

Constitution of Beta Epsilon Beta Chapter, PHI THETA KAPPA Honor Society

CHAPTER 1. Name of Chapter

The name of this chapter of Phi Theta Kappa shall be Beta Epsilon Beta

CHAPTER 2. Purpose

The purpose of the Beta Epsilon Beta Chapter of Phi Theta Kappa at Saddleback 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. Membership in Beta Epsilon Beta Chapter of Phi Theta Kappa at Saddleback College shall consist of member, enhanced member, provisional member, alumni member and honorary member.

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, adhere to the school conduct code and possess recognized qualities of citizenship. A cumulative Grade Point Average of 3.25 must be maintained to remain in good standing. When a member's cumulative GPA falls below 3.25, he or she has one semester in which to bring the average to 3.25. If he or she fails to raise the cumulative GPA to 3.25 after one semester, the member shall have his or her name stricken from the local chapter roll and Phi Theta Headquarters shall be notified to strike the name from the international roll as well. Once a student's name is stricken from the roll, all privileges of membership are revoked.

B. *Enhanced Member.* An enhanced member of the Beta Epsilon Beta Chapter of Phi Theta Kappa must be a member in good standing who has participated in and supported the activities of the Chapter to the extent specified in the By-Laws to be established in Spring, 1997 and amended thereafter.

C. *Provisional Member.* A provisional member of Phi Theta Kappa is 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 membership in the Society. Chapter requirements for admission as a provisional member shall be academic excellence as defined by a GPA of 3.5 on all credits taken in High School. In order to qualify for provisional membership status, a student must be enrolled in associate degree coursework at the two year college, adhere to the school conduct code, possess recognized qualities of citizenship. Provisional members will not be officially affiliated with the Phi Theta Kappa Society, cannot hold office and cannot vote on chapter, regional or international matters. Provisional members will pay local chapter dues, but are not required to pay the international and regional induction fee until they have qualified for full membership.

D. *Alumni Member.* Alumni members shall be members of the Society who

are no longer enrolled in the two-year college and who have terminated their active membership in good standing with a minimum of one year's enrollment at the two-year college. Alumni members shall be entitled to all the privileges of full members except the right to vote or hold office.

- E. *Honorary Member.* Honorary membership may be granted in this chapter to men and women who have rendered distinguished service to the Society. Honorary members may not vote, hold office, be officially inducted or pay membership fees.

CHAPTER 4. Chapter Advisor

- Section 1.** No more than two faculty shall be advisors at one time. Advisor(s) shall be ex officio members of the Honors Board.
- Section 2.** The chapter advisor(s) shall be responsible for the guidance of chapter activities and shall act on behalf of the international society and official college administration.
- Section 3.** The chapter advisor(s) shall be responsible for the completion of submission of the Annual Report, Membership Report Forms, and Membership Profile Forms required by the Phi Theta Kappa Society Headquarters.
- Section 4.** The advisor(s) is responsible for reviewing and approving all financial transactions.
- Section 5.** Advisor(s) shall not have voting membership in 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 3.5 and must be carrying a course load of 6 semester hours.
- Section 2.** The Beta Epsilon Beta Chapter of Phi Theta Kappa shall have the following officers: President, Vice President of Leadership, Vice President of Scholarship, Vice President of Service, Vice President of Fellowship, Treasurer and Recording Secretary. A chapter may elect additional officers.
- Section 3.** The duties of the President shall be as follows:
- a. Preside over all membership meetings.¹
 - b. Appoint and establish any necessary committees.
 - c. Serve as an ex-officio member on all committees or by proxy.
 - d. Present business to the organization.
 - e. Represent the organization at all times.
 - f. Appoint a committee to review and/or revise the chapter constitution annually.
 - g. Appoint a committee to prepare the Annual Report to be sent to Headquarters each spring.
- Section 4.** The duties of the Vice President of Leadership shall be as follows:
- a. Perform all duties of the President in the event of his or her absence
 - b. .²
 - c. Direct the chapter in the use of parliamentary procedure for meetings.
 - b. Oversee all leadership activities.³

- e. Coordinate all committees
- f. Act a liaison with other Saddleback College honor societies
- g. Encourage the development of leadership skills.
- h. Coordinate the preparation of the Leadership Hallmark Award entry

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

- a. Perform all duties of the Vice-President of Leadership in the event of his or her absence
- b. Oversee all Honors Study Topic activities.
- c. Coordinate the chapter's participation in the Honors Seminars.⁴
- d. Encourage and recognize academic excellence.
- e. Coordinate the preparation of the Scholarship Hallmark Award entry
- f. Head the committee reviewing the chapter bylaws and the annual report.
- g. Act as program chairman.

Section 6. The duties of the Vice President of Service shall be as follows:

- a. Perform all duties of the Vice-President of Scholarship in the event of his or her absence
- b. Report the chapter to Headquarters as a Chapter of Service
- c. Oversee all International Service Program activities
- d. Develop activities that promote volunteerism and community service
- e. Coordinate the preparation of the Service Hallmark Award entry
- f. Keep a full record of chapter functions.
- g. Draft and submit press releases whenever possible to all area newspapers, in accordance with policies and procedures of the Saddleback College Public Information Office.
- h. Prepare and maintain the chapter media record for regional, state, and international meetings and conventions.⁵
- i. Submit to Regional Coordinator and Headquarters reports of chapter activities and Five-Star Chapter Update Forms.

Section 7. The duties of the Vice President of Fellowship shall be as follows:

- a. Perform all duties of the Vice-President of Service in the event of his or her absence
- b. Encourage scholarly fellowship at all levels of the Society
- c. Implement strategies to increase membership acceptance.⁶
- d. Enroll the chapter in the Pinnacle Scholarship Award Program
- e. Facilitate and distribute all potential member correspondence
- f. Facilitate and coordinate Induction Orientations

Section 8. The treasurer shall:

- a. Open and/or maintain an account for the Society in accordance with the rules of Saddleback College and its Associated Student Government.
- b. Receive all money and write all requisitions for funds from the account.
- c. Make a report of finances at each business meeting.

Section 9. The recording secretary shall:

- a. Take minutes of meetings.⁸
- b. Maintain records of the meetings.
- c. Maintain a file of chapter correspondence.
- d. Take roll at the meetings and provide agenda to officers prior to officers meeting.

- e. Notify members to be placed on membership probation for academic reasons.⁹
- f. Serve on the committee to prepare the Annual Report to be sent to Headquarters each spring.

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, make an effort to attend the annual convection and serve a term of at least one year with consistent attendance.¹⁰
- Section 2.** Elections must be held at a meeting during the spring semester of each year and prior to the annual convection.¹¹ Emergency elections can be initiated by the advisor when no officers are available.
- Section 3.** Officers shall hold office from the time of their inauguration, which shall be at the first meeting following the election, to the next inauguration.¹²
- 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. Impeachment of Officers

- Section 1.** If any officer fails to fulfill the duties of his or her office, he or she may be removed as follows:
 - a. A special chapter meeting must be held to discuss the problem.
 - b. A vote of 4/5 of the membership in attendance at the meeting is sufficient to remove an officer from office, providing a quorum is present.
- Section 2.** Upon removal of an officer, the advisor and remaining board of officers may appoint a member to fulfill that position if the removed officer is removed for dereliction of duty and the member has shown they are capable of handling the responsibilities of the office is duly appointed in place.

CHAPTER 8. Meetings

- Section 1.** All officer and committee meetings will follow the general agenda:¹³

Order of Business

- a. Call to order
- b. Roll call
- c. Reading of the minutes

- d. Treasurer's report
- e. Officer and Committee reports¹⁴
- f. Old business
- g. New business
- h. Announcements
- i. Adjournment

Section 2. A quorum of 2¹⁵ of the membership, excluding members excused for other school functions, must be present before any official meeting can be called to order. A quorum of 2 officers are needed for an officers meeting.

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

16

CHAPTER 9. Finances

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

Section 2. Proof of 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 in accordance with Associated Student Government and Saddleback College regulations.

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

CHAPTER 10. By-Laws

Section 1. By-laws shall be passed by a simple majority vote of the membership in attendance at a business meeting, and shall cover pertinent topics including interpretation of the constitution.

Section 2. A permanent record of all by-laws shall be kept on file by the secretary.

CHAPTER 11. 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.

9/13/10