

**Bylaws of**  
**Alpha Theta Omicron Chapter**  
**as amended, January 2012**

**Article I. Name of Chapter**

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

**Article 2. Purpose**

The purpose of the Alpha Theta Omicron chapter of Phi Theta Kappa at Rio Salado Community College shall be the promotion of scholarship and recognition, the development of leadership and service and the cultivation of fellowship.

**Article 3. Membership**

Section 1. Membership in Alpha Theta Omicron shall consist of member, provisional member, alumni member, and honorary member.

- A. **Member.** Each candidate for membership must be currently enrolled in Rio Salado Community College, have completed 12 semester hours of associate degree coursework, with a Grade Point Average of 3.5, adhere to the school conduct code and possess recognized qualities of citizenship. A Grade Point Average of 3.0 must be maintained. When a member's cumulative G.P.A. falls below 3.0, he or she has one semester which to bring the average to 3.0. If he or she fails to raise the cumulative G.P.A. to 3.0 after one semester, the member shall have his or her name removed from the local chapter roll and the Phi Theta Kappa Headquarters shall be notified to remove the name from the international roll as well. Once a student's name is removed from the roll, all privileges of membership are revoked.
- B. **Provisional Member.** A provisional member of Phi Theta Kappa is a student, who, in the opinion of the local chapter, has shown an active interest in the affairs of the Society and who serves the Society in some special capacity, but who does not meet the full requirements for membership in the Society. Chapter requirements for admission as a provisional member shall be academic excellence as defined by a G.P.A. of 3.5 on all credits taken in high school. In order to qualify for provisional membership status, a student must be enrolled in associate degree coursework at the two year college, adhere to school conduct code and possess recognized qualities of citizenship. Provisional

members will not be officially affiliated with the Phi Theta Kappa Society, cannot hold office and cannot vote on chapter, regional, or international matters. Provisional members will pay local chapter dues for life time membership, but are not required to pay the international and regional fee until they have qualified for full membership.

- C. **Alumni Member.** Alumni members shall be members of the Society who are no longer enrolled in the two-year college and who have terminated their active membership in good standing, with a minimum of one year's enrollment at the two-year college. Alumni members shall be entitled to all privileges of full members except the right to vote or hold office, with the exception of the Alumni representative on the executive committee.
- D. **Honorary Member.** Honorary membership may be granted in this chapter to men and women who have rendered distinguished service to the Society. Honorary members may not vote or hold office nor must they be officially inducted or pay membership fees.

#### **Article 4. Chapter Advisor**

- Section 1. The chapter advisor shall be appointed by the administration of Rio Salado Community College and the officers will select a representative who will be consulted in the selection process.
- Section 2. The chapter advisor shall be responsible for guidance of chapter activities and shall act on behalf of the international society and official college administration.
- Section 3. The chapter advisor is responsible for the completion and submission of the Annual Report, Membership Report Form, and Membership Profile Forms required by the Phi Theta Kappa Society Headquarters.
- Section 4. The advisor shall not be a voting member of the chapter.

#### **Article 5. Officers**

- Section 1. All officers must be members of Phi Theta Kappa, in good standing, have a Grade Point Average of 3.5 (or 3.0 if a continuing member) and must be carrying a course load of one credit hour or more.
- Section 2. The Executive Committee of Phi Theta Kappa shall have the following officers: President, Vice President of Scholarship, Vice President of Leadership, Vice

President of Service, Vice President of Fellowship, Secretary/Recording Officer, and Public Relations Officer.

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

- a. Prepare meeting agendas and lead meetings.
- b. Appoint and establish necessary committees.
- c. Vote only in the case of a tie.
- d. Develop goals for the chapter with help from other officers and advisors.
- e. Submit Five Star Goal and Update Forms online.
- f. Oversee chapter projects.
- g. Oversee award entree preparation.
- h. Report successive officers to Headquarters.

Section 4. The duties of the Vice President of Scholarship shall be as follows:

- a. Oversee all Honors Study Topic activities.
- b. Coordinate the chapter's participation in the Honors Seminars.
- c. Encourage and recognize academic excellence.
- d. Coordinate the preparation of the Scholarship Hallmark Award entry.

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

- a. Direct the chapter in the use of parliamentary procedure for meetings.
- b. Oversee all leadership activities.
- c. Encourage the development of leadership skills.
- d. Coordinate the preparation of the Leadership Hallmark Award entry.

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

- a. Report the chapter to Headquarters as a Chapter of Service.
- b. Oversee all International Service Program activities.
- c. Develop activities that promote volunteerism and community service.
- d. Coordinate the preparation of the Service Hallmark Award entry.

Section 7. The duties of the Vice President of Fellowship shall be as follows:

- a. Encourage scholarly fellowship at all levels of the Society.
- b. Implement strategies to increase membership acceptance.

- c. Enroll the chapter in the Pinnacle Scholarship Award Program.
- Section 8. The duties of the Secretary/Recording Officer shall be as follows:
- a. Take and present minutes at each chapter meeting.
  - b. Maintain the chapter calendar of events.
  - c. Maintain a record of chapter events, including photos, flyers, and newspaper articles, for the Chapter Record Book.
  - d. Compile and update contact information for members.
- Section 9. The duties of the Public Relations Officer shall be as follows:
- a. Promote the chapter at all levels of the Society.
  - b. Write and submit articles to campus and community newspapers.
  - c. Produce issues of the chapter newsletter.
  - d. Oversee the development and updates to the Chapter website
  - e. Take photographs at all chapter events.

**Article 6. Election of Officers**

- Section 1. All candidates for office must be members of 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. If offices are vacant, an election shall be held as soon as possible after the vacancy arises.
- 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 meetings as elections.
- Section 5. Plurality of the votes cast will determine the new officer.
- Section 6. In any case when an officer must resign his/her 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 meetings 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 a meeting can be held.

Section 7. When a quorum of officers isn't available and a meeting cannot be held, the advisor(s) may appoint a student as an interim officer until an official election can be called.

#### **Article 7. Impeachment of Officers**

- Section 1. 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 executive committee must be held to discuss the problem.
  - b. A vote of 2/3 of the executive committee is needed to present the issue to the members.
  - c. A special meeting of the chapter must be held to discuss the problem.
  - d. A vote of 2/3 of the total membership present is sufficient to remove an officer from office.

#### **Article 8. 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. Chapter advisor's report
- g. Old business
- h. New business
- i. Announcements
- j. Adjournment

Section 2. All meetings shall be governed by an adaptation of Robert's Rules of Order.

Section 3. Special committee meetings shall be called by the chairperson of said committee. Procedures at such meetings are left to the discretion of the chairperson. Reports of each meeting shall be given to the members at the following chapter meeting.

#### **Article 9. Finances**

Section 1. Finances of this chapter will be raised both by dues and by projects voted on by a majority of the members present.

Section 2. Payment of the International Membership fee must be received by the chapter administration before members can be inducted.

Section 3. All members must pay local dues for lifetime membership prior to induction.

Section 4. All members must pay regional dues prior to induction.

**Article 10. Bylaws**

Section 1. Bylaws shall be passed by a simple majority vote of the membership present and shall include pertinent topics.

Section 2. A permanent record of all bylaws shall be kept on file by the secretary and vice president.

**Article 11. Amendments and Revisions**

Section 1. The 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.