

Alpha Xi Beta Chapter

Bylaws:

PREAMBLE

That academic excellence among community and junior college students may be nurtured; that opportunity may be provided for leadership training; that an intellectual climate may be promoted for an interchange of ideas and ideals; and that scholars may be imbued with the desire for the continuing education, we dedicate ourselves as fellows of Phi Theta Kappa. Among us, membership is a privilege earned by qualifications, honor, and service. In the conduct of our activities, truth shall be our quest, diligence our staff, and achievement our purpose.

ARTICLE I

Name of Chapter

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

ARTICLE II

Purpose

The purpose of Alpha Xi Beta Chapter of Phi Theta Kappa shall be the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of the Community College of Southern Nevada.

ARTICLE III

Membership

Section 1

Membership in the Alpha Xi Beta Chapter shall consist of member, provisional member, enhanced member, alumni, and honorary member.

A. Member

A member must: have completed 15 semester hours of associates degree with a grade point average of 3.5, adhere to the school code of conduct; possess exceptional qualities of citizenship; and pay required dues. When a member's cumulative grade point average falls below 3.4 said member has one semester in which to bring the average to 3.4. If said member fails to raise the cumulative grade point average to 3.4 after one semester, that member is to be stricken from the local chapter roll and the Phi Theta Kappa International Headquarters shall be notified to strike that person's name from the International 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 / or serves the society in some special capacity, but who does not meet the full requirements for membership in the society. Provisional members will not be affiliated with the national organization of Phi Theta Kappa, cannot hold office, and cannot vote on chapter, regional or international matters. Provisional members will pay local dues, but are not required to pay national dues until they have qualified for full membership.

C. Standard Member

A member who qualifies for membership.

D. Enhanced Member

An enhanced member is one who makes a commitment at orientation towards greater activity than a standard member through an enhancement program.

E. 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 the college. Alumni members shall be entitled to all the privileges of full membership except the right to vote or hold office.

F. 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 IV Chapter Advisor

Section 1

The chapter advisor shall be appointed by the administration of the Community College of Southern Nevada.

Section 2

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

Section 3

The chapter advisor shall oversee the completion of the annual report forms required by the International Phi Theta Kappa Society, and order merchandise for the entire chapter.

Section 4

The chapter advisor shall not be a voting member.

ARTICLE V Officers Section 1

All officers must be members of Alpha XI Beta chapter of Phi Theta Kappa, have a grade point average of 3.5 and be carrying a minimum course of load of 3 semester hours per semester. Maintenance of grade point average shall be the same as that for members.

Section 2

The Alpha XI Beta Chapter of Phi Theta Kappa shall have the following officers:

President; Vice President, Cheyenne Campus; Vice President, Charleston Campus; Vice President, Henderson Campus; Treasurer; Secretary; Public Relations Secretary; Member At Large

Section 3: President

The duties of the President shall be as follows:

1. Preside over all business meetings
2. Appoint and establish any committees
3. Vote only in case of a tie
4. Serve as an ex-officio member on all committees
5. Present business to the organization
6. Represent the organization at all times
7. Develop goals for the chapter with the help of the advisor and other officers

Section 4: Vice Presidents

The duties of the Vice President, Cheyenne Campus shall be as follows:

1. Coordinate all activities at the Cheyenne Campus
2. Perform all the duties of the president in the event of the president's absence in rotation with other vice presidents.
3. Coordinate committees as designated by the president
4. Act as program agenda chair
5. Coordinate implementation of the Honor's Study Topic with the other vice presidents
6. Perform any duties as designated by the president and the executive board

The duties of the Vice President, Charleston Campus shall be as follows:

1. Coordinate all activities at the Charleston Campus
2. Perform all the duties of the president in the event of the president's absence in rotation with other vice presidents.
3. Coordinate committees as designated by the president
4. Coordinate implementation of the Honor's Study Topic with the other vice presidents
5. Perform any duties as designated by the president and the executive board

The duties of the Vice President, Henderson Campus shall be as follows:

1. Coordinate all activities at the Henderson Campus
2. Perform all the duties of the president in the event of the president's absence in rotation with other vice presidents.

3. Coordinate committees as designated by the president
4. Coordinate implementation of the Honor's Study Topic with the other vice presidents
5. Perform any duties as designated by the president and the executive board

Section 5: Treasurer

The duties of the treasurer shall be as follows:

1. Correlate the CCSN monthly financial report with chapter account balances, present monthly report of finances, and make report available. Copies of all reports will be kept in the chapter office files.
2. Write all requisitions for withdrawal of funds and obtain appropriate signatures for approval.
3. Receive copies of receipts of moneys deposited at the Bursar's office.
4. Accept and present all requests for expenditures.
5. Monitor chapter petty cash fund.
6. Keep a set of books which shall be audited and notarized before the office is relinquished.
7. Perform any duties as assigned by the president and the executive board.

Section 6: Secretary

The duties of the secretary shall be a follows:

1. Take the minutes of ALL meetings.
2. Present minutes of meetings.
3. Maintain records of meetings.
4. Maintain a file of chapter correspondence to be kept in the chapter office files.
5. Prepare the Annual Report to be sent to the International Headquarters 30 days prior to the International Convention in conjunction with the chapter advisor.
6. Take role at all business meetings.
7. Responsible for updating chapter hotline.
8. Responsible for chapter mailbox.
9. Coordinate with chapter advisor in obtaining and verifying prospective member list prior to new member orientation.
10. Perform any duties as designated by the president and the executive board.

Section 7: Public Relations Secretary

The duties of the public relations secretary shall be as follows:

1. Maintain a calendar of the chapter events in order to make press releases whenever possible to all area media.
2. Submit to Regional Coordinator and International Headquarters monthly reports of chapter activities.
3. Coordinate a periodic newsletter.
4. Prepare proposals for hosting chapter, regional, or international events.
5. Create flyers and pamphlets as requested by the executive board, obtaining approval for posting and distribution as necessary.
6. Perform any duties as assigned by the president and he executive board.

Section 8: Member At Large

The duties of the Member At Large shall be as follows:

1. Represent and coordinate all activities involving the ASCC.
2. Coordinate chapter Enhancement Program.
3. Coordinate membership activities.
4. Work in conjunction with public relations secretary on chapter yearbook / scrapbook.
5. Present suggestions and ideas from the general membership to the executive board.
6. Perform any duties as designated by the president and the executive board.

ARTICLE VI
Election of Officers
Section 1

All candidates for office must be members of Alpha XI Beta chapter of Phi Theta Kappa.

Section 2

Election of officers shall be held in May prior to the end of the semester.

Section 3

Each officer will serve for one year, or until properly replaced by election at an Alpha XI Beta chapter of Phi Theta Kappa meeting, or appointed by the Executive Committee.

Section 4

Plurality of the votes cast will determine the new officer.

ARTICLE VII
Removal of Officers
Section 1

If any officer fails to fulfill the duties of said office, they may be removed as follows:

1. By calling a special meeting of the society to discuss the issue.
2. The officer under consideration for removal will be provided with a written copy of the allegation warranting this action.
3. The officer will have opportunity to refute any and all allegations at the meeting called.
4. By obtaining a vote of two-thirds of those members present.

Section 2

An officer may be removed from office if that officer is no longer an active member of Alpha XI Beta or fails to fulfill the duties of that office.

ARTICLE VIII

Meetings
Section 1

Chapter meetings could include the following:

1. Call to order
2. Reading of minutes
3. Financial reports
4. Committee reports
5. Old Business
6. New Business
7. Adjournment

ARTICLE IX
Finances
Section 1

The chapter shall be operated exclusively for educational purposes and shall be tax exempt.

Section 2

All members shall pay all membership fees fixed by the Executive Committee.

Section 3

All fees, donations, and other types of income shall be expended only for the purposes of the society.

Section 4

Payment of International Initiation fees must be received by the chapter treasurer before individuals can be initiated.

Section 5

Financial records of the chapter shall be semiannually audited by an advisor and annually by a member of the college administration.

ARTICLE X
Amendments and Revisions
Section 1

Proposed amendments to the constitution shall be given to the membership prior to a general business meeting. Discussion and voting on such proposed amendments will take place at that general business meeting.

Section 2: Constitution

The constitution can be amended only by a two-thirds majority of ballots cast.

Section 3: Bylaws

The bylaws may be amended by the majority vote of the Executive Committee.

Section 4: Prohibition of Amendments

No amendment shall divert the society into conflict with the International or Regional Organizations or with their Constitutions, policies, or practices.