



PHI THETA KAPPA

NATIONAL HEADQUARTERS

Constitution

of

_____ Chapter

ARTICLE 1. Name of Chapter

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

ARTICLE 2. Purpose

The purpose of _____ chapter of Phi Theta Kappa
at LIUNN TECHNICAL college shall be the promotion of
scholarship, the development of leadership and service and the
cultivation of fellowship among qualified students of this college.

ARTICLE 3. Membership

Section 1. Membership in _____ chapter shall
consist of member, provisional member, alumni member, and
honorary member.

- A. Member. Each candidate for membership must have
completed 16 semester hours of associate degree
work, 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 in 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 stricken
from the local chapter roll and the Phi Theta Kappa
National Headquarters shall be notified to strike the
name from the national roll as well.
- 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

ADDITIONAL MEMBERSHIP REQUIREMENTS

1. Person must serve in some position in the college, community, or church that demonstrates leadership.
2. Person must participate in the college, community or church activities.
3. Person must demonstrate accomplishments through work experience, recognition, awards, or previous school participation.
4. Person must submit a letter of recommendation from a faculty member in the major department.
5. Person must participate in local chapter activities.
6. If person is placed on disciplinary probation, he/she will be removed from membership or this will be referred to a committee for review and recommendations.

the fraternity and who serves the fraternity in some special capacity, but who does not meet the full requirements for membership in the fraternity. 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 become a provisional member, a student must be enrolled in an associate degree at the two year college, adhere to school conduct code and possess recognized qualities of citizenship. Provisional members will not be affiliated with the national organization of Phi Theta Kappa, cannot hold office and cannot vote on chapter, regional national matters. Provisional members will pay local dues of _____ per semester, but are not required to pay national dues until they have qualified for full membership.

- C. Alumni Member. Alumni members shall be former members of the fraternity who 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 the privileges of full members except the right to vote or to hold office.
- D. Honorary Member. Honorary membership may be granted in this chapter to men and women who have rendered distinguished service. Honorary members may not vote or hold office.

ARTICLE 4. Chapter Advisor

Section 1. The chapter advisor shall be appointed by the administration of LINN TECHNICAL college.

Section 2. The chapter advisor shall be responsible for the guidance of chapter activities and shall act on behalf of the national fraternity and official college administration.

Section 3. The chapter advisor shall oversee the completion of the annual report, membership report forms and membership profile forms required by the national Phi Theta Kappa fraternity.

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 3.75 and must be carrying a course load of 16 semester hours.

Section 2. The _____ of Phi Theta Kappa shall have the following officers: President, Vice President, Treasurer, Recording Secretary and Public Relations Secretary.

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 constitution annually.
- h. Appoint a committee to prepare the Annual Report to be sent to the National Headquarters thirty days prior to the National Convention.

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 constitution and the annual report.
- e. Act as program chairman.

Section 5. The treasurer shall:

- a. Open and/or maintain a bank account for the fraternity, (if allowed by college)
- b. Receive all money and write all checks.
- c. Keep a set of books which shall be audited and notarized before the office is relinquished.
- d. Make a report of finances at each business meeting.

Section 6. The recording secretary shall:

- a. Take and read minutes of the meetings.
- b. Notify members to be placed on academic probation
- c. Maintain records of the meetings.
- d. Maintain a file of chapter correspondence.
- e. Serve on the committee to prepare the Annual Report to be sent to the National Headquarters thirty days prior to the National Convention.

Section 7. The public relations secretary shall:

- a. Keep a full record of chapter functions.
- b. Make press releases whenever possible to all area newspapers.
- c. Prepare and maintain the chapter scrapbook for regional, state, and national meetings and conventions.
- d. Submit to Regional Coordinator and National Headquarters bi-monthly reports of chapter activities.

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.

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. 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 discretion until a meeting can be held.

ARTICLE 7. Impeachment of officers

Section 1. If any officer fails to fulfill the duties of his office, he may be removed as follow:

- a. A special meeting of the fraternity must be held to discuss the problem.
- b. A vote of 4/5 of the total membership 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. 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 meeting 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.

ARTICLE 9. Finances

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

Section 2. Payment of National Initiation fee of \$25.00 must be received by the chapter treasurer before members can be initiated.

Section 3. All members must pay local dues of _____ per semester.

Section 4. Disbursement vouchers must be submitted with supporting invoices and/or statements attached to the original invoice.

Section 5. Financial records of the chapter shall be annually audited by the advisor.

ARTICLE 10. By-laws

Section 1. By-laws shall be passed by a simple majority vote of the membership and shall cover pertinent topics including interpretation of the constitution.

Section 2. A permanent record of all by-laws shall be kept on file by the secretary.

ARTICLE 11. Amendments and revision

Section 1. The constitution and by-laws 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 constitution and or bylaws must be sent to the National Headquarters for final approval.

Section 2. Revision of the constitution must be approved by two-thirds of the members present at any regular meeting, provided that the proposed revision has been presented at a previous meeting. Any revision to the constitution and or bylaws must be sent to the National Headquarters for final approval.