

Phi Theta Kappa - Beta Beta Zeta Bylaws

College: Corning Community College

Chapter: Beta Beta Zeta

The bylaws of Beta Beta Zeta Chapter:

Chapter One: Name of Chapter

The name of this chapter of Phi Theta Kappa Honor Society shall be Beta Beta Zeta. (Assigned by Headquarters upon approval of chartering application.)

Chapter Two: Purpose

The purpose of Beta Beta Zeta Chapter of Phi Theta Kappa Honor Society at Corning Community College shall be to provide recognition for academic excellence and opportunities for all college students to grow as scholars and leaders as early as possible during their pursuit of a college degree or credential.

Chapter Three: 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 Honor Society Constitution and Bylaws.*

- (A) *Member** In addition to meeting membership eligibility requirements as stated in Article IV and Section 2 of the *Phi Theta Kappa Honor Society Constitution and Bylaws*,* each candidate for membership must have a cumulative Grade Point Average of 3.5 on a 4.00 scale and completed.

Type of degree:	Minimum Hours:
- Associate	- 12
- Certificate of one year	- 6

Grades for courses completed at other postsecondary institutions will not be considered when determining membership eligibility. A cumulative Grade Point Average of 3.50 must be maintained to remain in good standing. Otherwise, the member has two semesters in which to bring his or her cumulative Grade Point Average up to a 3.50. Failure to maintain the required maintenance standards will result in the member being removed from good standing as stated in

the *Phi Theta Kappa Honor Society Constitution and Bylaws*,* Chapter 1, Section 3. Failure to meet good standing requirements as stated in the *Phi Theta Kappa Honor Society Constitution and Bylaws** will cause membership and all membership privileges to be revoked.

(B) *Provisional Member. In addition to meeting eligibility requirements as stated in Article IV, Section 1B of the *Phi Theta Kappa Honor Society Constitution and Bylaws*,* a student must have earned a cumulative Grade Point Average of 3.00 on all course work completed in high school. A student must be currently enrolled in courses leading to a degree or certificate credential in a postsecondary institution. Provisional members will pay local chapter dues of \$80.00 but are not required to pay the international and regional induction fee until they have qualified for full membership.

(C) *Alumni Member. An individual must meet eligibility requirements as stated in Article IV, Section 1C of the *Phi Theta Kappa Honor Society Constitution and Bylaws*.*

(D) *Honorary Member. An individual must meet eligibility requirements as stated in Article IV, Section 1D of the *Phi Theta Kappa Honor Society Constitution and Bylaws*.*

(E) *Transfer Member. A member from another Phi Theta Kappa Honor Society chapter may transfer membership to Beta Beta Zeta Chapter if he or she is currently enrolled at Corning Community College and meets the membership eligibility and maintenance standards at the new chapter.

Chapter Four: Chapter Advisor

In addition to carrying out the duties as stated in the *Phi Theta Kappa Honor Society Constitution and Bylaws*,* Chapter III, Section 3, the chapter advisor shall be responsible for the following:

- Overseeing the completion and submission of member names and fees as well as the Chapter Annual Report to Headquarters.
- Guiding chapter activities and acting on behalf of the international society and official college administration.
- Supporting and monitoring the elected officers as they fulfill their duties in their elected positions.
- Officially managing the chapter funds. Officers and members may vote on how to allocate and spend chapter funds, but the advisor is responsible for managing the account and monitoring purchases and allocations.

The advisor shall be officially appointed by the institution's administration and shall be a non-voting member of the chapter. The advisor reserves the right to cancel any chapter event or activity for reasons including but not limited to timing/conflicts, inclement weather/ college closings, safety concerns, subject matter/sensitivity of event topic, and health concerns or precautions (including COVID-19 precautions).

Chapter Five: Officers

Section 1. All officers must be members of Phi Theta Kappa Honor Society, in good

standing, have a Grade Point Average of 3.5 and must be carrying a course load of 3 semester hours (or equivalent).

Section 2. The Beta Beta Zeta Chapter of Phi Theta Kappa Honor Society shall have the following officers: President, Vice President, Secretary and Public Relations Officer. A chapter may elect additional officers.

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. Head a committee to review and/or revise the chapter bylaws annually.
- H. Check in with officers to ensure they are fulfilling the responsibilities of their roles and representing the chapter/organization appropriately.

Section 4. The duties of the vice president shall be as follows:

- A. Perform all duties of the president in the event of their absence.
- B. Take roll at the meetings.
- C. Coordinate all committees.
- D. Co-head the committee to review and/or revise the chapter bylaws.
- E. Assist with planning fundraisers and other chapter events.
- F. Take minutes of meetings when the secretary is absent.

Section 5. The secretary shall:

- A. Take and read minutes of meetings.
- B. Maintain records of the meetings.
- C. Maintain a file of chapter correspondence.
- D. Serve on the committee to review and/or revise the chapter bylaws.

Section 6. The public relations officer shall:

- A. Keep a full record of chapter functions.
- B. Prepare and maintain the chapter scrapbook for regional, state, and international meetings and conventions.
- C. Coordinate with college Marketing to promote the chapter and events.
- D. Represent the chapter at college and/or community events, such as open houses, to help advertise the chapter's presence on campus.
- E. Submit to Headquarters the chapter's goals and progress set for Five Star Chapter Plan by submitting the Five Star Progress Report online.

Chapter Six: Election of Officers

- Section 1.** In addition to meeting requirements as stated in Chapter III, Section 6 of the *Phi Theta Kappa Honor Society Constitution and Bylaws*,* all candidates for office must be members of Phi Theta Kappa Honor Society, 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 as stated in Chapter III, Section 8 of the Phi Theta Kappa Honor Society Constitution and Bylaws. Voting may take place in person or via digital means such as Google Forms. The voting medium may be set by the advisor or by an officer vote and can change each time according to the assessed needs of the chapter.
- 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 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 Seven: Meetings

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

Order of Business

- A. Call to order
- B. Roll call
- C. Reading of the minutes
- D. Treasurer's report
- E. Committee reports
- F. Old business
- G. New business
- H. Announcements

I. Adjournment

- Section 2.** A minimum of 5 members, including 2 officers, must be present before any official meeting can be called to order.
- Section 3.** All meetings shall be governed by an adaptation of Robert's Rules of Order.
- Section 4.** 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.
- Section 5.** Meetings may be held in-person and have a virtual meeting option for members who may be unable to attend physically. The mode of virtual meeting shall be left to the preference of the chapter advisor(s) and technological capabilities of the equipment/room. Options include Google Meet, Zoom, and FaceTime.
- Section 6.** At the discretion of the chapter advisor(s) and officers, meetings may be held completely virtually. A vote among the officers must be held and approved by the chapter advisor(s) if there is disagreement whether to hold it virtually.

Chapter Eight: Voting

- Section 1.** All chapter voting, including officer elections, can be done in person or through a Google Form distributed by chapter officers or chapter advisor(s).
- Section 2.** Members joining a meeting virtually (through Google Meet, Zoom, etc.) may vote by writing their vote in the chat. It will be read and noted by a chapter advisor if confidential.

Chapter Nine: 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 received 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.** Disbursement vouchers must be submitted with supporting invoices and/or statements attached to the original invoice.
- Section 6.** Financial records of the chapter shall be annually audited by the advisor.
- Section 7.** 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 Ten: Amendments and Revisions

- Section 1.** The chapter bylaws 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 bylaws must be sent to Headquarters for final approval.

** Refers to the Phi Theta Kappa Honor Society Constitution and Bylaws,
<https://ptk.org/about/policies/constitution-and-bylaws/>*

Phi Theta Kappa Honor Society is committed to the elimination of unlawful discrimination in connection with all employment relationships, business operations and programs. Discrimination based on gender, family or marital status, race, color, national origin, military or veteran status, economic status, ethnic background, sexual orientation, gender identity, transgender status, genetic information or history, age, disability, political affiliation and cultural and religious backgrounds is prohibited.

