

**Phi Theta Kappa
International Honor Society of the Two-Year College
Alpha Xi Beta Chapter Bylaws**

Chapter 1. Name of Chapter

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

Chapter 2. Purpose

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

Chapter 3. Membership

Section 1. Types of membership in 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 Bylaws.*

- A. **Member.** In addition to meeting membership eligibility requirements as stated in Article IV and Chapter 1 of the *Phi Theta Kappa Constitution and Bylaws*,* each candidate for membership must have completed 15 hours of associate degree course work, with a Grade Point Average of 3.5 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 Grade Point Average of 3.4 must be maintained to remain in good standing. Failure to maintain the required cumulative Grade Point Average will result in the member being removed from good standing as stated in the *Phi Theta Kappa Constitution and Bylaws*,* Chapter 1, Section 3. Failure to meet good standing requirements as stated in the *Phi Theta Kappa Constitution and Bylaws** will cause membership and all membership privileges to be revoked.
- B. **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.
- C. **Honorary Member.** An 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.

Chapter 4. Advisor

The chapter advisor shall be appointed by the Administration of the College of Southern Nevada. The chapter advisor shall be responsible for the advice and guidance of the chapter activities and shall act on behalf of the national society and official college Administration. 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.

Chapter 5. Officers

Section 1. All officers must be members of Phi Theta Kappa, in good standing, have a Grade Point Average of 3.4 and must be carrying a course load of 3 credit hours (or equivalent).

Section 2. The Alpha Xi Beta Chapter of Phi Theta Kappa shall have the following officers: President, Vice President, Public Relations, Secretary, Historian and Member-At-Large. This chapter may elect additional officers by majority vote.

Section 3. Each executive board member of Alpha Xi Beta will be responsible to coordinate one outreach activity or event per semester which is to be based on the current Honors Study Topic while they hold said position.

Section 4. 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 a committee member for each said committee.
- 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.
- h. Appoint a committee to prepare the Annual Report to be sent to Headquarters each spring with the help of the chapter advisor.
- i. Work closely with advisor to make sure each deadline is met in a timely manner.

Section 5. The duties of the vice president shall be as follows:

- a. Perform all duties of the president in the event of his/her absence.
- b. Take roll at each meeting.
- c. Coordinate all committees and assignments.
- d. Head the committee reviewing the chapter bylaws and the annual report.
- e. Act as program chairman.
- f. Be responsible for overseeing chapter fundraising and work closely with advisor to keep close track of chapter finances.

Section 6. The duties of public relations shall be as follows:

- a. Coordinate all chapter emails and reminders for service projects and events.
- b. Work closely with chapter advisor to coordinate chapter orientations each semester.
- c. Coordinate book purchase program and responsible for delegating committee for said program.
- d. Responsible for timely updates to chapter Facebook, Myspace and Twitter page.
- e. Work closely with secretary to keep accurate records of each member including accurate contact data.
- f. Coordinate a periodic newsletter for members, faculty and Administration.

- g. Draft and submit press releases whenever possible to all area newspapers.

Section 7. The duties of secretary shall be:

- a. Take and read minutes of meetings.
- b. Maintain records of the meetings and send monthly meeting minutes to ASCSN to maintain club membership.
- c. Maintain a file of chapter correspondence.
- d. Responsible for maintaining chapter hotline and chapter mailbox.
- e. All minutes must be prepared and to chapter president within 5 business days after each member and officer board meeting.
- f. Responsible for coordinating all postings of agendas, preparing copies for member and officer meetings prior to said meeting and work with public relations to keep accurate member contact data.

Section 8. The duties of historian shall be:

- a. Keep a full record of chapter functions.
- b. Prepare and maintain the chapter scrapbook for regional, state, and international meetings and conventions.
- c. Submit to Regional Coordinator and Headquarters reports of chapter activities and Five-Star Chapter Update Forms.
- d. Maintain chapter photographs from each service project. If unable to attend, historian must coordinate a replacement.

Section 9. The duties of member-at-large shall be:

- a. Attend ASCSN Club Council meeting each month and report any and all activities of Alpha Xi Beta to ASCSN.
- b. Coordinate chapter Enhancement Program.
- c.. Coordinate membership activities.
- d. Work in conjunction with public relations secretary on chapter yearbook / scrapbook.
- e. Present suggestions and ideas from the general membership to the executive board.

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 are to be held in the Spring Semester and the dates are to be determined by the outgoing board.

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. A simple majority vote shall elect any officer.

Section 5. In any case when an officer must resign his office, an election shall be held to elect a new 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/her discretion until an election can be held.

Chapter 7. Meetings

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

Order of Business

- a. Call to order
- b. Roll call
- c. Approval of Minutes
- d. Committee reports
- e. Old business
- f. New business
- g. Announcements
- h. Adjournment

Section 2. All meetings shall be governed by an adaptation of Robert's Rules of Order.

Section 3. 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.

Chapter 8. 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 Executive Board 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 with the Executive Board.
4. By obtaining a majority vote of the Executive Board present at said meeting.

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.

Section 3. A replacement officer will be appointed by the President of the chapter until an election can take place.

Chapter 9. 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.