

ALPHA OMICRON CHI CHAPTER OF PHI THETA KAPPA PARADISE VALLEY COMMUNITY COLLEGE CONSTITUTION AND BY-LAWS

PREAMBLE

Phi Theta Kappa is designated as the official honor society for America's two-year colleges by the American Association of Community and Junior Colleges. Phi Theta Kappa of Paradise Valley Community College exists to recognize and encourage scholarship among associate degree students, to provide an opportunity for the development of leadership and service, to provide a climate to exchange ideas and ideals, and to stimulate interest in continuing academic excellence. In keeping with these ideals and standards, we do ordain and establish this constitution.

ARTICLE I. Name of Chapter

The name of this chapter of Phi Theta Kappa of Paradise Valley Community College shall be Alpha Omicron Chi.

ARTICLE II. Purpose of Chapter

The purpose of the Alpha Omicron Chi chapter of Phi Theta Kappa of Paradise Valley Community College shall be the promotion of scholarship, the development of leadership, the encouragement of service to the college and to the community, and the cultivation of fellowship among qualified students of the college.

ARTICLE III. Membership of Chapter

Section 1. Membership of Alpha Omicron Chi chapter shall consist of provisional members, standard members, enhanced members, alumni members, and honorary members.

- A. Provisional Members. Provisional members of Phi Theta Kappa are students who have shown an active interest in the affairs of the society by serving the society in some capacity, but who do not meet the full requirements for membership. Provisional members are encouraged to participate in chapter activities until they achieve the academic requirements for membership. Provisional members will not be required to pay dues until they have qualified for full membership. To be eligible for provisional membership, a student must:
1. Be currently enrolled in at least 6 credit hours with a cumulative grade point average of 3.0 or better;
 2. Meet the academic requirements for membership within 12 credit hours;
 3. Have submitted an application for membership and a current academic report; and

4. Adhere to the college conduct code and possess recognized qualities of citizenship.
- B. Standard Members. Standard members have full-status membership but are recognized as those who can participate only on an occasional basis. These members attend and participate whenever possible. Standard membership does not include added reward options available to enhanced members. To be eligible for standard membership, a student must:
1. Have earned at least 12 or more credit hours of 100 level coursework or higher with a cumulative grade point average of 3.5 or better;
 2. Be currently enrolled in a minimum of 6 credit hours with a grade point average of 3.5 or better;
 3. Adhere to the college conduct code and possess recognized qualities of citizenship;
 4. Be formally inducted into the chapter; and
 5. Maintain membership by continuing to earn a 3.0 grade point average or better.
- C. Enhanced Members. Enhanced members have chosen to participate in the 5-Star Member Program. This program is strictly voluntary to encourage and to reward student members who participate in chapter activities. Enhanced members are members who participate regularly in the chapter and are rewarded for their efforts. To be eligible for enhanced membership, a student must meet all the requirements for standard membership and in addition must:
1. Participate in at least one service project per semester;
 2. Participate in at least one honors topic project per semester;
 3. Participate in at least one fund-raising project per semester;
 4. Participate on at least one team (committee);
 5. Attend at least four meetings per semester. Participation in additional projects may be substituted for two of the required meetings;
 6. Earn more than 40 participation points. Points are awarded for participation in chapter activities at the rate of approximately eight points per star level, to be determined by the Executive Board;
 7. Keep and present 5-Star member card to be signed by a Chapter Officer and the Chapter President at any qualifying events for point accumulation; and
 8. Present the completed 5-Star member card to the Chapter Advisor(s) for final confirmation.
- D. Alumni Members. Alumni members shall be former members of the society who terminated their active membership in good standing with a minimum of one year's enrollment at Paradise Valley Community College. Alumni members shall be entitled to all the privileges of full members except the right to vote or hold office.
- E. Honorary Members. Honorary membership may be granted in the chapter to women and men who have rendered distinguished service. Honorary members may not vote

or hold office. All Honorary members are nominated by Chapter Officers and Chapter Advisor(s).

ARTICLE IV. Chapter Advisor(s)

- Section 1. The Chapter Advisor(s) shall be identified and endorsed by the administration of Paradise Valley Community College.
- Section 2. The Chapter Advisor(s) shall be responsible for the guidance of chapter activities and shall act on behalf of Paradise Valley Community College administration and the International Society. They shall be responsible for completing the official function and risk assessment forms for each of the chapter's events and/or activities.
- Section 3. The Chapter Advisor(s) will know and understand all responsibilities of the chapter officers and support the officers in fulfilling these responsibilities.
- Section 4. The Chapter Advisor(s) shall be present at all business meetings shall oversee the completion of the annual report, membership report forms, membership profile forms, and 5-Star update forms as required by the national Phi Theta Kappa Society. They shall also complete the necessary nominations for the individual Hallmark awards of Distinguished President, Distinguished Officer, and Distinguished Member.
- Section 5. The Advisor(s) shall not be voting member(s) of the chapter.

ARTICLE V. Officers

- Section 1. All officers must be inducted members of Phi Theta Kappa, in good standing, and carry a course load of at least 6 credit hours at Paradise Valley Community College. All officers must be inducted with a grade point average of 3.5, and maintain office by continuing to earn a 3.0 grade point average or better. The duration of office shall be no more than 4 semesters.
- Section 2. The Alpha Omicron Chi chapter of Phi Theta Kappa shall have the following officers:
 - 1. President;
 - 2. Vice President of Scholarship;
 - 3. Vice President of Leadership;
 - 4. Vice President of Service;
 - 5. Vice President of Fellowship;
 - 6. Recording Secretary;
 - 7. Treasurer;
 - 8. Public Relations Secretary;
 - 9. Communications; and

10. Fundraising.

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

- A. Preside over all business meetings;
- B. Appoint and establish any necessary committees (teams);
- C. Vote only in case of a tie;
- D. Serve as an ex-officio member of all committees;
- E. Present business to the organization;
- F. Represent the organization at all times; and
- G. Develop goals for the chapter with the help of the Chapter Advisor(s) and of the other officers; and
- H. Fulfill a minimum of two office hours per week.

Section 4. The responsibilities of the Vice President of Scholarship shall be as follows:

- A. Oversee all Honors Study Topic related activities;
- B. Coordinate the chapter's participation in the Honors Satellite Series;
- C. Encourage and recognize academic excellence;
- D. Coordinate the preparation of the Scholarship Hallmark Award;
- E. Preside over business meetings in the absence of the President; and
- F. Fulfill a minimum of one office hour per week.

Section 5. The responsibilities of the Vice President of Leadership shall be as follows:

- A. Direct the chapter in the use of parliamentary procedures for meetings;
- B. Promote and oversee all leadership activities;
- C. Encourage the development of leadership skills; and
- D. Coordinate the preparation of the Leadership Hallmark Award entry; and
- E. Fulfill a minimum of one office hour per week.

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

- A. Report the chapter to Headquarters as a Chapter of Service;
- B. Oversee all International Service Program activities;
- C. Develop activities that promote volunteerism and community service; and
- D. Coordinate the preparation of the Service Hallmark Award entry; and
- E. Fulfill a minimum of one office hour per week.

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

- A. Encourage scholarly fellowship at all levels of the Society;
- B. Implement strategies to increase membership acceptance;
- C. Enroll the chapter in the Pinnacle Scholarship Award Program;
- D. Coordinate the chapter's 5-Star Member Program; and
- E. Fulfill a minimum of one office hour per week.

Section 8. The responsibilities of the Recording Secretary shall be as follows:

- A. Take and read the minutes of the meetings and forward them to the Advisor(s);
- B. Take attendance at each of the meetings;
- C. Keep all regulations and procedures for hosting events on campus;
- D. Keep all necessary paperwork to be completed for administrative approval of chapter events;
- E. Maintain the chapter calendar of events; and
- F. Place all records of chapter events, including flyers, photos, and newspaper articles in the official record book at the end of each academic year.

Section 9. The responsibilities of the Treasurer shall be as follows:

- A. Maintain fiscal account for the society;
- B. Receive and deposit all monies and process all fiscal forms, including requisitions and purchase orders, subject to approval by the Chapter Advisor(s), the Honors Coordinator, and the college fiscal agent,
- C. Keep a set of books which shall be audited and notarized before the office is relinquished; and
- D. Make a report of finances at each business meeting.

Section 10. The responsibilities of the Public Relations Secretary shall be as follows:

- A. Promote the chapter at all levels of the Society;
- B. Take photographs at all chapter events;
- C. Oversee the development and updates to the chapter website;
- D. Send press releases whenever possible to all area newspapers, and send news to the national headquarters and regional coordinator
- E. Be responsible for publishing and distributing a chapter newsletter;
- F. Send chapter newsletters to the Chapter Programs Coordinator at the Phi Theta Kappa Headquarters;
- G. Maintain a Facebook account; and
- H. Maintain constant communications with the Institutional Advancement office.

Section 11. The responsibilities of the Communications Officer shall be as follows:

- A. Promote communication at all levels of the Society;
- B. Compile and update all contact information for chapter members;
- C. Keep all committee and event sign up sheets;
- D. Compile regular e-mail updates with meeting minutes, chapter event information, and important dates to remember, which shall be sent to all members; and
- E. Maintain chapter e-mail account with assistance from the Advisor(s).

Section 12. The responsibilities of the Fundraising Officer shall be as follows:

- A. Understand and keep record of all regulations and procedures for hosting fundraising events;
- B. Organize and oversee all fundraising events for the chapter;
- C. Keep all records of past fundraising events;
- D. Compile contact information for organizations that assist in fundraising activities; and
- C. Organize chapter participation in the Regional Marketplace; and
- D. Write and send out all “thank you” letter to chapter sponsors.

ARTICLE VI. Election of Officers

- Section 1. All candidates must be inducted members of Phi Theta Kappa, in good standing, have a minimum grade point average of 3.5, and carry a course load of at least 6 credit hours at Paradise Valley Community College.
- Section 2. All candidates must submit a formal application. This application shall include, but is not limited to, requests for information regarding academics, college and community leadership roles, and motives for applying as a chapter officer. The application shall also request a writing sample for applicants applying for any of the Vice President positions. The topic of the writing will be decided by the Chapter Advisor(s).
- Section 3. Elections for new officers shall be held within the month prior to the international convention. A quorum for an election shall consist of a majority of the elected officers and voting members present. Voting members are members with earned points for the current academic year.
- Section 4. Officers shall hold office from the time of their installation, which shall be at the first meeting following their election, or at the Spring Induction, whichever is appropriate.
- Section 5. Nominations from the floor can be made at the same meeting as the election by the Chapter Officers.
- Section 6. Plurality of the votes cast will determine the new officer.
- Section 7. In any case when an officer must resign his or her office, an election shall be held to elect a new officer. All new officer candidates must submit the formal application as mentioned above. Nominations shall be made from the floor and will be made at the first meeting following the resignation of the officer. As in a regular election, a quorum shall consist of a majority of the elected officers and voting members present. 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 a meeting can be held.

ARTICLE VII. 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. Chapter Advisor(s) and the Chapter President shall contact the individual officer and hold a meeting to discuss the issue(s);
 - B. A special meeting of the society must be held to discuss the problem;
 - C. A quorum consisting of a majority of the elected officers and voting members present hold a vote; and
 - D. A ballot in which four-fifths of the voting members present vote to impeach is sufficient to remove an officer from office.

ARTICLE VIII. Meetings

- Section 1. All business meetings will follow the general agenda:
- A. Call to order;
 - B. Roll call;
 - C. Reading of the minutes;
 - D. Treasurer's report,
 - E. Officer reports;
 - F. Advisor(s) report;
 - G. Committee reports;
 - H. Old business;
 - I. New business;
 - J. Announcements; and
 - K. Adjournment
- Section 2. A quorum shall consist of a majority of the elected officers and voting members present.
- 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 each 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.
- Section 5. Chapter meetings shall be held at least twice a month during the academic year. The exact day and time for each meeting is set at the previous meeting. Chapter meetings may be scheduled more frequently if necessary. Special committee meetings shall be called as necessary, the day and time to be determined by the committee chairperson.

Section 6. Voting on all matters regarding any chapter business may be conducted at the business meeting or through the chapter officer and Advisor group page at <http://groups.yahoo.com/group/PVCC-PTK/>.

ARTICLE IX. Finances

Section 1. Finances for the chapter will be raised by projects passed by a simple majority vote (51%) of the members present.

Section 2. Payment of national, regional, and chapter dues must be received by the chapter treasurer before members can be inducted. Induction confers lifetime membership.

Section 3. Supply Requisitions and Limited Purchase Orders must be filled out by the Treasurer and signed by the Chapter Advisor(s), the Honors Coordinator, and the college fiscal agent before purchases are made. Petty Cash Vouchers must be submitted with supporting invoices, statements, and/or receipts attached.

Section 4. Financial records of the chapter shall be audited annually by the Chapter Advisor(s), and the Honors Coordinator.

ARTICLE X. Travel

Section 1. The Alpha Omicron Chi Chapter may choose to attend annual regional gatherings and other fellowship opportunities.

Section 2. The amount of the budget able to be allocated to travel expenses will determine the number of officers and members attending such events.

Section 3. The Chapter Advisor(s) ultimately decides which officers and members will be given the privilege of traveling.

ARTICLE XI. By-laws

Section 1. By-laws shall be passed by a simple majority vote (51%) of the members present 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 recording secretary.

ARTICLE XII. Amendments and Revision

Section 1. The constitution and by-laws may be amended or revised by a vote of two-thirds of the members present at any regular meeting, provided that the proposed amendment or revision has been presented at a previous meeting. Any changes

to the constitution and/or by-laws must be sent to the international headquarters of Phi Theta Kappa for final approval.