

Phi Theta Kappa Alpha Upsilon Zeta Chapter BY- LAW CHANGES

ARTICLE 1. Name of Chapter

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

ARTICLE 2. Purpose

The purpose of Alpha Upsilon Zeta chapter of Phi Theta Kappa at Wayne County Community College District shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified students of the college.

ARTICLE 3. Membership

Section 1. Membership in Alpha Upsilon Zeta chapter shall consist of member, provisional member, alumni member, honorary member, and transfer member.

- A. **Member.** Each candidate for membership must have completed 12 semester hours of associate degree work, with a grade point average of 3.5, adhere to the school conduct code and possess recognized citizenship. Grades for courses completed at other institutions will not be considered when determining membership eligibility. A grade point average of 3.25 must be maintained. When a member's cumulative G.P.A. falls below 3.25, he or she has one semester in which to bring the average to 3.25. If he or she fails to raise the cumulative G.P.A. to 3.25 after one semester, the member shall have his or her name stricken from the local chapter roll and the Phi theta Kappa 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 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 become a provisional member, a student must be enrolled in an associate degree at Wayne County Community College District, 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, nor national matters. Provisional members will pay local chapter dues of \$3.00 per semester, but are not required to pay the international and regional induction fee until they have qualified for full membership. An individual must meet eligibility requirements as stated in Article IV, Section 1C of the Phi Theta Kappa Constitution and Bylaws.*

- C. **Alumni Member.** Alumni members shall be former members of the Society who terminated their active membership in good standing, with a minimum of one year's enrollment at Wayne County Community College District. Alumni members shall be entitled to all the privileges of full members except the right to vote or to hold office. An individual must meet eligibility requirements as stated in Article IV, Section 1C of the Phi Theta Kappa Constitution and Bylaws.*

- D. **Honorary Member.** Honorary membership may be granted in Alpha Upsilon Zeta Chapter to men and women who have rendered distinguished service to the society. Honorary members may not vote or hold office. An individual must meet eligibility requirements as stated in Article IV, Section 1D of the Phi Theta Kappa Constitution and Bylaws.*

- E. **Transfer Member.** A member from another Phi Theta Kappa chapter may transfer membership to Alpha Upsilon Zeta chapter if he or she is currently enrolled at Wayne County Community College District and meets the maintenance G.P.A. of Alpha Upsilon Zeta chapter.

ARTICLE 4. Chapter Advisor

Section 1. The Alpha Upsilon Zeta Chapter advisor shall be appointed by the administration of Wayne County Community College District.

Section 2. The chapter advisor shall be responsible for the guidance of chapter activities and shall act on behalf of the national honor society 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 Phi Theta Kappa Society.

Section 4. The advisor shall not be a voting member of the Alpha Upsilon Zeta 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 and must be carrying a minimum course load of 3 semester hours.

Section 2. The Alpha Upsilon Zeta Chapter of Phi Theta Kappa shall have the following officers:

- I. President
- II. Vice President of Leadership
- III. Vice President of Scholarship
- IV. Vice President of Service
- V. Vice President of Fellowship
- VI. Recording Secretary
- VII. Public Relations/Historian

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 bylaws annually

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

- a. Take roll at the meetings
- b. Coordinate all committees
- c. Chair the committee reviewing the chapter bylaws and the annual report
- d. Act as Leadership program chair
- e. Direct the chapter in the use of parliamentary procedure for meetings

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

- a. Keep a listing of scholarship, grants, loans and other financial information for membership use.
- b. Establish a relationship and maintain contact with Wayne County Community College District university partners
- c. Keep the membership aware of scholarships opening and closing dates.
- d. Act as Scholarship program chair
- e. Encourage and recognize academic excellence
- f. Coordinate the chapter's participation in the Honors Seminars

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

- a. Establish a relationship with College Student Services**
- b. Chair the College Project committee**
- c. Act as Service program chair**
- d. Develop activities that promote volunteerism and community service.**

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

- a. Act as Fellowship program chair**
 - a. Maintain contact with all the membership of Alpha Upsilon Zeta chapter**
 - b. Act as the conduit for members who graduate – steering them to the Alumni Group**
- b. Chair the Fellowship committee**
 - a. Plan social activities for the membership**
- c. Act as lead contact with our Sister Chapters**

Section 8. The Recording Secretary shall:

- a. Take and present minutes at each chapter meeting**
- b. Maintain records of the meetings**
- c. Maintain a file of chapter correspondence**
- d. Maintain the chapter calendar of events**
- e. Maintain Phi Theta Kappa Alpha Upsilon Zeta database**

Section 9. The Public Relations/Historian shall:

- a. Keep a full record of chapter functions.**
- b. Draft and submit press releases whenever possible to College Administration**
- c. Prepare and maintain the chapter yearbook for regional conventions**
- d. Submit to Regional PR/Historian reports of chapter activities**

Section 10. Elected officers should achieve 5 Star Competitive Edge during their term of office.

Section 11. The shared duties of the Vice Presidents shall be as follows:

- a. Perform all duties of the President in the event of his or her absence.**

ARTICLE 8. Meetings

Section 1. All business meetings will follow the general agenda:

Order of Business

- a. Call or order**
- b. Roll call**
- c. Reading of the minutes**
- d. Committee reports**
- e. Old business**
- f. New business**
- g. Announcements**
- h. Advisor comments**
- 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 meetings shall be governed by an adaption of Robert's Rules of Order.

Section 4. Special committee meetings shall be called by the chair of said committee. Procedures at such meetings are left to the discretion of the chair. 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 provided by the Wayne County Community College

Section 2 - Payment of the member initiation fee of \$75.00 must be received by Wayne County Community College District before members can be initiated.

Section 3- All members must pay local dues along with initiation fee.

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

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 Bylaws,* 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.** A simple majority vote shall elect any 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. A simple majority vote shall elect the new officer. The president shall have the power to make a temporary appointment at his/her discretion until a meeting can be held.

ARTICLE 7. Impeachment of officers

- Section 1.** If any officer fails to fulfill the duties of his/her office, he/she may be removed from office.
- a. A special meeting of the honor society must be held to discuss the problem.
 - b. A vote of $\frac{3}{4}$ of the total membership present is sufficient to remove an officer from office.
 - c. An election shall be held to elect a new officer. Nomination shall be made from the floor and will be made at the first meeting following the impeachment of the officer. The election will be held at the first meeting following nominations. A simple majority vote shall elect the new officer.

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 by-laws must be sent to Headquarters for final approval.

* Refers to the *Phi Theta Kappa International Constitution and Bylaws*.