

# Phi Theta Kappa

International Honor Society of the Two-Year College

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## *Chapter Bylaws*

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Southwestern

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COLLEGE

Alpha Pi Epsilon

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CHAPTER



# Bylaws

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### Alpha Pi Epsilon Chapter

#### **CHAPTER 1. Name of Chapter**

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

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#### **CHAPTER 2. Purpose**

The purpose of Alpha Pi Epsilon Chapter of Phi Theta Kappa Honor Society at Southwestern College shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified students of this college.

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#### **CHAPTER 3. Membership**

**Section 1.** Types of membership in Chapter shall consist of member, transfer 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, Section 1A of the Phi Theta Kappa Constitution and Bylaws, each candidate for membership must have:

- completed 12 semester units of college-level course work
- have a Grade Point Average of 3.5 on a 4.0 scale
- adhere to the school conduct code
- possess recognized qualities that reflect the Phi Theta Kappa Hallmarks.

Grades for courses completed at other institutions will not be considered when determining membership eligibility. A cumulative Grade Point Average of 3.25 must be maintained to remain in good standing. If a member falls below 3.25, the member will have one semester to bring the GPA up to a 3.25. 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 By-laws,\* 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. Regular membership fees consist of a one-time local chapter due of \$30 in addition to the one-time international and regional induction fee of \$70.

**B. Transfer Member.** A member from another Phi Theta Kappa chapter may transfer membership to Alpha Pi Epsilon if they are currently enrolled at Southwestern College and meets the maintenance membership eligibility GPA of the chapter.

**C. Provisional Member.** In addition to meeting eligibility requirements as stated in Article IV, Section 1B of the Phi Theta Kappa Constitution and Bylaws,\* a student must have earned a cumulative Grade Point Average of 3.5 on all course work completed in high school. A student must be currently enrolled in college-level course work at the two-year college, adhere to school conduct code and possess recognized qualities that reflect the Phi Theta Kappa Hallmarks. Provisional members will pay a one-time local chapter due of \$30 in addition to the one-time international and regional induction fee of \$70 after they have qualified for full membership.

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

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

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#### **CHAPTER 4. Chapter Advisor**

In addition to carrying out the duties as stated in the Phi Theta Kappa Constitution and Bylaws,\* Chapter III, Section 3, the chapter advisor shall be responsible for overseeing the completion and submission of member names and fees as well as the Chapter Annual Report to Headquarters. The advisor shall be officially appointed in consultation with the chapter members and the Phi Theta Kappa Honor Society and shall be a non-voting member of the chapter and will follow the advisor policy established by Southwestern College.

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#### **CHAPTER 5. Officers**

**Section 1.** All officers must be members of Phi Theta Kappa, in good standing, have a Grade Point Average of 3.5 and must be carrying a course load of 6 semester units (or equivalent).

**Section 2.** The Alpha Pi Epsilon Chapter of Phi Theta Kappa shall have the following officers: President, Executive Vice President, Vice President of Finance, Vice President of Communications, Vice President of Public Relations, Vice President of Honors in Action, Vice President of College Project, Inter-Club Council Representative, and Vice President of Social Affairs. A chapter may elect additional officers as needed.

**Section 3.** All Chapter Officers must attend Officer and Chapter Meetings.

**Section 4.** All Chapter Officers are encouraged to participate in Honors in Action or College Project.

**Section 5.** All Chapter Officers must work together to increase awareness and membership of the Honor Society.

**Section 6.** All Chapter Officers must maintain and uphold the chapter Bylaws.

**Section 7.** The duties of the **President** shall be as follows:

- a. Preside over Officer and Chapter 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. 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.
- i. Have the power to fill by appointment, in conjunction with the Advisor, and with a  $\frac{2}{3}$  vote from the current officer team, any Chapter Officer vacancies for the remainder of the term of office.
- j. Have the power to relinquish all duties to the Executive Vice President for the duration of a future absence.

**Section 8.** The duties of the **Executive Vice President** shall be as follows:

- a. Perform all duties of the President in the event of their absence.
- b. Coordinate all committees.
- c. Head the committee reviewing the chapter Bylaws and the annual report.
- e. Take over all the duties of the President whenever the President is unable to serve.
- f. Have the responsibility to oversee the function of Chapter Officers, as the President deems necessary.

**Section 9.** The duties of the **Vice President of Finance** shall be as follows:

- a. Receive all money and write disbursement vouchers.
- b. Keep a current record of the financial state which shall be audited by the chapter advisor before the office is relinquished.
- c. Prepare a financial plan for the following year.
- d. Administer the current financial plan.
- e. Track the expenditure of money within the financial plan areas.
- f. Complete the Request for Funding Form to the Associated Student Organization each semester.
- g. Complete the form for the Mini Grant Program to the Southwestern College Foundation in conjunction with the chapter advisor.

**Section 10.** The duties of the **Vice President of Communications** shall be as follows:

- a. Take roll at the meetings.
- b. Take and read minutes of meetings.
- c. Maintain records of the meetings.
- d. Send the minutes to the Associated Student Organization Advisor each semester.
- e. Maintain a file of chapter correspondence.

f. Maintain and update Alpha Pi Epsilon's website.

**Section 11.** The duties of the **Vice President of Public Relations** shall be as follows:

- a. Keep a full record of chapter functions.
- b. Draft and submit press releases whenever possible to all area newspapers.
- c. Submit to Regional Coordinator and Headquarters reports of chapter activities and Five-Star Chapter Update Forms.
- d. Preside over the Public Relations committee meetings.
- e. Coordinate all publicity.
- f. Be a liaison between the Honors Society and the SWC Sun Newspaper.
- g. Create and distribute any and all flyers pertaining to the Honors Society.
- h. Maintain and update Alpha Pi Epsilon's social media accounts.

**Section 12.** The duties of the **Inter-Club Council Representative** shall be as follows:

- a. Serve as the organization's liaison to the Associated Student Organization.
- b. Attend all weekly meetings of the ASO Inter-Club Council.
- c. Report to the Inter-Club Council all matters of the Honor Society and vice-versa.
- d. Complete the Charter Packet to the Associated Student Organization each semester.
- e. Complete the Allocations Packet to the Associated Student Organization each semester.
- f. Complete Activity Requests to the Associated Student Organization each semester.
- g. Coordinate Activities with the Vice President of Social Affairs.

**Section 13.** The duties of the **Vice President of Honors in Action** shall be as follows:

- a. Preside over the Honors in Action committee meetings.
- b. The Honors in Action Project shall be chosen by the Honors in Action team.
- c. Design, organize, and implement a plan of action that solves a real-world problem related to the Honors Study Topic.
- d. Present bi-monthly updates at each chapter meeting
- e. Form and develop teams that collaborate and communicate with college and community partners to enhance the impact of the project.
- f. Provide evidence of project impact through the use of quantitative and/or qualitative assessments.
- g. Compile a report using clear, correct, and effective language in conjunction with the Honors in Action team.

\*The **Vice President of Honors in Action** shall possess effective communication, research, and time management skills and the ability to assess progress and adjust to circumstances.

**Section 14.** The duties of the **Vice President of College Project** shall be as follows:

- a. The College Project will be chosen with the College Administration.
- b. Preside over the College Project committee meetings.
- c. Design, organize, and implement a plan of action that solves a problem at Southwestern College in conjunction with the College Administration.

- d. Form and develop teams that collaborate and communicate with college and community partners to enhance the impact of the project.
- e. Present bi-monthly updates at each chapter meeting
- f. Provide evidence of project impact through the use of quantitative and/or qualitative assessments.
- g. Compile a report using clear, correct, and effective language in conjunction with the Honors in Action team.

\*The **Vice President of College Project** shall possess effective communication and time management skills and the ability to assess progress and adjust to circumstances.

**Section 15.** The duties of the **Vice President of Social Affairs** shall be as follows:

- a. Coordinate all chapter social activities, events, and fundraisers.
- b. Coordinate with community agencies and nonprofit organizations to find productive resources and community service opportunity for the Honor Society.
- c. Coordinate publicity with the Vice President of Public Relations.
- d. Coordinate activities with the intent of increasing membership for the Honor Society.
- e. Assist in the orientation of new members.
- f. Oversee membership drive.
- g. Implement strategies to increase membership acceptance.

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## **CHAPTER 6. Election of Officers**

**Section 1.** In addition to meeting requirements as stated in Chapter IV, Section 2 of the Phi Theta Kappa Honor Society Constitution and Bylaws,\* all candidates for office must be members of Phi Theta Kappa, in good standing.

**Section 2.** Elections will be held at the beginning of the Spring semester for the following academic year.

**Section 3.** Officers shall hold office from June 1st to May 31st.

**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.

**Section 6.** In any case, when an officer must resign from their position, the Advisor in conjunction with the chapter President has the option to appoint a person to that position with a 2/3 vote from the current officer team.

**Section 7.** An officer not fulfilling their obligations may be removed from office with a 2/3 vote from the current officer team and the advisor's approval.

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## **CHAPTER 7. Removal from Office**

**Section 1.** The process to remove an officer from service will begin when four (4) absences have been recorded within a semester. When an officer has reached the four (4) unexcused absences, the Vice President of Communications must inform the President and the chapter officers of the absences. The officer must be put on the next regular officer meeting's agenda for removal.

**Section 2.** The officer will be required to attend the next scheduled meeting if he/she wishes to give an explanation for their absences.

**Section 3.** To remove an officer from service requires a 2/3 vote from the current officer team and the Advisor.

**Section 4.** If the chapter officers chooses not to remove the officer after four (4) recorded absences, the removal procedure will resume after the next full absence has been recorded.

**Section 5.** Guidelines for impeachment

- a. Blatant disregard of the chapter Bylaws.
- b. Malfeasance of duty.
- c. Misappropriation of funds.
- d. Violation of college rules for Student Conduct.
- e. Excessive absences.
- f. Non-performance of duties as outlined in the chapter Bylaws.

**Section 6.** Any lesser violations found under the guidelines for impeachment that does not warrant impeachment.

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## **CHAPTER 8. Meetings**



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

Order of Business

- a. Call to order
- b. Minutes are approved via email
- c. Old business
- d. New business
- e. Committee reports
- f. Announcements
- g. Adjournment

**Section 2.** Special committee meetings shall be called by the chairperson of said committee. Procedures at such meetings are left to the discretion of the chairperson. Reports of each meeting shall be given to the members at the following chapter meeting.

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## **CHAPTER 9. Finances**

**Section 1.** All finances shall be directed by the chapter officer team and the Advisor.

**Section 2.** Finances for this chapter will be raised by projects voted on by a majority vote of the members.

**Section 3.** Payment of the International Membership fee must be received by the Vice President of Finance before members can be inducted.

**Section 4.** All members must pay the local fee prior to induction.

**Section 5.** All members must pay the regional fee prior to induction.

**Section 6.** Disbursement vouchers must be submitted with supporting invoices and/or statements attached to the original invoice.

**Section 7.** Financial records of the chapter shall be annually audited by the advisor.

**Section 8.** All finances must be used for chapter events, fundraisers, conferences, projects, scholarships, and/or merchandise.

**Section 9.** All Alpha Pi Epsilon finances must be apportioned and executed under an annual financial plan.

**Section 10.** The Vice President of Finance will compile a preliminary financial plan and all itemized budget requests for the following year will be approved by the chapter officers.

**Section 11.** Final approval and adoption of the financial plan must occur no later than the second officer meeting of the Fall Semester.

**Section 12.** The annual financial plan must be kept in an appropriate account with a minimum of 10% of the total approved budget to be maintained in reserve.

**Section 13.** Specified approval of the chapter officers is necessary to approve all budgetary revisions. Request for funds in excess of an approved budget must be submitted to the chapter members.

**Section 14.** Maintenance of all financial records will be the duty of the Vice President of Finance and Advisor.

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#### **CHAPTER 10. Amendments and Revision**

**Section 1.** The chapter bylaws may be amended by a vote of two-thirds of the officers. Any changes to the chapter Bylaws must be sent to Headquarters for final approval.

\* Refers to the Phi Theta Kappa International Constitution and Bylaws.

Phi Theta Kappa is committed to the elimination of discrimination based on gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability, and cultural and religious backgrounds.