



PHI THETA KAPPA[®]
HONOR SOCIETY

Chapter Bylaws

National Park College

Alpha Beta Psi

Bylaws of Alpha Beta Psi

CHAPTER 1. Name of Chapter

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

CHAPTER 2. Purpose

The purpose of Alpha Beta psi Chapter of Phi Theta Kappa at National Park College shall be to provide recognition for academic excellence and opportunities for all college students to grow as scholars and leaders as early as possible during their pursuit of a college degree or credential.

CHAPTER 3. Membership

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

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:

<u>Type of Degree</u>	<u>Minimum Hours</u>
Associate	12
Certificate of 1 year	6

Grades for courses completed at other postsecondary institutions will be considered when determining membership eligibility (3.5 GPA to be invited). A cumulative Grade Point Average of 3.0 must be maintained to remain in good standing. Otherwise, the member has one term in which to bring his or her cumulative Grade Point Average up to a 3.0.

Failure to maintain the required maintenance standards will result in the member being removed from good standing as stated in the *Phi Theta Kappa Constitution and Bylaws,** Chapter 1, Section 3. 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. **Provisional Member.** In addition to meeting eligibility requirements as stated in Article IV, Section 1B of the *Phi Theta Kappa Constitution and Bylaws,** a student must have earned a cumulative Grade Point Average of 3.5 on all course work completed in high school. A student must be currently enrolled in courses leading to a degree or certificate credential in a postsecondary institution. Provisional members will pay local chapter dues of \$19 but are not required to pay the international and regional induction fee until they have qualified for full membership.

- C. *Alumni Member.* An individual must meet eligibility requirements as stated in Article IV, Section 1C of the *Phi Theta Kappa Constitution and Bylaws*.*
- D. *Honorary Member.* An individual must meet eligibility requirements as stated in Article IV, Section 1D of the *Phi Theta Kappa Constitution and Bylaws*.*
- E. *Transfer Member.* A member from another Phi Theta Kappa chapter may transfer membership to Alpha Beta Psi Chapter if he or she is currently enrolled at National Park College and meets the membership eligibility and maintenance standards at the new chapter.

CHAPTER 4. Chapter Advisor

In addition to carrying out the duties as stated in the *Phi Theta Kappa Constitution and Bylaws*,* Chapter III, Section 3, 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. The advisor may be officially appointed by the institution's administration and shall be a non-voting member of 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 3.0 or higher and must be carrying a course load of 6 semester hours (or equivalent).
- Section 2.** The Alpha Beta Psi Chapter of Phi Theta Kappa shall have the following officers: President, Vice-President, Vice-President of Service, Vice President of Scholarship, and Recording and Public Relations Secretary/Historian. A chapter may elect additional officers.
 - a. All officers will make it a priority to attend all regular meetings throughout the year.
 - b. If unable to attend said officer will make provisions to have his/her duties covered.
 - c. If any officer misses three or more consecutive meetings without initiating contact and/or has made no provisions to have his/her duties covered, said officer will be asked to resign his/her office, and/or be removed from office via a chapter vote. The officer will be notified prior to this. Vacated positions will be filled via volunteers from Chapter members. If two or more members want the same officer role, an election will take place.
- Section 3.** The duties of the President shall be as follows:
 - a. Preside over all business meetings and provide an advisor-approved agenda.
 - 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. Assist with chapter activities as needed.
- Section 4.** The duties of the Vice President shall be as follows:
 - a. Perform all duties of the president in the event of his absence.
 - b. Take roll at the meetings.
 - c. Coordinate all committees.
 - d. Head the committee reviewing the chapter bylaws.
 - e. Act as program chairman.
 - f. Assist with chapter activities as needed.

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

- a. Oversee the College Project
- b. Appoint necessary committees for the College Project activities.
- c. Assist with chapter activities as needed.

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

- a. Oversee Honors in Action Project
- b. Appoint necessary committees for Honors in Action activities
- c. Assist with chapter activities as needed.

Section 7. The duties of the Recording and Public Relations Secretary/Historian shall be as follows:

- a. Take and read the minutes of the meeting
- b. Maintain record of the meetings. Give copy of approved minutes to advisor to post on the campus's LMS (Learning Management System) (name of class is Phi Theta Kappa – Alpha Beta Psi Chapter).
- c. Maintain a file of chapter correspondence and a full record of chapter functions and materials.
- d. Publish newsletters, other marketing materials, and/or maintain chapter web site and social media.
- e. Collect and chronicle information about chapter activities required to meet the goals and objectives of the Five Star plan set for the year.
- f. Assist with chapter activities as needed.

CHAPTER 6. Election of officers

Section 1. In addition to meeting requirements as stated in Chapter III, Section 8 of the *Phi Theta Kappa Constitution and Bylaws*,* all candidates for office must be members of Phi Theta Kappa, in good standing.

Section 2. Elections will be held prior to the early registration deadline for PTK Catalyst each year in the spring term (Typically the first week in February).

Section 3. Officers shall hold office from the time of their inauguration, which shall be at the first meeting following the election (as trainees until the last meeting of the semester), to the time of the next inauguration.

Section 4. Nominations for office will occur by survey in the chapter's Blackboard community or by campus email.

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 (If more than one members desires to fill the vacant office). 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. A simple 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.

Section 7. Absentee Ballot

- a. Voting by absentee ballot will be accepted in all elections and votes on major issues where the active membership and identity of the voter can be verified.
- b. The ballot will be cast the day of the election. It will be tendered and sealed by an advisor who will publicly tender the sealed ballot at the time the vote is taken to the party or parties responsible for counting the votes. Declaration of the opening of the polls will be announced at the nomination meeting.

Section 8. Impeachment of Officers

If any officer fails to fulfill the duties of his/her office, he/she may be removed as follows:

- a. A special meeting of the chapter must be held to discuss the problem.
- b. A vote of $\frac{3}{4}$ of the executive board shall be sufficient to remove an officer from office.

Appellate Procedure for Removal/Impeachment from Office - The officer removed or suspended from office may appeal the decision for removal/impeachment. The Officer desiring to appeal the decision must file written notice with the Executive Board no later than thirty days following removal/impeachment from office. Within thirty days of receiving such written notice from the officer requesting appeal, the Executive Board will appoint a three-member tribunal, involving two active members and the Vice-President for Student Services (or his/her appointee), to hear such appeal and render a final decision.

CHAPTER 7. Meetings

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

Order of Business

- a. Call to order
- b. Roll call
- c. Reading of the minutes
- d. Treasurer's report
- e. Committee reports
- f. Old business
- g. New business
- h. Announcements
- i. Adjournment

Section 2. A quorum of one member over 50% of the membership, excluding members excused for other school functions, must be present before any official meeting can be called to order, OR, All officers should be present at each meeting; however, at least one officer must be present to chair a meeting. In the absence of all officers, the meeting will be canceled. Those officers and members present at a regular or special meeting shall constitute a quorum.

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 meeting shall be given to the members at the following chapter meeting.

Section 5. Proposals - Any member of the chapter may bring business before the group.

Section 7. Due Process

- a. All complaints or grievances shall be submitted to the chapter advisor(s) in writing. If the complainant(s) believe the advisor response is unsatisfactory or their concerns are not rectified after two weeks of the informal written complaint, complainant may appeal to any member of the Executive Board in writing. The Executive Board shall meet within two weeks to determine the merit of the complaint and the chapter advisor shall be responsible for informing the complainant(s) of the decision.
- b. If the complainant(s) believe(s) the Executive Board's response to their complaint is unsatisfactory or their concerns are not rectified within two weeks of the Executive Board's determination, the complainant(s) may appeal to the Vice-President for Student Services who will make a final determination.

CHAPTER 8. Finances

Section 1. All fees, donations, and other types of income shall be expended only for the purposes of this chapter. Finances for this chapter will be raised through projects voted on by either a majority vote of the executive board or majority vote of those members present at any meeting, and when funds are to be used to pay for representation at workshops, conferences, and conventions said funds should be used only to defray expenses incurred by enhanced members.

SECTION 2. Payment of the one-time international membership fee is \$60.00 and must be received by the chapter treasurer prior to induction.

SECTION 3. All members must pay regional dues of \$6.00 prior to induction, which are included in the international membership fee.

SECTION 4. All members must pay local dues, a one-time fee, of \$19.00 prior to induction, which are included in the international membership fee.

SECTION 5. Disbursement requests must be submitted with supporting invoices and / or receipts(s) attached.

SECTION 6. The advisor shall annually audit financial records of the chapter.

CHAPTER 9. 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 Constitution and Bylaws, www.ptk.org/About/AboutPhiThetaKappa/ConstitutionBylaws.aspx*

Phi Theta Kappa is committed to the elimination of unlawful discrimination in connection with all employment relationships, business operations and programs. Discrimination based on gender, family or marital status, race, color, national origin, military or veteran status, economic status, ethnic background, sexual orientation, gender identity, transgender status, genetic information or history, age, disability, political affiliation and cultural and religious backgrounds is prohibited.