

**PHI THETA KAPPA
BYLAWS
OF THE
BETA OMICRON OMICRON CHAPTER
JOHN TYLER COMMUNITY COLLEGE
MIDLOTHIAN, VIRGINIA**

**Drafted July 2006
Amended May 2012**

PREAMBLE

The Phi Theta Kappa International Honor Society recognizes academic excellence and encourages its members to serve others both within its member institutions and in their greater communities. All persons who accept membership in the society will commit themselves to the pursuit of scholarship, honesty, and civility. Opportunities for leadership will be embraced as a means to help others.

ARTICLE I. NAME OF THE CHAPTER

The name of the John Tyler Community College Midlothian Campus Chapter of Phi Theta Kappa shall be Beta Omicron Omicron.

ARTICLE II. PURPOSE

The purpose of the Beta Omicron Omicron Chapter of Phi Theta Kappa at John Tyler Community College shall be to recognize and encourage scholarship among community college students. Working toward this goal, Phi Theta Kappa shall provide opportunities for the development of leadership and service, foster an intellectual climate for the exchange of ideas, encourage lively fellowship among scholars, and stimulate an interest in continuing academic excellence.

ARTICLE III. MEMBERSHIP

Membership in the Beta Omicron Omicron Chapter of Phi Theta Kappa shall be open to all John Tyler Community College students in associate degree programs who have completed at least 24 semester hours of course work at the institution and have satisfied the following criteria: **Students who have completed 24-45 semester credits must be enrolled full-time or part-time and have minimum cumulative grade point averages of 3.75; students who have completed more than 45 semester credits must be enrolled full-time or part-time and have minimum cumulative grade point averages of 3.5.** *(Transfer students may use a maximum of 12 transfer credits to establish total semester credit eligibility for membership.)* All students seeking membership must adhere to the institution's student conduct code and exhibit a commitment to honor and

civility. Course work completed at other institutions will not be considered when determining membership eligibility.

Students seeking membership must submit completed membership applications to chapter advisors, including recommendation forms from three members of the John Tyler Community College faculty.

To remain a member in good standing, a student must maintain a 3.5 cumulative grade point average, which shall be checked at the end of each semester by the chapter advisor (s). If a member's cumulative average falls below 3.5, the member is removed from good standing and placed in probationary status for one semester permitting the member the opportunity to return his/her cumulative grade point average to at least 3.5. If the student does not succeed, he/she shall be dismissed from Phi Theta Kappa.

A member from another Phi Theta Kappa chapter may transfer membership to the Beta Omicron Omicron Chapter if he or she is currently enrolled at John Tyler Community College and meets the membership eligibility GPA of the chapter.

ARTICLE IV. TYPES OF MEMBERSHIP

Regular Membership

Members of Beta Omicron Omicron who maintain the standards required for good standing are called regular members. A regular member shall have the right to vote and to hold office. All regular members are encouraged to participate in chapter and college service projects, provide their fellow students with assistance and encouragement in their academic endeavors, seek opportunities for leadership within the chapter and other student organizations, promote honor and academic integrity at the institution, and consistently demonstrate the highest levels of civility.

Honorary Membership

An honorary member shall be a person who, in the opinion of the chapter, has rendered distinguished service to the chapter. An honorary membership shall be conferred at the discretion of the Executive Board. An honorary member should be afforded all rights and privileges of membership with the exception of the right to vote and hold office.

ARTICLE V. FEES

Prior to being inducted into the society, prospective members are required to pay a one-time chapter fee of \$75. Membership fees are the cumulative costs of local, regional and national dues. They are broken down as follows:

Local Chapter Fees

All members will pay local fees of \$10 to the Treasurer.

Regional Fees

All members will pay Regional fees of \$5 to the Treasurer.

National Fees

All members will pay National fees of \$60 to the Treasurer.

ARTICLE VI. EXECUTIVE BOARD OF THE CHAPTER

Section 1. The Beta Omicron Omicron Executive Board shall be composed of: one to three faculty advisors, president, vice president, secretary, and treasurer. If a member of the chapter holds a Regional office, that officer will become a member of the Executive Committee, as well. The Executive Board shall meet a minimum of two times each semester. All members of the chapter may attend meetings of the Executive Board. In addition, the Executive Board may schedule general meetings for all members to ask questions and discuss issues of interest.

Section 2. The duties of the president shall be as follows:

- a. Prepare meeting agendas in consultation with Chapter Advisors and lead meetings
- b. Appoint and establish necessary committees
- c. Vote only in the case of a tie
- d. Develop goals for the chapter with help from other officers and advisors
- e. Oversee chapter projects
- f. Oversee award entry preparation

Section 3. The duties of the vice president shall be as follows:

- a. Oversee all Honors Study Topic activities
- b. Lead meetings in the absence of the president
- c. Direct the chapter in the use of parliamentary procedure for meetings
- d. Develop activities that promote volunteerism and community service
- e. Write and submit articles to the Office of Student Activities and College Relations

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

- a. Take and present minutes at each chapter meeting and distribute minutes via e-mail to all members of the chapter
- b. Keep records of all chapter activities, including member's e-mail and postal addresses
- c. Maintain an historical record of chapter events which may include photographs, flyers, and descriptions of chapter events
- d. Place all records in the Chapter Record Book at the end of each academic year
- e. Produce issues of the chapter newsletter

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

- a. Open and/or maintain a financial account for the chapter in accordance with institutional policies and procedures, providing Chapter Advisors with monthly updates

- b. Receive and deposit all club funds
- c. Keep a set of financial records that shall be audited by the Chapter Advisors and the Coordinator of Student Activities at the end of each semester
- d. Present the chapter's financial records at all chapter meetings
- e. File all financial records in the chapter's official files at the end of each academic semester

ARTICLE VII. CHAPTER ADVISORS

Chapter advisors are appointed by the Dean of Students with the approval of the Vice President for Student Affairs. Chapter advisors are vested the authority of the chapter from the perspective of the institution and Phi Theta Kappa Headquarters. Advisors provide the continuity of the chapter. Advisors are responsible for reporting new inductees to Phi Theta Kappa Headquarters and for ordering recognition items. Advisors must approve all monetary transactions of the chapter. Advisors may veto any action or vote of the chapter Executive Board. If a majority of the chapter's voting members wish to challenge the advisor's veto, they may appeal to the Dean of Students. If the dean upholds the veto of the advisor, the members may appeal to the Vice President for Student Affairs.

ARTICLE VIII. ELECTION OF OFFICERS

Elections shall be held yearly at the end of the spring semester at a time and place, and in a manner, determined by the chapter Advisors. In the event that unusual or extraordinary circumstances result in the delay of an annual election, the election will be conducted as soon as possible following the end of spring semester classes. Officers are expected to attend all scheduled chapter meetings. No more than two unexcused absences will be permitted. Officers who exceed the permitted number of unexcused absences and do not provide the Chapter Advisors with acceptable explanations are subject to removal from their positions in the chapter by a $\frac{3}{4}$ vote of the members of the Executive Board. In the event that an officer cannot fulfill the requirements of his/her office, the Executive Board shall appoint a new officer until the office can be filled at the next regularly scheduled election.

ARTICLE IX. INSTALLATION OF OFFICERS/INDUCTION OF NEW MEMBERS

Installation of officers shall be coordinated by the chapter advisors in a manner consistent with the guidelines, regulations or stipulations of the International Organization. The induction ceremony for new members shall be coordinated by the Office of Student Activities in consultation with chapter advisors in a manner consistent with guidelines of the International Organization, subject to the approval of the Dean of Students and the Vice President for Student Affairs.

ARTICLE X. AMENDMENTS AND REVISION

The chapter bylaws may be amended by a 2/3 vote of the members of the chapter. Any amendments or revisions of the bylaws shall go into effect upon approval from the Chapter Advisors, the Dean of Students, and the Phi Theta Kappa International Headquarters.