

Phi Theta Kappa

International Honor Society of the Two-Year College

Chapter By-Laws

BUTTE COLLEGE

BETA THETA KAPPA CHAPTER

By-Laws
of
Beta Theta Kappa Chapter

CHAPTER 1. Name of Chapter

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

CHAPTER 2. Purpose

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

CHAPTER 3. Membership

Section 1. Types of membership in Beta Theta Kappa 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 By-Laws*.*

A. Member. In addition to meeting membership eligibility requirements as stated in Article IV and Chapter 1 of the *Phi Theta Kappa Constitution and By-Laws*,* each candidate for membership must have completed twelve transferable (12) semester (or equivalent term) hours of associate degree course work, with a minimum Grade Point Average (hereafter GPA) of 3.3 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship. Grades for courses completed at other institutions will not be considered when determining membership eligibility. A cumulative GPA of at least 3.3 must be maintained to remain in good standing. Failure to maintain the required cumulative GPA will result in the member being removed from good standing as stated in the *Phi Theta Kappa Constitution and By-Laws*,* Chapter 1, Section 3. Failure to meet good standing requirements as stated in the *Phi Theta Kappa Constitution and By-Laws*,* 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 By-Laws*,* a student must have earned a minimum cumulative GPA of 3.0 on all Butte College course work, with no minimum number of units required.

A student must be currently enrolled in associate degree course work at Butte College and adhere to the student conduct code. Provisional members will pay local chapter dues equivalent to those of full members, but are not required to pay the international and regional induction fees until they have qualified for full membership. They will not receive their key or international certificate until that time, nor are they eligible to run for chapter office or to vote, but they will be recognized at induction with a special Butte College certificate and are welcome to participate in all chapter activities.

C. Alumni Member. An individual must meet eligibility requirements as stated in Article IV, Section 1D of the *Phi Theta Kappa Constitution and By-Laws*.*

D. Honorary Member. An individual must meet eligibility requirements as stated in Article IV, Section 1D of the *Phi Theta Kappa Constitution and By-Laws*.*

E. Transfer Member: A member from another Phi Theta Kappa chapter may transfer membership to the Beta Theta Kappa Chapter if he or she is currently enrolled at Butte College and maintains at least a 3.0 cumulative GPA at Butte College and adheres to the student conduct code. No additional fees are required, but proof of induction and departure in good standing from the transferring institution is required, typically via a letter from the previous Advisor.

CHAPTER 4. Chapter Advisor

In addition to carrying out the duties as stated in the *Phi Theta Kappa Constitution and By-Laws*,* 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, but with veto privileges as stipulated in the Official Policy Statement of Phi Theta Kappa, dated January, 1996. He or she shall also serve as a voting member of Butte College's Honors Council.

CHAPTER 5. Officers

Section 1. All officers must be regular members of Phi Theta Kappa, in good standing, have a minimum cumulative Butte College Grade Point Average of 3.3 and must be carrying a course load of at least six (6) semester hours (or equivalent).

Section 2. The Beta Theta Kappa Chapter of Phi Theta Kappa shall have the following officers: President, Vice President for Chapter Affairs, Vice President for Service, Vice President for Fellowship, Vice President for Communications, Vice President for Honors In Action, Vice President for Finance, and Vice President for Recruitment & Outreach. The chapter may elect additional

officers as needed, or create and appoint additional positions such as Sustainability Coordinator and Chapter Historian.

Section 3. The President shall:

- a. Coordinate all programs and services; appoint and establish committees
- b. Preside over business meetings, and vote only in case of a tie
- c. Oversee Hallmark Awards including Administrator's and Individual Awards
- d. Direct all activities pertaining to the Regional Awards
- e. Manage 5 Star Chapter Development Plan with Chapter Advisor
- f. Work with the Advisor on Annual Report, and review and/or revise chapter by-laws annually

Section 4. The Vice President for Chapter Affairs shall:

- a. Serve as Interim Chapter President in the absence of the Chapter President
- b. Coordinate all programs and services with the Vice Presidents
- c. Co-chair sub-committees related to campus or community service
- d. In partnership with the Chapter President, plan and facilitate chapter orientations, inductions, and graduations
- e. Manage Chapter's United activities, and serve as the primary contact Officer in planning events with other chapters

Section 5. The Vice President for Service shall:

- a. Serve as the primary contact Officer in planning events for the campus or community, and act as chair or co-chair on those committees
- b. Oversee the planning and implementation of the College Project
- c. Organize the writing of the College Project for the Hallmark Awards
- d. Oversee the planning and implementation of at least one Community Project assigned by the Nevada/California Region

Section 6. The Vice President for Fellowship shall:

- a. Plan and implement Chapter Fellowship (social) programs and events
- b. Chair or co-chair sub-committees related to campus or community service
- c. In partnership with the Chapter President, plan and facilitate all chapter orientations, inductions, and graduations
- d. Serve as the primary contact Officer with the VP of Chapter Affairs in planning events with other chapters

Section 7. The Vice President for Communications shall:

- a. Document and manage meeting minutes and chapter correspondence
- b. Maintain a current database of Chapter members and their contact information
- c. Post announcements to students to promote events, and recruit new Officers and members
- d. Work with the Advisor to prepare the Annual Report

Section 8. The Vice President for Honors in Action shall:

- a. Work with the President and the Advisor to coordinate all activities relating to the Honors in Action (HIA) project
- b. Collaborate with community organizations, campus administration, faculty, or clubs for the planning and implementation of HIA
- c. Facilitate and oversee all scholarly research conducted in preparation for HIA
- d. Responsible for writing and delegating the writing of the HIA project, as well as submitting online entries

Section 9. The Vice President for Finance shall:

- a. Write proposals for Associated Students and Inter Club Council (ICC) grants, as well as make grant presentations
- b. Responsible for overseeing all fundraising efforts to fund the chapter and to make charitable donations
- c. Act as a Subject Matter Expert regarding scholarships, and announce, present or publish scholarship opportunities
- d. Manage the chapter's Club Account; record expenditures and revenue

Section 10. The Vice President for Recruitment & Outreach shall:

- a. Recruit new Officers and members; post announcements to students to promote events
- b. Maintain the chapter Facebook, MyBC club page, and AS calendar
- c. Publish Chapter updates on the Roadrunner and District Announcements
- d. Facilitate booth presence at the campus's Club Promotion Days

Section 11. The Vice President for Diversity, Equity & Inclusion:

- a. Devise strategies to recruit new active members and prospective officers who represent the college's diverse student body
- b. Serve as a liaison on a campus committee that is committed to diversity, equity, inclusion, and/or anti-racism
- c. Identify opportunities for the chapter to engage with its campus and local communities to promote equity, social justice, and inclusion
- d. Ensure that participants are mindful of diversity, equity and inclusion issues during the planning of all projects and events

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 By-Laws*,* all candidates for office must be members of Phi Theta Kappa, in good standing.

Section 2. Elections may be held during the fall semester at the informal induction or welcome reception, or at any other meeting so long as the chapter membership body has been informed of the date and location, and been provided the opportunity to nominate (including self-nominate) candidates as well as vote.

Section 3 Officers shall hold office beginning at the conclusion of the international convention each spring; however, they will “shadow” or transition with the current officers after the election is held.

Section 4 Nominations shall be open one month prior to the formal induction ceremony and will remain open until time of election at the induction or chapter meeting.

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 resignation of the officer. Plurality of the votes casts 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. An officer failing to maintain active membership in the Society shall forfeit the office.

Section 8. A three-fourths vote shall be necessary to otherwise remove any officer in good standing.

CHAPTER 7. Meetings

Section 1. All business meetings will normally progress according to the following general agenda:

Order of Business

- a. Call to order
- b. Roll call
- c. Reading of the minutes

- d. Treasurer's report
- e. Committee report
- f. Old business
- g. New business
- h. Announcements
- i. Adjournment

Changes to the *Order of Business* may be made by the Chapter President, or by his/her representative presiding over a meeting.

Section 2. Official members present at any meeting shall constitute a quorum for the transaction of business. Decisions made at any meeting are subject to review at a future meeting if the majority then in attendance so elects.

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 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.

CHAPTER 8. Finances

Section 1. Finances for this chapter will be raised by projects voted on by a majority vote of the members present and/or via revenues from the local chapter fee.

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. Amendment and Revision

Section 1. The chapter by-laws may be amended by a vote of two-thirds of the members at any regular meeting, provided that the proposed amendment has been presented at a previous meeting or distributed to members via email. Any changes to the by-laws must be sent to Headquarters for final approval.

*** Refers to the *Phi Theta Kappa International Constitution and By-Laws*.**

Last Amended 3/12/10 at Formal Induction
Copy to H.Q. 3/21/10
Last Amended 4/11/08
Copy to H.Q. 4/14/08
Last Amended 11/21/10 (Membership Vote)
Copy to HQ 11/22/10
Last Amended 2/16/11 (Membership Vote)
Copy to HQ 2/28/12
Last Amended 3/7/13 (Membership Vote)
Copy to HQ 3/10/13
Last Amended 12/08/20 (Membership Vote)
Copy to HQ 12/14/20