

BYLAWS
OF
BETA ETA RHO CHAPTER

APPROVED
KAW
11-20-02

CHAPTER 1. Name of Chapter

The name of this chapter of Phi Theta Kappa shall be Beta Eta Rho.
(Assigned by Headquarters upon approval of chartering application.)

CHAPTER 2. Purpose

The purpose of Beta Eta Rho Chapter of Phi Theta Kappa at Santiago Canyon College shall be the promotion of scholarship, the development of leadership and services and the cultivation of fellowship among qualified students of this college.

CHAPTER 3. Membership

Section 1. Types of membership in Beta Eta Rho 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 12 (semester, quarter, or equivalent term) hours of associate degree course work, with a Grade Point Average of 3.5 on a GPA scale, adhere to the school conduct code and possess recognized qualities of citizenship. Membership requires that you be a registered student at Santiago Canyon College, have a cumulative GPA of at least 3.5, and have completed at least 12-degree applicable units at SCC and/or SAC. 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. Failure to maintain the required cumulative Grade Point Average 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 Bylaw** will cause membership and all membership privileges to be revoked. Chapter requirements to be an enhanced member, you shall donate 5 hours of time per semester. Enhanced members are eligible for chapter scholarships and other chapter incentives. Attending a meeting is considered one hour and for each additional activity that the member participates hours will be tallies on hours attended/worked.
- 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 associate degree course work at the two year college, adhere to school conduct code and possess recognized qualities of citizenship. Provisional members will pay local chapter dues of \$5 per (semester, quarter, equivalent term), 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 1D 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.* *

CHAPTER 4. Chapter Advisor

In addition to carrying out the duties as stated in the Phi Theta Kappa Constitution and Bylaws,* Chapter IV, Section 5, the chapter advisor 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.

CHAPTER 5. Officers

- Section 1. All officers must be members of Phi Theta Kappa in good standing, have a Grade Point Average of 3.5 and must be carrying a course load of 6 semester hours (or equivalent). President and Treasurer must be at least eighteen (18) years of age.
- Section 2. The Beta Eta Rho Chapter of Phi Theta Kappa shall have the following officers: President, Vice President of Membership, Vice President of Communication, Vice President of Service, Vice President of Finance, Vice President of Records and Vice President of Public Affairs. A chapter may elect additional officers.
- 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.

- Section 4. The duties of the Vice President of Membership, Vice President of Communication and the Vice President of Service 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 and the annual report.
 - e. Act as program chairman.

- Section 5. The Vice President of Finance shall:
- a. Open and/or maintain a bank account for the society. (if allowed by college)
 - b. Receive all money and write all checks.
 - c. Keep a set of books which shall be audited by the chapter advisor and notarized before the office is relinquished.
 - d. Make a report of finances at each business meeting.

- Section 6. The Vice President of Records shall:
- a. Take and read minutes of meetings.
 - b. Maintain records of the meetings.
 - c. Maintain a file of chapter correspondence.
 - d. Serve on the committee to prepare the Annual Report to be sent to Headquarters each spring.

- Section 7. The Vice President of Public Affairs shall:
- a. Keep a full record of chapter functions.
 - b. Draft and submit press releases whenever possible to all area newspapers.
 - c. Prepare and maintain the chapter scrapbook for regional, state, and international meetings and conventions.
 - d. Submit to Regional Coordinator and Headquarters reports of chapter activities and Five-Star Chapter Update Forms.

CHAPTER 6. 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 members of the Phi Theta Kappa, in good standing.
- Section 2. Elections must be held at the meeting preceding the last meeting during the spring semester of each year.

- Section 3. Officers shall hold office from the time of their inauguration, which shall be at the first meeting following the election, to the time of the next inauguration.
- Section 4. Nominations from the floor can be made at the same meeting as the election.
- 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. 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 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.
- 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.

CHAPTER 8. Finances

- Section 1. Finances for this chapter will be raised by projects voted on by the majority vote of the members
- Section 2. Payment of the International Membership fee must be received by the chapter treasurer before members can be inducted.
- Section 3. All members must pay the local fee prior to induction.
- Section 4. All members must pay the regional fee prior to induction.
- Section 5. Disbursement vouchers must be submitted with supporting invoices and/or statements attached to the original invoice.
- Section 6. Financial records of the chapter shall be annually audited by the advisor.

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 International Constitution and Bylaws.*

PHI THETA KAPPA
INTERNATIONAL HONOR SOCIETY OF THE TWO-YEAR COLLEGE

Since 1918



Center for Excellence
Mississippi Education & Research Center
1625 Eastover Drive
Jackson, MS 39211-6431

Headquarters
Phone: 601.957.2241
Toll-free: 800.946.9995
Fax: 601.957.2625

November 12, 2002

Dean Strenger, Advisor
Beta Eta Rho Chapter
Phi Theta Kappa
Santiago Canyon College
8045 East Chapman Ave.
Orange, CA 92869-4512

Dear Dean,

Thank you for submitting your chapter bylaws to headquarters for approval. I am pleased to inform you that your bylaws meet the requirements of Phi Theta Kappa's International Constitution. The document has been placed in your chapter's permanent file at Headquarters. We recommend that you retain a copy of your bylaws for your chapter's files.

If I can be of further assistance, please do not hesitate to contact me at 800.946.9997, ext. 522 or kimberly.norman@ptk.org.

Sincerely,

A handwritten signature in cursive script that reads 'Kimberly Norman'.

Kimberly Norman
Advisor Services Coordinator

enclosure