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Bylaws Of Pi Theta Chapter

Chapter I. Name of Chapter

The name of this Chapter of Phi Theta Kappa shall be Pi Theta.
(Assigned by headquarters upon approval of chartering application.)

Chapter II. Purpose

The purpose of the Pi Theta Chapter of Phi Theta Kappa at Hagerstown Community 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 III. Membership

Section 1. Types of membership in Pi Theta Chapter shall consist of active member, provisional member, alumni member, and honorary member as defined by Article IV, Section 1, of the *Phi Theta Kappa Constitution and Bylaws*.*

A. Active 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 credits of college level course work, with a Grade Point Average of 3.5 on a 4.0 scale, and adhere to the school conduct code. Grades for courses completed at other institutions will not be considered when determining membership eligibility. 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/she has one semester to bring the average up to a 3.25 again. If he/she fails to raise the cumulative GPA to 3.25 after one semester the member shall have his/her name stricken from the local chapter roll, and the Phi Theta Kappa Headquarters will be notified to strike the name off the international roll as well. Once a student's name is stricken from the roll, all privileges of membership are revoked.

B. Provisional Member. In addition to meeting eligibility requirements as stated in Article IV, Section 1 B of the *Phi Theta Kappa Constitution and Bylaws*. A student must be currently enrolled in associate's degree work at the two year college, and adhere to school conduct code.

C. Alumni Members. An individual must meet eligibility requirements as stated in Article IV, Section 1 C of the *Phi Theta Kappa Constitution and Bylaws*.* "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.”

D. *Honorary Members.* An individual must meet eligibility requirements as stated in Article IV, Section 1 D of the *Phi Theta Kappa Constitution and Bylaws*. * “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 Executive Committee and local honorary membership shall be conferred at the discretion of the local chapter.”

E. *Transfer members.* A member from another Phi Theta Kappa Chapter may transfer membership to Pi Theta Chapter if he or she enrolled at Hagerstown Community College and meets the maintenance GPA of the chapter. Membership must be in good standing.

Chapter IV. Chapter Advisor(s)

In addition to carrying out duties as stated in the *Phi Theta Kappa Constitution and Bylaws*,* Chapter IV, Section 5, the chapter Advisor(s) shall be responsible for overseeing the completion and submission of Membership Report Forms, Student Profile Forms and fees to Headquarters. **The advisor shall be a non-voting member of the chapter and Executive Board.**

Chapter V. Executive Board

The Executive Board, comprising of the current chapter officers, is authorized to act on the ordinary business affairs or needs of the Chapter. The board may call special meetings to the Chapter as needed. Fifty percent of the Executive Board shall constitute a quorum.

Chapter VI. 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 carry a course load of at least 6 credit hours per semester (or equivalent).

Officers are expected to:

- Represent the chapter and college at all times.
- Keep information on activities and chapter functions to pass on to the new officer team.
- Participate in the competitive edge program.
- Participate in chapter functions as able.

Section 2. The Pi Theta Chapter of Phi Theta Kappa shall have the following active membership elected officers: President, Executive Vice President, Vice President of Leadership and Scholarship, Vice President of Service and Fellowship, Recording Secretary, Treasurer, Public Relations Officer, Fundraising Coordinator, and SGA Liaison.

Section 2a. The Duties of the President shall be as follows:

- a) Officially represent the Pi Theta Chapter in the College and community, and at District, Regional, and International levels of the Society.
- b) Develop Chapter goals with the help of the Executive Board.
- c) Submit Five Star Goal and Update Forms online by scheduled deadline dates with the consultation of the Executive Board.
- d) Prepare meeting agendas and preside over all Chapter business meetings and Executive Board meetings.
- e) Oversee standing committees and establish new committees as necessary. The President shall serve as ex-officio member of all standing committees.
- f) The President shall only vote in case of a tie to deny a motion or action.
- g) Oversee Chapter projects and activities
- h) Coordinate along with the Vice Presidents on the Hallmark Awards.
- i) Assist advisors with the production of Chapter communications.
- j) Delegate responsibilities as necessary, and ensure that assigned tasks are followed through.
- k) Log in to the Pi Theta email at least once daily to ensure that messages are responded to in a timely manner, and to communicate regularly with members.
- l) Other duties may be assigned by Advisor(s).
- m) Appoint a committee to review/ revise the Chapter Bylaws annually.

Section 2b. The duties of the Executive Vice President shall be as follows:

- a) Perform all duties of the president in the event of his/her absence.
- b) Take roll at the meetings.
- c) Ensure necessary forms are turned into SGA.
- d) Assist president with tracking progress of Five Star Chapter Development Plan.
- e) Serve on the committee to prepare the Annual Report to be sent to Headquarters each spring.
- f) Oversee the four Hallmarks: Scholarship, Leadership, Service, and Fellowship.

Section 2c. The Duties of the Vice President of Scholarship shall be as follows:

- a) Perform all duties of the President and Executive Vice President in the event of his/ her absence.
- b) Assist the President/ Executive Vice President and carry out all duties assigned by the President and Executive Vice President.
- c) Oversee Honors Study Topic.
- d) Encourage the development of leadership skills by researching and implementing leadership development strategies and seminars.
- e) Coordinate with the President regarding the Hallmark Awards.

f) Chair the Scholarship Committee, which is responsible for recommending chapter projects relevant to the Honor Study Topic.

Section 2d. The Duties of the Vice President of Leadership shall be as follows:

- a) Perform all duties of the President and Executive Vice President in the event of his/ her absence.
- b) Assist the President/ Executive Vice President and carry out all duties assigned by the President and Executive Vice President.
- c) Plan leadership activities and involving members in Competitive Edge.
- d) Encourage the development of leadership skills by researching and implementing leadership development strategies and seminars.
- e) Coordinate with the President regarding the Hallmark Awards.
- f) Chair the Leadership Committee, which is responsible for recommending chapter projects relevant to the college project.

Section 2e. The Duties of the Vice President of Service shall be as follows:

- a) Perform all duties of the Vice President of Leadership in the event of his/ her absence.
- b) Develop and oversee activities that promote volunteering and community service.
- c) Serve as the official liaison between Pi Theta and community organizations.
- d) Chair the Service Committee, which is responsible for researching, creating and recommending service activities within the community, and coordinate Pi Theta service efforts.

Section 2f. The Duties of the Vice President of Fellowship shall be as follows:

- a) Perform all duties of the Vice President of Leadership in the event of his/ her absence.
- b) Encourage scholarly fellowship at all levels of the Society.
- c) Serve as the official liaison between Pi Theta and other community college chapters.
- d) Chair the Fellowship Committee, which is responsible for researching, creating and recommending fellowship activities and ensure waivers are signed.

Section 2g. The Duties of the Recording Secretary shall be as follows:

- a) Assist the Executive Board to carry out any necessary duties or assignments.
- b) Maintain careful and complete records of the proceedings of all general business meetings and Executive Board meetings.
- c) Take and read minutes for approval at all general business meetings and Executive Board meetings.
- d) Distribute the minutes to Executive Board.
- e) Maintain the Chapter calendar of events.

- f) Produce and maintain all Pi Theta sign-in sheets for meetings and events.
- g) Track individual member participation in chapter via chapter point system.
- h) Document Action and Honors progress, including research and false starts.

Section 2h. Duties of the Treasurer shall be as follows:

- a) Attend budget meeting(s) and implement annual Chapter budget
- b) Present a monthly financial and budget report
- c) Receive Executive Board approval for all expenditures (not already approved in the Chapter's budget – if the Executive Board has approved the budget, only unbudgeted items need to get approval).
- d) Submit DPA Request for payment of regional and international dues
- e) Turn in all earned income to finance.

Section 2i. The Duties of the Public Relations Officer shall be as follows:

- a) Assist the Executive Board to carry out any necessary duties or assignments.
- b) Promote the Chapter at all levels of the Society.
- c) Write and submit monthly articles to HCC Public Relations Dept. so they may publish in campus and community newspapers.
- d) Oversee the development and updates to the Chapter website and Facebook.
- e) Research, recommend, and implement new methods of communication.
- f) Ensure photographs and/or video are taken at all chapter events.
- g) Post approved general business and Executive Board minutes on the Chapter website.
- h) Maintain a record of chapter events, including photos, videos, flyers and newspaper articles; and description of Pi Theta events.

Section 2j. The Duties of the Fundraising Coordinator shall be as follows:

- a) Perform all duties of the Vice President of Leadership in the event of his/ her absence.
- b) Develop and oversee fundraising activities.

Section 2k. The Duties of the SGA Liaison shall be as follows:

- a) Assist the Executive Board to carry out any necessary duties or assignments.
- b) Follow Robert's Rules of Order at all general business meetings and Executive Board meetings.
- c) Serve on the Annual Report Committee to be sent to Headquarters in early Spring.
- d) The SGA Liaison is a non-voting member of the Executive Board.
- e) Other duties may be assigned by the President.

Chapter VII. 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 a members of Phi Theta Kappa, in good standing.

Section 2. Elections of the new officers will be held at the April member meeting for all elected positions. The turnover of the old officer team to the new officer team will occur in May.

Section 3. Officers shall hold office from the first Monday after HCC's Spring Graduation until the following year's graduation.

Section 4. Nominations from the floor can be made at the same meeting as the elections.

Section 5. Plurality of the votes cast will determine the new 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 VIII. Meetings

Section 1. All Business meetings will follow the general agenda:

Order of Business

- I.** Call to order
- II.** Roll call
- III.** Reading of minutes
- IV.** Officer Reports
- V.** Committee Reports
- VI.** Old Business
- VII.** New Business
- VIII.** Announcements
- IX.** Adjournment

Section 2. A quorum of one member over 50% of the Executive Board, excluding members excused for other school functions, must be present before any official meeting can be called to order.

Section 3. All meetings shall be governed by the adaptation 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 meeting shall be given to the members at the following chapter meeting.

Chapter IX. Finances

Section 1. Finances for the chapter's budget will include monies that are requested and determined each fiscal year by the Student Government Association) as well as monies raised by projects voted on by a majority vote of the members present at the meeting.

Section 2. Payment of the membership fee (international, regional, and local) must be paid prior to induction. Payments are made at www.ptk.org when completing the online acceptance. If completing the paper application, payment must be provided to the Advisor so the money can be given to the college's Finance office so the money can be deposited into the chapter's account. The chapter will then receive a bill from Headquarters for the student's international and regional membership fee. HCC's Finance office.

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

Chapter X. Amendments and Revisions

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 or electronically at least 72 hours in advance. **Any changes to the bylaws must be sent to Headquarters for final approval.**

Referring to the Phi Theta Kappa International Constitution and Bylaws
www.ptk.org/about/constitution

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 background

PI THETA CHAPTER REVISED BYLAWS: May 14, 2015