Constitution and Bylaws of Phi Theta Kappa

Chapter Beta Kappa Tau

**Article I Name of Chapter**

The name of the Fullerton College chapter of Phi Theta Kappa shall be Beta Kappa Tau of the Associated Students of Fullerton College.

**Article II Purpose**

The purpose of Beta Kappa Tau Chapter of Phi Theta Kappa shall be the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of the college.

**Article III Membership**

Section 1. Types of membership in Chapter shall consist of (a) active member, (b) provisional member, and (c) honorary member, as defined and Article IV, section 1 of the Phi Theta Kappa International Constitution and Chapter 1 of the International Bylaws.

1. Active Membership. In addition to meeting membership eligibility requirements as stated in Article IV, Section 1A of the Phi Theta Kappa International Constitution and Chapter 1, Section 2 and 3 of the International Bylaws, each candidate for active membership shall have accrued a minimum of twelve (12) semester units at Fullerton College and shall be enrolled for a minimum of three (3) semester units. Grades for courses completed at other institutions may be considered when determining membership eligibility. A cumulative Grade Point Average of 3.25 shall be maintained to remain in good standing. Failure to maintain good standing as stated in Article IV, Section 5 of the Phi Theta Kappa International Constitution. Failure to meet the good standing requirements as stated in the Phi Theta Kappa International Constitution and Bylaws will cause membership and all membership privileges to be removed. All new active members shall be required to pay the most current dues to Phi Theta Kappa Regional and International organizations. Furthermore, members are required to pay local chapter dues each semester as long as they maintain the status of active membership.
2. Provisional Membership. Provisional members shall meet eligibility requirements and be subject to the restrictions as stated in Article IV, Section 1B of the Phi Theta Kappa International Constitution. Provisional members also shall be currently enrolled in three (3) semester hours of associated degree coursework at the two-year college, adhere to school conduct code and possess recognized qualities of citizenship. Provisional members shall pay local chapter dues each semester, but are not required to pay the International and Regional induction fee until they have qualified for full membership.
3. Honorary Membership. An individual shall meet eligibility requirements as stated in Article IV, Section 1D of the Phi Theta Kappa International Constitution.

Section 2. Members in good standing shall be accorded all rights and privileges. A member in good standing shall be defined as one who meets the eligibility requirement for membership as listed above and attends at least one meeting per month.

Section 3. The Beta Kappa Tau Chapter of Phi Beta Kappa shall select members without discrimination nor preference to any person(s) on the basis of gender, sex, sexual orientation, physical disabilities, age, marital status, financial status, ethnicity, race, ancestry, national origin, health, religious creed or the lack thereof.

**Article IV Chapter Advisor**

In addition to carrying out the duties as stated in Chapter IV, Section 5 of the Phi Theta Kappa International Bylaws, 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 shall be a non-voting member of the chapter.

**Article V Officers**

Section 1. All officers shall be active members of Phi Theta Kappa International in good standing, shall have a Grade Point Average of 3.25 or higher and shall be carrying a course load of at least nine (9) semester units.

Section 2. The Beta Kappa Tau Chapter of the Phi Theta Kappa shall have the following officers: President, Vice President of Recruitment, Vice President of Fundraising, Treasurer, Recording Secretary, Public Relations Secretary, and Inter-Club Council (I.C.C.) Representative. The chapter may opt to elect additional officers, with the approval of the PTK membership at an official club meeting.

Section 3. Officers are expected to attend all officer and member meetings. Officers who miss two consecutive meetings may be subject to the impeachment policy as described in the A.S. Constitution and Bylaws.

**ARTICLE VI DUTIES OF ELECTED OFFICERS**

Section 1. The duties of the President shall be as follows:

* Preside over all business meetings.
* Appoint and establish any necessary committees.
* Vote only in the event of a tie.
* Serve as an ex-officio member of all committees.
* Present business to the organization.
* Be responsible for facilities requests for all events.
* Coordinate and arrange all meetings.
* Represent the chapter at all times.
* Appoint a committee to prepare the Annual Report to be sent to Phi Theta Kappa Headquarters each spring and a committee to prepare the PTK Hallmarks report each fall.
* Call special meetings as necessary.

Section 2. The duties of Vice President of Recruitment shall be as follows:

* + - * + Be a voting member at all officer and member meetings.
        + Perform all duties of the president in the event of his or her absences.
        + Aid President in ensuring all policies and procedures are followed in accordance with the North Orange County Community College District, Fullerton College, Associated Students of Fullerton College, and Phi Theta Kappa International.
        + Coordinate all recruitment efforts.
        + Act as program chairperson for recruitment and service committees.

Section 3. The duties of Vice President of Fundraising shall be as follows:

* + - * + Be a voting member at all officer and member meetings.
        + Aid President in ensuring all policies and procedures are followed in accordance with the North Orange County Community College District, Fullerton College, Associated Students of Fullerton College, and Phi Theta Kappa International.
        + Coordinate all fundraising efforts.
        + Act as program chairperson for fundraising and service committees.

Section 4. The duties of Treasurer shall be as follows:

* Be a voting member of all officer and member meetings.
* Open and/or maintain Bursar’s Account for the Organization.
* Collect and process PTK-related funds
* Collect and process all required fees from prospective and current members.
* Present a report of finances at each member meeting.
* Submit a final report to the club at the end of the year to be filed with the permanent record of the Secretary.

Section 5. The duties of Recording Secretary shall be as follows:

* Be a voting member of all officer and member meetings.
* Take minutes of the meetings and post online.
* Maintain an online calendar of club events
* Maintain meeting attendance records.
* Coordinate with Vice President of Recruitment to maintain membership rosters and email distribution lists.
* Keep a record of chapter functions.
* Manage the organization of chapter documents online.
* Serve on the committee to prepare the Annual Report to be sent to Headquarters each spring.

Section 6. The duties of Public Relations Secretary shall be as follows:

* Be a voting member at all officer and member meetings.
* Draft and submit press releases whenever possible to area newspapers and campus publications.
* Act as program chairperson for publicity committee.
* Coordinate all public relations efforts.
* Increase club visibility and advertise chapter activities.
* Aid President and Vice President in ensuring all policies and procedures are followed in accordance with the North Orange County Community College District, Fullerton College, Associated Students of Fullerton College, and Phi Theta Kappa International.
* Maintain a file of club activities for the current academic year.
* Submit reports of chapter activities and Five-Star Chapter Update Forms to Regional Coordinator and/or International Headquarters as necessary.

Section 7. The duties of Inter-Club Council (I.C.C.) Representative shall be as follows:

* Be a voting member at all officer and member meetings.
* Represent the organization at all scheduled Inter-Club Council meetings, as a voting member.
* Present an ICC Report at all Phi Theta Kappa member meetings.
* Sign up chapter for club events and communicate important dates directly with the President.

**Article VII Elections and terms of Officers**

Section 1. All candidates for offices must be active members in good standing.

Section 2. Elections for all officer positions shall be held in the month of March of each year.

Section 3. Officers will be inaugurated at the Beta Kappa Tau Chapter of Phi Theta Kappa Induction Ceremony in May. The term of office shall be for one academic year.

Section 4. Nominations shall be taken from the floor one meeting before and at the meeting of the elections.

Section 5. A simple majority vote of members present at an official PTK meeting shall elect any officers.

Section 6. The advisor will update officer information with PTK International.

Section 7. In any case when an officer position is vacant, a special 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 at an official PTK meeting shall determine the new officer. The elected officer shall be inaugurated immediately.

**Article VIII Meetings**

Section 1. The chapter shall meet at least once per month. Special meetings shall be announced and held as needed.

Section 2. Business meetings shall be conducted under Robert’s Rules of Order (Parliamentary Procedure) and the Brown Act.

Section 3. A quorum shall be defined as 50% plus 1 of the currently active membership. Decisions made by quorum shall be made binding on all the membership.

Section 4. Special committee meetings shall be called by the chairperson of said committee with the consent of the PTK advisor and president. Procedures at such meetings shall be governed by Robert’s Rules of Order. Reports of each meeting shall be given to the members at the following chapter meetings.

**Article IX Finances**

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

Section 2 Payment of the International Membership fee and Regional fee shall be received by the respective entities before members can be inducted into Phi Theta Kappa.

Section 3 All members shall pay the local chapter fee each semester prior to induction.

Section 4 Financial records of the chapter shall be annually audited by the Phi Theta Kappa advisor.

**Article XI Amendments and Revisions**

The chapter bylaws may be amended by a vote of two-thirds (2/3) of the members present at any official meeting, provided that the proposed amendment has been presented at a previous meeting. Any changes to these bylaws shall be forwarded to the Associated Students of Fullerton College for review and approval and Phi Theta Kappa International Headquarters for final review and approval.

**Article XII Trips**

Trips and tours are not considered as official activities for Phi Theta Kappa or for Fullerton College. Accidents or damage to property off campus shall not be the liability of the NOCCCD or college. Each individual shall provide his or her own insurance for any off-campus activity. Transportation in non-college vehicles shall not be the liability of the North Orange County Community College District, Fullerton College, Associated Students, or affiliates. Therefore, travel for field trips or any campus activity shall be the student’s full responsibility.

**Article XIII Insurance/AGREEMENT FORMS**

All students participating in any off-campus activity shall sign a Field Trip Agreement Form and Liability waiver releasing the North Orange County Community College District, Fullerton College, Associated Students, organization, instructors, advisors, or assistants from responsibility for any injuries.

**ARTICLE XIV REGIONAL/STATE/NATIONAL CHARTERS**

Club/Organization that are members of regional, state and/or national charters, etc. shall be required to submit said Charter Constitution to the Associated Students for review. The club/organization shall be required to primarily follow the NOCCCD Policies, Fullerton College, Student Affairs, and Associated Students’ procedures, rules and regulations and their FC club constitution prior to consideration of adjoining Charter.

**Article XV General**

Any rules and procures not specifically dealt within this constitution shall be referred to the Associated Students Constitution, Bylaws, Financial Code, Student Affairs Procedures for Campus Events, and all North Orange County Community College District and Fullerton College Policies and Procedures, as well as the Phi Theta Kappa International Constitution and Bylaws, as well as Robert’s Rules of Order and the Brown Act.