Chapter Bylaws

College of Southern Nevada

Alpha Xi Beta

Chapter
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 to uphold the Phi Theta Kappa mission statement and to provide opportunities for its members in the areas of academic recognition, scholarship access, leadership development, and university transfer.

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 12 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. Transfer Member. A member from another Phi Theta Kappa chapter may transfer membership to the Alpha Xi Beta Chapter if he or she is currently enrolled at the College of Southern Nevada and meets the membership eligibility GPA of the chapter.

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

D. 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 advisors shall be appointed by the Administration of the College of Southern Nevada. The chapter advisors 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 advisors 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 of Leadership & Service, Vice President of Fellowship and Scholarship, Public Relations Officer, and Secretary/Recording Officer.

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. Prepare meeting agendas and lead meetings.
B. Appoint and establish necessary committees.
C. Develop goals for the chapter with help from other officers and advisors.
D. Submit Five Star Goal and Update Forms online.
E. Oversee chapter projects.
F. Oversee award entry preparation.
G. Assist with the Annual Report to be sent to Headquarters each spring with the help of the chapter advisor.
H. Work closely with advisor to make sure each deadline is met in a timely manner.

Section 5. The duties of the Vice President of Leadership & Service shall be as follows:
A. Direct the chapter in the use of parliamentary procedure for meetings
B. Oversee all leadership activities
C. Encourage the development of leadership skills
D. Coordinate the preparation of the Leadership Hallmark Award entry
E. Report the chapter to Headquarters as a Chapter of Service
F. Oversee all International Service Program activities
G. Develop activities that promote volunteerism and community service
H. Coordinate the preparation of the Service Hallmark Award entry

Section 6. The duties of the Vice President of Fellowship & Scholarship shall be as follows:
A. Encourage scholarly fellowship at all levels of the Society
B. Implement strategies to increase membership acceptance
C. Enroll the chapter in the Pinnacle Scholarship Award Program
D. Attend Student Government Meetings
E. Oversee all Honors Study Topic activities
F. Coordinate the chapter’s participation in the Honors Seminars
G. Encourage and recognize academic excellence
H. Coordinate the preparation of the Scholarship Hallmark Award entry

Section 7. The duties of Public Relations Officer shall be as follows:
A. Promote the chapter at all levels of the Society.
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. Manage chapter email and communications within chapter.
E. Responsible for timely updates to chapter social media pages.
F. Work closely with secretary to keep accurate records of each member including accurate contact data.
G. Coordinate voting/elections.
H. Take photographs at all chapter events.

Section 8. The duties of Secretary shall be:
A. Take and present minutes at each chapter meeting.
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. Maintain the chapter calendar of events.
E. Responsible for maintaining chapter phone line and voice mail.
F. All minutes must be prepared and sent to chapter officers and advisors within 5 business days after each member and officer board meeting.
G. Responsible for coordinating all postings of agendas, preparing copies for member and officer meetings prior to meetings and work with public relations to keep accurate member contact data.
H. Maintain a record of chapter events, including photos, flyers and newspaper articles, for the Chapter Record Book/yearbook.

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 from office, any of the chapter advisors shall appoint a new officer.

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.

Chapter 8. Removal of Officers
Section 1. An officer may be removed from office for any of the following reasons:
1) If any officer fails to fulfill the duties of said office, the officer may be removed from the duties and privileges of office by a 3/4 vote of the remainder of the Officer and Advisor Board after the said officer has been given an opportunity to respond to the allegations either in writing or in person (also known as impeachment).
2) An officer may be removed from office by any of the Advisors if the membership has been revoked due to a felony or failure to maintain the required GPA.
3) An officer may be removed from office by any of the Advisors if the officer violates the College of Southern Nevada Code of Conduct and the college has taken official action.
Section 2. A replacement officer, followed by a vote of the membership, may be appointed solely by any of the advisors of the chapter.

Chapter 9. Finances
Section 1. Finances for this chapter will be raised by projects voted on by a majority vote of the members.
Section 2. Payment of the International Membership fee must be paid 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. Financial records of the chapter shall be annually audited by the advisor.

Chapter 10. Amendments
Section 1. Bylaws
The bylaws may be amended by a 2/3 vote of the membership of the chapter.