

BY-LAWS FOR THE ALPHA ETA PHI CHAPTER OF PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

CHAPTER I—NAME and PURPOSE

Section 1. The name of the Halifax Community College chapter of Phi Theta Kappa is Alpha Eta Phi.

Section 2. The Purpose of Alpha Eta Phi is to recognize and encourage scholarship among the students at Halifax Community College.

Chapter II—Membership

Section 1. There are three (4) types of membership: active, provisional, alumni, and honorary.

- A. Active membership - an active member of Alpha Eta Phi is a student who has met the requirements for membership set by the members and recorded in these By-Laws. An Active Member may attain Enhanced Member status by meeting the following requirements:
 - 1) Participate physically in a minimum of 6 major activities or events.
 - 2) Attend at least one-half of the chapter general membership meetings and one regional meeting.
 - 3) Participate in at least one major fund raiser.
 - 4) Serve in a leadership role in at least one activity or event.
- B. Provisional membership - an inactive member of Alpha Eta Phi 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 active member and will not have the right to vote, to hold office, or to represent the chapter at meetings at regional or international level.
- C. Alumni membership- an alumni member is any former member of the Society who terminated active membership in good standing. Alumni members may serve in an advisory capacity but will not have the right to vote, to hold office or represent the chapter at meetings of the Society.
- D. Membership Eligibility/Academic Probation - Cumulative GPA for the Chapter membership is 3.5 or higher on 12 hours of associate degree coursework completed at Halifax Community College. In order to maintain membership in Phi Theta Kappa, a student's GPA must not fall below 3.25. Grades for courses completed at other institutions will not be considered when determining membership eligibility. If a member's GPA falls below the maintenance level, the student is given only one term of probation. If the member's GPA is still below the maintenance GPA at the conclusion of the probationary period, membership and membership privileges are revoked. It is the member's responsibility to notify the advisor when he or she is no longer in good academic standing. Only an advisor may submit the Membership Revocation Form (available on the Advisor Corner section of the Society's web site) to Phi Theta Kappa Headquarters.
If the applicant has been charged with a "felony or crime involving moral turpitude," he or she may not become a member until the matter has been legally resolved.
- E. No member may be dropped from the membership roll due to lack of participation in chapter activities.

Section 2. Membership requirements for Alpha Eta Phi chapter are as follows:

- A. The student must have a 3.5 GPA if full-time or part-time.
- B. The student must have completed at least 12 credit hours in an associate degree program.
- C. The student must submit an application.
- D. The student must not have any pending legal resolution of a "felony or crime involving moral turpitude."

Section 3. Transfer of membership-A Phi Theta Kappa member requesting to transfer membership into Alpha Eta Phi chapter must meet the following requirements:

- A. The student must have a 3.25 GPA at the previous college on coursework not older than five years.
- B. The student must provide the advisor of the new chapter a letter or e-mail from the chapter advisor of the previous college stating that the member left that college chapter “in good standing.”
- C. The student must be registered as a member on the Phi Theta Kappa International website.
- D. The student must pay a chapter transfer fee of \$15 to the new chapter.
- E. If the student wishes to have a new chapter certificate, \$10 must be paid to Headquarters.
- F. The advisor must submit a “Membership Transfer Form” to Headquarters.

Chapter III—Finance

Section 1. Membership/induction fees will consist of one-time national fees, regional fees, and a local chapter assessment. National and regional fees are forwarded to the proper Phi Theta Kappa offices. Local fees are maintained in the Alpha Eta Phi treasury and used at the discretion of the general membership with approval from the advisor.

Chapter IV—Meetings and Attendance

Section 1. A regularly scheduled meeting of the general membership is held once a month, and an officers’ meeting is held once a month with the chapter President presiding over all meetings. There will be approximately eight (8) meetings per academic year. The Executive Board may call special meetings. General membership will determine each semester when to hold its regularly scheduled meetings.

Section 2. There is a roll call at each general membership meeting. Members are encouraged to attend meetings and participate in activities.

Chapter V—Governance

Section 1. The officers of the chapter are President, Vice-President, Secretary, Treasurer, Historian, Public Relations Officer, and Induction Officer.

- A. The President will preside over all club and executive meetings. The President will appoint standing and special committees and their respective committee chairmen. The President will only vote in the case of a tie. The President will also prepare and distribute an agenda to all Society members before the regular monthly meetings.
- B. The Vice President is the program chairperson and will assume all the duties of the President when absent. The Vice President will also preside over at least one meeting.
- C. The Secretary will take minutes of all meetings, take the roll call count at all general membership meetings, and send notices to and keep all records on members. The minutes are read at the next general membership meeting, approved, and submitted for the permanent record. Copies of minutes are sent to the President, Dean of Student Services, Dean of Curriculum Programs, Vice President of Instructional Services, and Carolinas Region Coordinator.
- D. The Treasurer, working with the advisor, will keep a record of all revenue and expenses. A report must be made at all general membership meetings.
- E. The Historian will keep records of chapter activities, photos, flyers, news clippings, etc., for the scrapbook.
- F. Public Relations Officer will send press releases with photos to the college’s Public Relations officer for release to area newspapers. The Public Relations Officer will send report forms to the Regional Coordinator and/or Regional Newsletter editor.
- G. Induction Officer will coordinate with members for donations of food for refreshments to be served at induction ceremonies. He/She will procure volunteers to serve at the induction

- ceremony, find an appropriate speaker, reserve the room for induction, assist in setting up for the induction ceremony and setting up/serving refreshments, and assist with clean-up.
- H. **Advisor Responsibilities** - Advisor(s) are responsible for filing the Chapter Annual Report, reporting new members to headquarters, filing official travel requests, chaperoning any off-campus trips, approving all expenditures, and maintaining financial reports and requisitions of chapter funds. Advisors must approve projects, but students will develop and implement programs, projects and/or events. These duties are in place to prevent the chapter from violating Headquarters or college policies, maintain financial integrity and avoid internal conflict that may damage the working order and reputation of the chapter. Advisors must be employees of Halifax Community College and must be officially appointed by the college administration.
 - I. **Officer Responsibilities:** In the event an officer cannot or does not perform his or her duties as laid out in the chapter By-Laws, Chapter V, Section 1, a 3/4 vote can remove that officer and a new officer will be elected to complete the term. The officer in question must be informed of the planned action prior to the vote and informed of the result of the vote at the earliest convenience of the other officers. Alternatively, the officer may be informed of the chapter's concerns, offered a probationary period, and requested to provide a written plan for improvement prior to the probationary period.
 - J. All officers are limited to two terms (two academic years) in the same office.

Section 2. The Executive Board will consist of the President, Vice President, Secretary, Treasurer, Advisor(s) and Phi Theta Kappa alumni or honorary member of Alpha Eta Phi chapter of Halifax Community College. The purpose of the Executive Board is for direction and organization of ideas to be presented to chapter members at future meetings. The Executive Board will meet at least once a month and may call for Board meetings when deemed necessary.

Chapter VI Voting

Section 1. Elections are held during the Spring Semester to determine the officers for the forthcoming year. A simple majority of fifty-one percent (51%) of members present is required to elect each officer. The procedures for elections are as follows:

- A. The Executive Board will prepare a slate of officers to be presented before the general membership.
- B. The slate of officers presented by the Executive Board may be modified by the general membership. Provision for write-in candidates will be made.
- C. Voting will then take place by secret ballot at a meeting.
- D. Voting in absentia will also take place by submission of votes in writing to one of the three advisors.
- E. The Advisor(s) will count the votes and announce the new officers for the forthcoming year.

Section 2. In the event that an officer resigns or is disqualified (removed) from serving, a special election may be held once a semester to fill the position(s). In the interim, an acting officer may be appointed by the Executive Board to serve until the next election. A simple majority vote shall elect any officer, and a three-fourths vote shall be necessary to remove any officer. An officer failing to maintain active membership in the Society shall forfeit the office.

Section 3. All other issues before the general membership are decided by a simple majority vote of fifty-one percent (51%) of those members present.

Chapter VII Amendments

Section 1. Amendments to chapter By-Laws may be approved at any general membership meeting by a two-thirds (2/3) vote of those members present. Written notice of any proposed amendment to the By-Laws is sent to all chapter members prior to the date of the scheduled meeting. By-Laws will be reviewed annually and any changes submitted to International Headquarters for approval.

Section 2. Once the By-Laws are amended, copies must be sent to the International Headquarters for approval and, once approved, made available to active and inactive members.