

PHI THETA KAPPA CONSTITUTION AND BYLAWS

SECTION 1: Name of Club –

The name of this chapter of Phi Theta Kappa (PTK) shall be Beta Mu Theta.

SECTION 2: Purpose –

The purpose of Beta Mu Theta Chapter of PTK at Modesto Junior College shall be the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this college.

SECTION 3: Membership –

Types of Membership in the chapter shall consist of members and provisional member.

I. Active Member:

Candidates must have completed, and an application for membership paid all international and regional dues, which shall total no more than \$95. Each candidate for membership must have completed 12-semester units or the equivalent of associate degree coursework, with a grade point average of 3.5 or a 4.0 scale, as well as adhere to the school conduct code; Candidates must have their GPAs verified by the Modesto Junior College Evaluations before induction. Grades for courses completed at other universities will be considered when determining membership eligibility. A cumulative GPA average of 3.25 must be maintained to remain in good standing. Failure to maintain the required cumulative GPA will result in the probation of membership from Phi Theta Kappa and the withholding of all membership privileges until requirements are met. The member on probation will not be reimbursed for any paid dues.

II. Provisional Member:

In addition to meeting eligibility criteria, a student must have earned a cumulative Grade Point Average of 3.5 on all courses completed in High-School. A student must be currently enrolled in associate degree course work at the two-year college and adhere to the school conduct code. Provisional members will pay one-half of the international and regional dues until they have qualified for full membership. Qualifications must be met by the end of their second semester or fees will be forfeited.

III. To stay in good standing, all paid members of the Beta Mu Theta Chapter will be required to:

- a. A minimum of attending six club meetings a semester.
- b. A minimum of attending three committee meetings a semester.
- c. A minimum of three hours of participation in community services, within two different events a semester.
- d. A minimum of three hours of participation of club service, within two separate events a semester.
- e. Members may only gain hours from events previously approved by the Beta Mu Theta Chapter of Phi Theta Kappa.

- IV. Halfway into and at the end of the semester, members deemed inactive will be put on suspension. A suspended member is not in good standing with the Beta Mu Theta Chapter and, therefore, is not allowed to:
- a. Be an officer
 - b. Attend the end of the semester activities
 - c. Receive diploma or transcript seal when requested
 - d. Be mentioned at the graduation lunch or receive regalia
 - e. Any other associated privileges granted to Beta Mu Theta Member
- V. Inactive members will not be reimbursed for any paid dues, because they are still members of Phi Theta Kappa International, but can lose chapter membership. Members can redeem their status and compensate for their inactivity by again meeting active requirements and participating in an additional service event. After a member is once again in good standing, he/she once again enjoys full membership perks.
- Note:
- a. If members believe they have a valid reason for being inactive (i.e., Schoolwork, their job, unable to make chapter meetings, etc.), they can appeal to a committee of officers.
 - b. Members who join halfway through the semester will not be penalized and are only responsible for being active after they join; however, members who join in the middle of the semester and plan to graduate that seem semester will not receive seals on diplomas/transcript or recognition at the graduation lunch.

SECTION 4: Curriculum –

SECTION 5: Chapter Advisors –

The chapter advisor shall be responsible for overseeing the completion and submission of members names, and fees, as well as the Chapter Annual Report to the administration and shall be a non-voting member of the Chapter.

SECTION 6: Officers –

- I. All officers must be members of PTK, in good standing, have a GPA of 3.25 and must be carrying a minimum course work of 6-semester units each semester. All officers must, whenever possible, attend the weekly meetings and must, whenever possible, uphold all the responsibilities of their position as well as being actively involved in planning and organization of chapter events.
- II. The Beta Mu Theta Chapter of Phi Theta Kappa shall have the following officers: President, Vice President, Public Relations Officer, Treasurer, Recording Secretary and Inter-Club Council (ICC) Representative. The Chapter may elect additional officers as needed and officers may hold up to / not to exceed (2) multiple positions and temporary fill vacated positions until new officer appointed / or election.

- III. The duty of the President shall be as follows:
 - a. Preside over all business meetings
 - b. Appoint and establish any necessary committees and officer positions
 - c. Vote only in case of a tie
 - d. Represent the organization at all times
 - e. Appoint a committee to review and revise the Chapter Bylaws annually
 - f. Network with Phi Theta Kappa International.
 - g. Network with MJC, ASMJC, Student Government, Activity & Committees.
 - h. Make agendas, have copies available and send agendas to all members, and advisors before the next scheduled meeting

- IV. Fulfill duties of Vice President whenever necessary.
 - a. The duties of the Vice-President shall be as follows:
 - b. Keep track of membership attendance and Reward System
 - c. Head the committee reviewing the Club Bylaws and the Annual Report
 - d. Assist in the completion of individual Hallmark Award entries
 - e. Be in charge in the application and completion of the following forms: Activity Sheet, Non-instructional Trip Request, Travel Agreement, and sign-in sheet at every club activity
 - f. Fulfill duties of President whenever necessary

- V. The duties of the Public Relations Officer shall be as follows:
 - a. Create and maintain a phone number and email list of general membership
 - b. Assist in recruitment of new members
 - c. Be aware of and advertise for all chapter functions
 - d. Maintain any external communications method
 - e. Provide brochures and prepare sign-up sheets for Prospective Members at chapter activities
 - f. Assist in the completion of individual Hallmark Award entries
 - g. Be in charge in the application and completion of any forms that relate to duplicating
 - h. Fulfill duties of Inter-Club Council Representative (ICCR) whenever necessary

- VI. The duties of the Treasurer shall be as follows:
 - a. Maintain records and complete forms of all financial transactions, including money gained from paid membership dues, donations, and all fundraising activities
 - b. Oversee all fundraisers, on and off campus
 - c. Track and report financial status of the Chapter to the Chapter
 - d. Fulfill duties of Secretary whenever necessary

- VII. The duties of the Recording Secretary shall be as follows:

Take all meeting minutes (as required for ASMJC and MJC) can be generated by officers meeting or regular meetings

 - a. Take all meeting minutes
 - b. Maintain records of all meetings
 - c. Take roll at the meetings

- d. Bring a copy of the minutes that need approval to every meeting
 - e. Send minutes to all members and advisors before next scheduled meeting
 - f. Fulfill duties of Treasurer whenever necessary
- VIII. The duties of the Inter-Club Council Representative shall be as follows:
- a. Represent the chapter at all ICC meetings and present a report back to club
 - b. Keep the club officers informed of campus activities and community events
 - c. Serve on an ASMJC Standing Committee
 - d. Network with other clubs on campus
 - e. Fulfill duties of Public Relations whenever necessary

SECTION 7: Elections and Impeachments –

- I. All candidates for office must be PTK members in good standing.
- II. Elections must be held at a general meeting at the end of the spring semester.
- III. Officers shall hold office from the time of the election through the next election.
- IV. Members may nominate themselves for office or be nominated by another member.
- V. A plurality of votes cast will determine the new officer.
- VI. In any case, when an officer must resign his or her office, the president shall make a temporary appointment until the next election.
- VII. In the event of a tie for any office, members shall have a vote of confidence.
- VIII. Impeachment of an officer can only be initiated by a Chapter advisor if the officer fails to fulfill satisfactory completion of his or her duties. The impeachment will be effective immediately when approved by a majority vote of the board.
- IX. Officers that are not in good standing shall be impeached.

SECTION 8: Business Meetings –

- I. Regular meetings will be weekly.
- II. Summer meetings:
- III. Summer social events will be decided based on the discretion of members. Emergency summer executive board meetings may be called by the president or an advisor. Members will be informed by email of any agenda items or business transacted at such meetings.

- IV. Special Committee meetings shall be called by the chair-holder of said committee. Procedures at such meetings are left to the discretion of the chair-holder. Reports of each meeting shall be given to the members at the following chapter meeting.

SECTION 9: Finances –

- I. Funds for this chapter will be raised by projects voted on by the members.
- II. Payment of the International Membership fee must be received by the chapter treasurer before members can be inducted.
- III. Disbursement vouchers must be submitted with the supporting invoices and statements attached to the original invoice.
- IV. Financial records of the Chapter shall be annually audited by the advisor.

SECTION 10: Adjustments and Revision –

The club's bylaws may be amended by a two-thirds vote of the members present at any regular meeting, provided that the proposed amendment has been presented at a previous meeting, and that at least two-thirds of officers are in attendance.