

## Estrella Mountain Community College

### PHI THETA KAPPA Beta Alpha Xi Chapter

#### Preamble

We agree to dedicate ourselves to the pursuit of academic excellence, to the development of leadership skills, and to the goals of college and community service. Membership in the Beta Alpha Xi chapter of Phi Theta Kappa shall be considered a privilege extended only to those who demonstrate a concern for honor, intellectual growth, and service to others. We recognize the virtue of lifelong learning, the need for the open exchange of ideas, and the responsibility that comes with education in a free society. We support the vision of Estrella Mountain Community College, which stresses a commitment to building a better community one life at a time.

#### Article I      **Name of Chapter**

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

#### Article II      **Purpose**

The purpose of Beta Alpha Xi chapter of Phi Theta Kappa at Estrella Mountain Community College shall be the recognition and promotion of scholarship, the development of leadership and service, the cultivation of fellowship among scholars, and the stimulation of interest in continuing academic excellence.

#### Article III      **Membership**

##### Section 1.      Eligibility

An invitation to membership shall be extended to those currently enrolled students having accumulated 12 credit hours of 100-level or above classes and a cumulative grade point average of 3.50 or above at Estrella Mountain Community College. Grades for courses completed at other postsecondary institutions will not be considered when determining membership eligibility.

Transfer students – those students transferring in from another college will be required to meet the eligibility requirements (having accumulated 12 credit hours of 100-level or above classes and a cumulative grade point average of 3.50 or above) in order to join Beta Alpha Xi at Estrella Mountain Community College.

##### Section 2.      Active Members

*Active membership* shall consist of students: carrying at least 3 credit hours per semester, having accepted the membership invitation, paid the membership fee, and maintained a minimum cumulative grade point average of 3.25.

##### Section 3.      Probationary Members

Any member whose grade point average falls below 3.25 will be placed on probationary status for the following active semester (fall or spring). During this period the student will retain all rights of membership with the exception of holding office and representing the chapter at meetings of the Society.

The following criteria will be used to determine continued chapter standing and Society membership

1. If at the end of the probationary semester, the cumulative grade point average of 3.25 has been attained, the student will be returned to *Active Membership*.

2. At the end of the probationary semester if a cumulative grade point average of 3.25 has NOT been attained:
  - a. Members with a cumulative grade point average equal to or greater than 3.00, but less than the applicable cumulative GPA maintenance standard (3.25) that applies to that particular student, remain *on Inactive Membership Status* and may not serve as a chapter officer or represent the chapter at meetings of the Society. Society membership continues as outlined in the International Constitution (Article IV, section 3 - from the international Constitution & Bylaws found at <https://www.ptk.org/Default.aspx?TabID=2536>). Such students remain *Active* in the MCCC Student Information System's Phi Theta Kappa Student Group.
  - b. If a member's cumulative grade point average is less than 3.00 after a semester on probation, the student's membership will be revoked for failing to meet academic maintenance requirements for continuing membership in the Society as outlined in the local chapter's bylaws (approved by Headquarters) and in the International Constitution (Article IV, section 3 from the international Constitution & Bylaws found at <https://www.ptk.org/Default.aspx?TabID=2536>).
  - c. The Advisor(s) shall further record the student's revoked membership status, using the term *Inactive* in the MCCC Student Information System's Phi Theta Kappa Student Group.
3. A student may reapply for membership after being removed from the Society for failure to maintain the minimum grade point average, but must meet all eligibility requirements of membership to do so.

#### Section 4. Provisional Members

A provisional member shall be a student who has accumulated a grade point average of 3.25 or more at Estrella Mountain Community College, and/or who lacks the required 12 hours of college-level credit for active membership (e.g. dual enrolled students, part-time students... etc). Provisional members may take part in chapter activities, but shall not have the right to vote, hold office, or represent the chapter at meetings of the Society (these requirements come from the international Constitution & Bylaws found at <https://www.ptk.org/Default.aspx?TabID=2536>). Provisional members will pay local chapter dues of \$10 per year, but are not required to pay the international and regional induction fee until they are qualified for and apply for full membership.

#### Section 5. Honorary Members

An honorary member shall be a person who, in the opinion of the chapter, has rendered distinguished service to education, our chapter, or to Phi Theta Kappa. Honorary membership shall be conferred at the discretion of the Executive Board and with the approval of a simple majority of officers present at the meeting when Honorary Membership is presented for a vote.

An honorary member shall not have the right to vote, to hold office, or to represent the chapter at meetings of the Society.

#### Section 6. Certificate Members

There is a 6 hour credit requirement for students seeking a certificate in addition to the eligibility GPA requirement.

#### **Article IV. Organization**

##### **Section 1. Executive Board**

The Executive Board shall be composed of the elected and appointed officers (if any) of the chapter and the advisor(s). The duties of the Executive Board shall be to determine the policies for the operation of the chapter and to be trustees of all properties belonging to the chapter organization. A quorum, defined as a simple majority of current elected and duly appointed chapter officers, is required to conduct official chapter business.

##### **Section 2. Officers/Chapter Leadership Team**

A. Chapter Leadership Team Members shall be composed of:

1. President
2. Vice President of Leadership
3. Honors in Action (HIA) Officer
4. College Project Officer
5. Communications Officer
6. Service Officer
7. Administrative Officer
8. Other offices as may be deemed necessary for the good of the chapter.

B. Terms of Office- Each officer will serve for one year or until properly replaced by election, resignation, or removal from office for failure to fulfill the duties of office. An officer cannot be removed from office due to a reduction in GPA until the following semester (spring or fall) if the GPA remains below the threshold required. Members in good standing may be appointed, to fill office vacancies or meet chapter needs, by a simple majority vote of the Executive Board. Those members who are appointed by the executive board after the initial election in Spring will be required to complete a probationary period within a time frame of at least two consecutive officer meetings before they officially receive the title as officer.

C. Election to Office - A simple majority of those active members voting shall be necessary to elect any officer, and any member in good standing shall be eligible to hold any office, except that of President, regardless of the amount of time they have been an active member of the Society. Elections shall be held following the Spring Semester Induction.

D. Eligibility for the office of President must follow these guidelines:

Any interested member must have participated or involved themselves in a majority of activities, meetings, functions or tasks within the Society (not to be less than 50% of all available opportunities to serve the chapter) from election to election, *i.e.* a member must demonstrate a significant presence in the chapter prior to the election, regardless of whether it is from spring to spring or fall to spring. There is no penalty for being involved for a shorter time frame - the percentage of activities available to the member and degree of participation is the measurement.

- E. Chapter Leadership Team Members recognize that significant competing interests can detract from time needed to achieve chapter goals and negatively impact chapter teamwork, communication, and effective chapter operations.

Chapter officers recognize that significant competing interests can detract from time needed to achieve chapter goals and negatively impact chapter teamwork, communication, and effective chapter operations.

If interested in running for chapter office, the candidate agrees not to

1. Serve as an officer for any other campus clubs and organizations, including student government,
2. Serve as chair or co-chair of non-chapter significant campus events.

\*In the case of an unexpected election (due to resignation i.e., this will not be required of interested parties)

- F. Failure to manage outside time commitments that detract from the ability to satisfactorily perform duties and responsibilities of Chapter Leadership Team members may be grounds for removal from office according to terms outlined in Section 2, B.
- G. A two-thirds vote of the Executive Board shall be necessary to remove any elected or appointed officer from their position.

### Section 3. Duties of the Chapter President

- A. Presides over Executive Board meetings or name designee, preparing agendas in collaboration with Chapter Advisor(s).
- B. Develops chapter goals with Chapter Advisor(s) and Chapter Leadership Team.
- C. Vote only in case of a tie
- D. Establishes and appoints any necessary committees.
- E. Oversees chapter projects and award entry preparation. Submits awards in coordination with Chapter Advisor(s).
- F. Serves as Chapter Liaison with college administration.
- G. Participates in preponderance (majority) of chapter meetings.
- H. Interacts closely with Chapter Advisor(s) and Chapter Leadership Team.
- I. Maintains regular communication with members.

### Section 4. Duties of Vice President of Leadership

- A. Presides over all Chapter General Membership Meetings or names designee.
- B. Coordinates resources and prepare agendas in collaboration with Chapter President and Advisor(s). Oversees chapter meeting agenda preparation with any chosen designees.
- C. Attends preponderance of Chapter General Membership Meetings.
- D. Substitutes as Presiding Officer for all Executive Board Meetings in absence of Chapter President.
- E. Oversees preparation of any individual Hallmark Award entries the chapter chooses to submit.
- F. Interacts closely with Chapter Advisor(s) and Chapter Leadership Team.
- G. Maintains regular communication with members.

### Section 5. Duties of Honors in Action (HIA) Officer

- A. Recruits HIA Committee Members.

Section 9. Duties of Events\Administrative Officer

- A. Documents proceedings of Chapter Executive Board meeting in approved media.
- B. Supports Communications Officer in chapter communication:
  - 1. With input from members, the Leadership Team, and the Chapter Advisor(s) co-selects and coordinates one service project per semester with the Service Officer;
  - 2. Coordinates preparation of Student Life Proposals and related documents with Chapter Advisor(s) in compliance with Student Life protocols;
  - 3. Collaborates with Communications Officer on timely promotion of service events.
- A. Contributes to Member Award entries the chapter chooses to enter.
- D. Assists VP of Leadership with general member meetings upon request.
- E. Interacts closely with Chapter President & Chapter Advisor(s).
- F. Maintains regular communication with members.

Section 10. Duties of Advisor(s)

Chapter Advisors shall be appointed by college administration.

- A. Works closely with the officers in planning and executing programs.
- B. Assists officer team in directing the activities of the chapter.
- C. Communicates with the national office on behalf of the chapter
- D. Serves as Program Coordinator for Phi Theta Kappa within the Division of Academic Affairs:
  - 1. Provides updates and seeks counsel regarding chapter programming and procedural proposals;
  - 2. Assures compliance with all college policies and procedures;
  - 3. Advocates for chapter initiatives and resources;
  - 4. Assesses Program success in achieving goals and initiatives.
- E. Assures chapter adherence to all required Student Life & Leadership policies and procedures.
- F. Oversees all aspects of scheduled membership campaigns in collaboration with the appropriate Administrative Specialist and/or Office Coordinator.
- G. Maintains necessary internal and external correspondence.
- H. Submits regularly scheduled reports to Arizona Region and International Headquarters.

**Article V. Meetings and Procedures**

Section 1. Meetings

Meetings shall be conducted at times and locations deemed most satisfactory to the advisor(s), officer team, and members.

General membership meetings will be held at least twice a month during the regular academic year. Saturday or summer meetings may be planned at the discretion of the Executive Board. At least one officer must be present to chair a scheduled meeting. In the absence of any officers, the meeting will be cancelled. An advisor(s) must be present at all meetings.

Executive Board Meetings will be held at least twice monthly and additional board meetings may be scheduled as deemed necessary to support chapter operations. These additional meetings can be held with or without chapter advisors present. The Chapter President chairs all Executive Board Meetings. In the absence of the President, the Vice



President of Leadership shall preside and assume all responsibilities of the President. An advisor(s) must be present at all meetings.

## Section 2. Procedures

Meetings will be conducted under the procedures outlined in Robert's Rules of Parliamentary procedures (see Appendix 1).

### A. Voting

#### a) Chapter Meetings

(1) Each active member shall be entitled to one vote at chapter meetings. Those officers and members present at a Chapter Meeting or special meeting shall constitute a quorum. Voting shall be done anonymously via ballot box.

#### b) Executive Board Meetings

i) Each Chapter Officer shall be entitled to one vote at Executive Board Meetings. A quorum, defined as a simple majority of current elected and appointed chapter officers, is required to conduct official chapter business.

c) The Chapter President shall abstain from voting on all chapter business except in instances of a tie vote.

### B. Special Meetings

a) Any meeting called in an emergency or that is not part of a regular meeting, with the exception of committee meetings, shall be considered a special meeting. Notice to the full membership is not necessary.

### C. Onboarding

a) Officers for any given year shall spend the last 2 weeks of the academic school year onboarding future officers.

This includes but is not limited to:

- i) The current officer discussing their role, describing general functions, explaining protocol, as well as giving examples of duties performed with the new officer(s);
- ii) The current officer forwarding emails and appropriate information to the new officer(s);
- iii) The current officer providing the new officer(s) with appropriate material (in a binder and e-folder).

## Article VI Finance

Section 1. All chapter monies deposited with the college fiscal agent shall be expended by requisition and approved by the Chapter Leadership Team and/or Chapter Advisor(s). Final authorization and incumbrancer of chapter funds resides with the appropriate Dean and the Division of Academic Affairs.

Section 2. The Society shall be operated exclusively for educational purposes and shall be tax exempt.

Section 3. Chapter Membership fees shall be set by the Executive Board. Regional and International fees are set by Phi Theta Kappa International Headquarters.

Section 4. All fees, donations and other types of income shall be expended only for the purposes of the Society.

**Article VII Amendments and/or Revisions to Chapter By-Laws**

## Section 1. By-laws

- A. By-laws shall be adopted by a simple majority vote of the Executive Board and shall cover pertinent topics including interpretation of the constitution.
- B. The Chapter Advisor(s) shall keep a permanent record of all approved Chapter By-Laws, post current By-Laws on the chapter web site, and submit updates to Phi Theta Kappa International Headquarters as required by the International Society Constitution.

I have read the above Bylaws of Beta Alpha Xi Chapter of Phi Theta Kappa Honor Society and agree to conduct the business of the chapter in accordance with the mission, purpose, and operating principles and procedures described herein.

**Chapter President**

Sign: *Anastasia Martinez*

Print: Anastasia Martinez

**Communications Officer**

Sign: *OSR Madu*

Print: Olisaemeka Sam Rodham Madu

**Chapter Vice President**

Sign:

Print:

**Administrative Officer**

Sign:

Print:

**College Project Officer**

Sign:

Print:

**Service Officer**

Sign:

Print:

**Honors in Action Officer**

Sign: *Ethan Kilduff*

Print: Ethan Kilduff

**Organization Faculty Advisor(s)**

Sign: *Jamie Lopez*

Print: Jamie Lopez