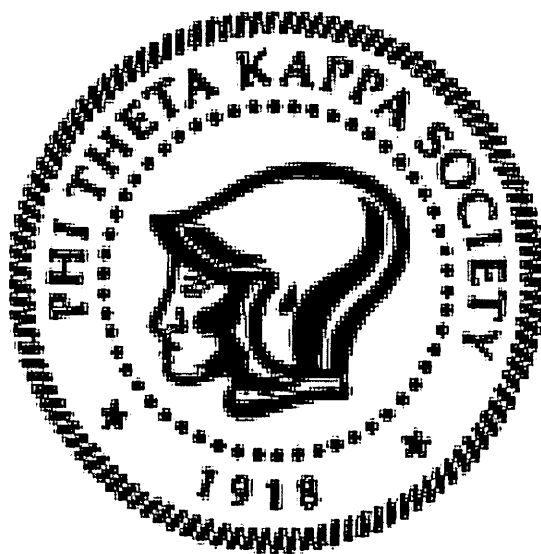


*approved  
1-11-2011*

# Phi Theta Kappa

International Honor Society of the Two-Year College



## Gamma Tau

# Chapter Bylaws

Lower Columbia College  
Longview, Washington

# Bylaws of the Gamma Tau Chapter

## CHAPTER I. Chapter Name

The name of this chapter of Phi Theta Kappa shall be Gamma Tau.

## CHAPTER II. Purpose

The purpose of the Gamma Tau Chapter of Phi Theta Kappa at Lower Columbia College (LCC) shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified students of this college.

## CHAPTER III. Membership

- Section 1.** Types of membership in the chapter shall consist of member, alumni member, honorary member, and provisional member as defined in Article IV of the Phi Theta Kappa Constitution.
- A. **Member;** Each candidate for membership must have completed 12 quarter credits of 100 level or above course work, with a grade point average of 3.5 on a 4.0 scale. Each candidate shall adhere to the LCC school conduct code. 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. 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. **Alumni Member;** An alumnus member shall be a former member of the Society who terminated active membership in good standing and who was enrolled for at least one year in a two-year college.
  - C. **Honorary Member;** An honorary member shall be a person who, in the opinion of the Society or of the local chapter, has rendered distinguished service. National honorary membership shall be conferred at the discretion of the local chapter.
  - D. **Transfer Member;** A member from another Phi Theta Kappa chapter may transfer membership to Gamma Tau Chapter if he or she is currently enrolled at Lower Columbia College, meets the maintenance GPA of the chapter, and has a letter of good standing from the current chapter advisor of the school from which he or she is transferring.
  - E. **Provisional Member;** 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 in some special capacity, but who does not meet the full requirements for active membership. A provisional member shall not have the right to vote, hold office, or to represent the chapter at meetings of the Society.

## CHAPTER IV. Chapter Advisor

- A. The chapter advisor shall be officially appointed by the college administration and

thus by virtue of appointment shall be a member of the Association of the Chapter Advisors. Each advisor shall be responsible for local membership, shall be responsible for the guidance and approval of local activities, and shall act as a liaison between the International Headquarters and the chapter sponsored. The advisor shall ensure that requirements set by International Phi Theta Kappa are met.

- B. In addition to carrying out the duties as stated above (A), 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.
- C. The advisor shall be a non-voting member of the chapter.

## **CHAPTER V. Officers**

**Section 1.** All officers must be members of Phi Theta Kappa, in good standing, have a grade point average of 3.0 and must be carrying a minimum course load of five (5) credits per quarter.

**Section 2.** The Gamma Tau Chapter of Phi Theta Kappa shall have the following officers: President, Vice President of Leadership, Treasurer, Recording Officer and Public Relations Officer. A chapter may elect additional officers; Vice President of Service, Vice President of Scholarship, Vice President of Fellowship.

**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.
- I. Annually audit financial records with the advisor.
- J. Preside over the Membership Reception.
- K. Develop the goals of the chapter in conjunction with the chapter leadership team.
- L. Oversee all individual Hallmarks and award entries as agreed upon by the leadership team.
- M. Train his/her successor.

**Section 4.** The duties of the Vice President(s) shall be as follows:

- A. Perform all duties of the president in the event of his/her absence.
- B. Coordinate committees and provide leadership for events pertaining to their specific hallmark.
- C. Head or participate in the committee reviewing the Chapter Bylaws and the Annual Report.
- D. \*Required to attend a minimum of two business meetings per month.

**Section 5.** The duties of the Treasurer shall be as follows:

- A. Coordinate with the Student Activities Coordinator/Director and the Associated Students of Lower Columbia College (ASLCC) Budget Committee Chair Person.
- B. Work with chapter advisor to prepare and submit annual budget requests to ASLCC, as well as monitor financial activity from the chapter projects to ensure the chapter stays within the approved budget.
- C. Keep a set of financial records that shall be audited and notarized at the end of each officer term.
- D. Make a report of finances at each business meeting.
- E. Obtain advisor approval required prior to financial activity and follow LCC policy regarding handling of cash and cash receipts.
- F. \*Required to attend a minimum of two business meetings per a month.

**Section 6.** The duties of the Recording Officer shall be as follows:

- A. Take and read minutes of business meetings.
- B. Take roll at the business meetings.
- C. Maintain records of the business meetings and make them accessible to all members electronically.
- D. Maintain all chapter correspondence in the Chapter Record Book.
- E. Serve on the committee to prepare the Annual Report to be sent to Headquarters each spring.
- F. Maintain historical record of chapter events which may include photos, flyers, sign-in sheets, description of event, and the Project Planning Model worksheets.
- G. Place all records in Chapter Record Book and turn in to advisor at the end of each calendar and academic year.
- H. \*Required to attend a minimum of two business meetings per a month.

**Section 7.** The duties of the Public Relations Officer shall be as follows:

- A. Promote chapter at all levels of the organization and advertize upcoming events.
- B. Maintain electronic calendar.
- C. Keep a full record of chapter functions.
- D. Draft and submit press releases whenever possible to campus and community newspapers.
- E. Oversee the development of, and updates to, the chapter website.
- F. Prepare and maintain the chapter scrapbook for regional, state, and international meetings and conventions.
- G. Submit to Regional Coordinator and Headquarters reports of chapter activities and Five-Star Chapter Update Forms.
- H. \*Required to attend a minimum of two business meetings per a month.

**Section 8. (\*)** Other Officer notes

- A. Officers are required to attend a minimum of two business meetings per month and all officers meetings. Officers who are repeatedly absent from meetings and do not participate in club activities may be requested by the other Chapter Officers, and/or

the Advisor, for their resignation of that position. *This does not include absences for legitimate reasons.*

- B. Each officer is to maintain an accurate and current notebook with regard to their specific office. This notebook is to contain materials to aid the officer in their duties, notes of events, how-to information, and any other materials collected throughout the year. The notebooks will be given to the officer at the first Officers Meeting after their inauguration and will be returned to the chapter upon completion of their term of office.
- C. Submit an unofficial transcript to the advisor by the end of week two of each academic term.

## **CHAPTER VI. Election of Officers**

- Section 1.** All candidates shall be members in good standing by maintaining a cumulative GPA of 3.0 or better. Officers shall have one term in which to bring up the cumulative average. If the officer fails to do so, the chapter advisor shall notify the Executive Director and the member's name shall be removed from both the local and the international roll as is stated in Chapter IV, Section 3 of the Phi Theta Kappa Constitution.
- Section 2.** Elections are to be held at the meeting *preceding* the last business meeting during the winter quarter of each year.
- Section 3.** During the spring quarter the new officers shall shadow the present office holders, for the purpose of training, from the time of election to their inauguration. The inauguration shall be during the second to last business meeting of spring quarter. The newly elected officers shall conduct the last spring business meeting and assume the offices officially during summer quarter.
- Section 4.** Nominations from the floor can be made at the same meeting as the election.
- Section 5.** A simple majority vote shall elect an officer.
- Section 6.** In any case when an officer must resign his office, an election shall be held to elect a new officer at the first meeting following the resignation of the officer. Nominations shall be made from the floor. Majority 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 VII. Meetings**

- Section 1.** All business meetings will follow the general agenda:

### Order of Business

- A. Call to order
- B. Roll call
- C. Adoption and approval of the minutes
- D. Treasurer's report
- E. Officers reports
- F. Committee reports
- G. Old business
- H. New business
- I. Announcements
- J. Adjournment

**Section 2.** A minimum of three (3) members present at any meeting shall constitute a quorum for the transaction of business. Business shall be transacted by a majority vote of those members present and voting at a regular or special meeting.

**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 chairman of said committee. Procedures at such meetings are left to the discretion of the chairman. Reports of each special meeting shall be given to the members at the following chapter business meeting.

### **CHAPTER VIII. Finances**

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

**Section 2.** Payment of all fees associated with International Membership, which include local and regional fees, must be received by Headquarters or by the chapter advisor prior to induction.

**Section 3.** Financial records of the chapter shall be annually audited by the advisor and the president.

### **CHAPTER IX. Amendments and revision**

The Chapter Bylaws may be amended by a vote of two-thirds (2/3) of the members present at any regular meeting, or by two-thirds (2/3) of the electronic votes received, 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.

Phi Theta Kappa is committed to the elimination of discrimination based on gender, race, economic class, ethnic background, sexual orientation, age, physical or mental disability, and cultural and religious backgrounds.