25 maintenance GPA of the chapter.
- F. *Academic Probation.* Any member whose GPA falls below the 3.25 maintenance level is given only one term of probation. If the member's GPA is still below the maintenance GPA at the conclusion of the probationary period, membership and membership privileges are revoked. It is the member's responsibility to notify the advisor when he or she is no longer in good academic standing with the chapter.

#### **CHAPTER 4. Chapter Advisor**

*Section 1.* The advisor shall be the Honors Program Coordinator, selected by the Honors Program Committee, and shall be a non-voting member of the chapter but has veto power in chapter decisions.

*Section 2.* The duties of the chapter advisor shall be as follows:

- a. File the Chapter Annual Report.
- b. Report New Members to Headquarters.
- c. File organization report forms and official travel requests.
- d. Requisition chapter funds from a student activities account.
- e. Recruit new members.
- f. Coordinate induction ceremonies at least once a year.

#### **CHAPTER 5. Officers**

*Section 1.* All officers must be members of Phi Theta Kappa, in good standing, have a Grade Point Average of 3.25 and must be carrying a course load of six semester hours.

*Section 2.* The Beta Kappa Chi Chapter of Phi Theta Kappa shall have the following officers: President, Leadership Officer, Membership Officer, Scholarship Officer, Fellowship and Service Officer, Treasurer, Recording Officer, and Public Relations Officer. Additional officers may be elected.

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

- a. Prepare meeting agendas and preside over all business meetings.

- b. Appoint and establish any necessary committees.
- c. Coordinate all committees.
- d. Vote only in case of a tie.
- e. Develop goals for the chapter with help from other officers and advisors.
- f. Serve as an ex-officio member on all committees.
- g. Oversee award entry preparation and chapter projects.
- h. Present business to the organization.
- i. Represent the organization at all times.
- j. Oversee the completion of additional tasks appointed by the chapter advisor.
- k. Co-chair, with the advisor, a committee to prepare the Annual Report to be sent to Headquarters each spring.

**Section 4.** The duties of the leadership officer shall be as follows:

- a. Chair Leadership Committee.
- b. Perform duties of the president in the event of his/her absence.
- c. Direct the chapter in the use of parliamentary procedure for meetings.
- d. Coordinate elections.
- e. Oversee new officer orientation.
- f. Oversee all leadership activities.
- g. Provide leadership opportunities for students and community members.
- h. Implement the Five Star Program.
- i. Coordinate the preparation of the Leadership Hallmark Award entries.
- j. Work with Recording Officer to submit reports of chapter activities and Five-Star Chapter.
- k. Update forms to Regional Coordinator and Headquarters.

**Section 5.** The scholarship officer shall be as follows:

- a. Chair Scholarship Committee.
- b. Oversee all Honors Study Topic activities.
- c. Coordinate the chapter's participation in the Honors Satellite Seminars.
- d. Coordinate lectures, discussions, and films related to the Honors Study Topic for members, students, and the community.
- e. Promote the Honors Satellite Seminar Series.
- f. Recognize scholarly achievements of students and faculty.
- g. Encourage academic excellence.
- h. Promote scholarships to chapter membership, and oversee preparation of scholarship entries.
- i. Coordinate the preparation of the Scholarship Hallmark Award entry.

**Section 6.** The service and fellowship officer shall be as follows:

- a. Chair Service and Fellowship Committee.
- b. Report the chapter to Headquarters as a Chapter of Service.
- c. Develop activities that promote volunteerism and community service using the International Service Program.
- d. Maintain ties with sister chapters.
- e. Oversee preparation of Fellowship Award entry and the Service Hallmark Award entry.
- f. Encourage scholarly fellowship at all levels of the Society, and organize fellowship events.
- g. Register the chapter as a participant in the Pinnacle Scholarship Award Program.

**Section 7.** The membership officer shall be as follows:

- a. Chair Membership Committee.
- b. Coordinate member recruitment through mail and phone contact.
- c. Coordinate orientation for prospective members each semester.
- d. Oversee induction ceremony each semester.
- e. Implement strategies to increase membership.
- f. Update members through email of upcoming meetings and events.
- g. Organize the chapter's Enhanced Membership Program.

**Section 8.** The treasurer shall be as follows:

- a. Chair Fundraising Committee.
- b. Coordinate fundraising activities.
- c. Work with student government and/or activities council to secure chapter funding.
- d. Receive and deposit all money into the Phi Theta Kappa account.
- e. Gain prior approval of the chapter advisor for all expenditures.
- f. Make a report of finances at each business meeting.
- g. Keep a set of financial records which shall be audited by the chapter advisor and notarized at the end of each academic year.

**Section 9.** The recording officer shall be as follows:

- a. Take roll at the meetings.
- b. Take and present minutes at each chapter meeting.
- c. Maintain the Chapter Record Book, a historical record of chapter events which may include photos, flyers and descriptions of chapter events.
- d. Place all records in the Chapter Record Book at the end of each semester and before regional, state, and international meetings and conventions.

**Section 10.** The public relations officer shall be as follows:

- a. Promote the chapter at all levels of the organization: college students, faculty, administrators, and communities throughout the college's service area.
- b. Take photographs at chapter events.
- c. Write and submit press releases to campus and community newspapers and the college's report to the Board of Trustees.
- d. Produce issues of the chapter newsletter.
- e. Oversee the development and updates to the chapter web site.
- f. Regularly forward chapter newsletters to the Chapter Programs Coordinator at Phi Theta Kappa Headquarters.

## **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 nominations. 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.** The officers and active members present at any meeting shall constitute a quorum for the transaction of business.

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

**Section 4.** Regular meetings will be called by the President or the Advisor, as deemed necessary by the chapter officers.

**Section 5.** The chapter officers will form the Executive Council and will meet regularly. Executive Council meetings will be called by the President or the Advisor.

**Section 6.** Committee meetings shall be called by the chair 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.

**Section 7.** 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 the Executive Council.

- Section 2.** Payment of the International Membership fee (\$45.00) must be received by the chapter treasurer before members can be inducted.
- Section 3.** All members must pay the local fee (\$25.00) prior to induction.
- Section 4.** All members must pay the regional fee (\$5.00) 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.*