Phi Theta Kappa

APPROVED KAN 6-3-04

International Honor Society of the Two-Year College

Chapter Bylaws

COLLEGE

Citrus College

CHAPTER

Beta Nu Eta

Bylaws

of

Beta Nu Eta Chapter

CHAPTER 1. Name of Chapter

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

CHAPTER 2. Purpose

The purpose of Beta Nu Eta Chapter of Phi Theta Kappa at Citrus 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 3.25 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. *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 3.5 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 $10.00 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 Beta Nu Eta Chapter if he or she is currently enrolled at __Citrus College 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 3.25 and must be carrying a course load of 7 semester hours (or equivalent).

Section 2. The Beta Nu Eta 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 or her 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 chairperson.

Section 5. The treasurer shall:

a. Open and/or maintain a bank account for the Society with the college student business office.
b. Receive all money and process 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 the college public relations office.
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.
e. Attend ICC Meeting Tuesdays 11:00 a.m.

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