

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY  
ALPHA PHI GAMMA CHAPTER CONSTITUTION

Article I. Name of Chapter

The name of this chapter of Phi Theta Kappa shall be Alpha Phi Gamma (assigned by headquarters upon approval of chartering application.)

Article II. Purpose

The purpose of Alpha Phi Gamma chapter Phi Theta Kappa at Victor Valley College shall be the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this college.

Article III. Membership

Membership in Alpha Phi Gamma chapter shall consist of member, provisional member, alumni member, and honorary member as defined below:

Section 1. Member

Each candidate for membership must have completed twelve (12) semester hours of associate degree coursework with a grade point average of 3.5, adhere to the school conduct code, and possess recognized qualities of citizenship. If a member's cumulative grade point average falls below a 3.5, he/she has one semester in which to bring the average to 3.5. Failure of the member to raise their cumulative grade point average to 3.5 after one semester shall result in the member's name being stricken from the local chapter roll, and Phi Theta Kappa headquarters shall be notified to strike the name from the international roll, as well. Once the student's name is stricken from the roll, all privileges of membership are revoked.

Section 2. Provisional Member

A provisional member of Phi Theta Kappa 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 membership in the society. Chapter requirements for admission as a provisional member shall be academic excellence as defined by a grade point average of 3.25 on all credits taken in high school and/or a two-year college. In order to qualify for provisional membership status as student must be enrolled in associate degree coursework at the two-year college, adhere to school conduct code, and possess recognized qualities of citizenship. Provisional members will not be officially affiliated with the Phi Theta Kappa society, cannot hold office, and cannot vote on chapter, regional, or international matters. Provisional members will pay local chapter dues of ten dollars (\$10.00) per semester, but are not required to pay the international nor the regional fee until they qualify for full membership.

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Section 3. Alumni Member

Alumni members shall be members of the society no longer enrolled in the two-year college having ended their membership in good standing, with a minimum of one year enrollment at the two-year college. Alumni members shall be entitled to all the privileges of full members except the right to vote and hold office.

Section 4. Honorary Member

Honorary membership in this chapter may be granted to men and women who have rendered distinguished service to the society. Honorary members may not vote or hold office, nor must they be officially inducted or pay membership fees.

Article IV. Chapter Advisor

Section 1. The Chapter Advisor shall be appointed by the administration of Victor Valley College, and approved by a 2/3 vote of attending members present at a regular meeting.

Section 2. The Chapter Advisor shall be responsible for the guidance of chapter activities and shall act on behalf of the international society and official college administration.

Section 3. The Chapter Advisor is responsible for the completion and submission of the annual report, membership report forms, and membership profile forms required by the Phi Theta Kappa Society headquarters.

Section 4. The Chapter Advisor shall not be a voting member of the chapter.

Section 5. The Chapter Advisor will perform an annual audit on the financial records of the chapter.

Article V. Officers

Section 1. All officers must be members of Phi Theta Kappa in good standing, maintain a grade point average of 3.5, and must be carrying a course load of three (3) semester hours.

Section 2. The Alpha Phi Gamma chapter of Phi Theta Kappa shall consist of the following:

- i. The Executive Board shall include the offices of Chapter President, Chapter Vice President, Chapter Treasurer, and Chapter Secretary.
- ii. The remainder of the board shall consist of Five-Star Coordinator, Honors Topic Coordinator, Public Relations Coordinator, and Membership Coordinator.

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Section 3. The Chapter President shall:

- i. Preside over all meetings.
- ii. Call special meetings when necessary.
- iii. Be responsible for the agenda and presentation of business.
- iv. Appoint and establish any necessary chairpersons, representatives, and committees.
- v. Serve as an unofficial member of all committees.
- vi. Swear in members and eligible candidates for vacant offices.
- vii. Vote only in case of a tie.
- viii. Select a committee to review and revise the chapter constitution annually.
- ix. Assist in the preparation of the annual report sent to headquarters each spring.
- x. Meet with the administration and the Associated Student Body to maintain communication.
- xi. Prepare and submit the annual budget request.
- xii. Review regional quarterly report and submit to Chapter Secretary.
- xiii. Complete a minimum of five (5) hours per week in chapter office.

Section 4. The Chapter Vice President shall:

- i. Perform all duties of the Chapter President in the event of his/her absence.
- ii. Take roll at the meetings.
- iii. Head all committees in connection with service projects.
- iv. Assist in the preparation of the annual report.
- v. Organize and implement the annual service project.
- vi. Head the committee to compete for the service hallmark.
- vii. Head the chapter constitution review committee.
- viii. Maintain points of parliamentary procedure according to Robert's Rules of Order, the Alpha Phi Gamma constitution, and the Victor Valley College Associated Student Body constitution.
- ix. Complete a minimum of five (5) hours per week in chapter office.

Section 5. The Chapter Treasurer shall:

- i. Receive all monies and deposit with the Accounting Department.
- ii. Keep a set of books that shall be audited by the Chapter Advisor and notarized before the office is relinquished.
- iii. Make a report of finances each general meeting.
- iv. Assist president with annual budget request.
- v. Be in charge of purchase orders.
- vi. Head the fundraising committee.
- vii. Complete a minimum of five (5) hours per week in chapter office.

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Section 6. The Chapter Secretary shall:

- i. Take, read, and keep copies of minutes of all meetings.
- ii. Submit copy of minutes to Inter-Club Council within three (3) days of the meeting.
- iii. Assist in the production and presentation of reports and forms.
- iv. Handle all Phi Theta Kappa correspondence and check chapter mailbox.
- v. Maintain a file of chapter correspondence.
- vi. Submit reports of chapter activities to regional coordinator and headquarters.
- vii. Be primary contact person with regional and international headquarters.
- viii. Assist Public Relations Coordinator in preparation of chapter history.
- ix. Complete a minimum of five (5) hours per week in chapter office.

Section 7. The Five-Star Coordinator shall:

- i. Coordinate all Five-Star activities.
- ii. Head the committee to compete for the leadership hallmark.
- iii. Submit to the advisor all necessary materials for local, regional, and international awards; help create and coordinate new chapter awards and scholarships, and submit event planning forms to the Victor Valley College Associated Student Body office or Inter-Club Council as required.
- iv. Submit to the president a monthly chapter update form.
- v. Complete a minimum of five (5) hours per week in chapter office.

Section 8. The Honors Topic Coordinator shall:

- i. Coordinate all honors topic implementation for the chapter.
- ii. Head the committee to compete for the scholarship hallmark.
- iii. Head the committee to compete for the Freeman Science Award.
- iv. Complete a minimum of five (5) hours per week in chapter office.

Section 9. The Public Relations Coordinator shall:

- i. Document all chapter activities.
- ii. Assist in committee for filing forms for chapter awards, both regional and international.
- iii. Head the committee for the yearbook competition.
- iv. Maintain the chapter scrapbook.
- v. Draft and submit press releases of events to Victor Valley College Public Relations Office.
- vi. Head the newsletter committee.
- vii. Distribute a monthly newsletter.
- viii. Head the committee for the fellowship hallmark.
- ix. Complete a minimum of five (5) hours per week in chapter office.

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Section 10. The Membership Coordinator shall:

- i. Maintain current membership roster and mailing list.
- ii. Maintain an updated file on all members.
- iii. Be responsible for membership applications and for staffing of campus and off-campus activities.
- iv. Assist the Chapter President in the orientation and induction of new members.
- v. Contact college administration for mailing lists of eligible candidates.
- vi. Be responsible for the stamping of transcripts, certificates, and diplomas of student members.
- vii. Assist the Public Relations Coordinator by attending all Inter-Club Council meetings and reporting current chapter activities to the Associated Student Body and Inter-Club Council.
- viii. Complete a minimum of five (5) hours per week in chapter office.

Article VI. Election of Officers

Section 1. All candidates for office must be members of Phi Theta Kappa 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 election, which shall be at the first meeting following the voting, to the time of the next election.

Section 4. Nominations from the floor can be made at the same meeting as the election.

Section 5. A simple majority of the votes cast will determine the new officers.

Section 6. When an executive officer must resign his/her office, the Order of Ascension shall apply. The Order of Ascension is as follows: Chapter President, Chapter Vice-President, Chapter Treasurer, and Chapter Secretary.

Section 7. If a vacancy is not filled by Order of Ascension, the Chapter President shall have the power to make a temporary appointment at his/her discretion until a meeting can be held. Then, 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.

Article VII. Impeachment of Officers

Section 1. If an officer fails to fulfill the duties of his/her office, they may be removed as follows:

Section 2. A special meeting of the Executive Board must be held to discuss the problem.

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Section 3. A vote of 3/4 of the entire board is sufficient to remove an officer from office.

Article VIII. Meetings

Section 1. All chapter meetings will use this general agenda:

Order of Business

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Treasurer's Report
- E. Committee Reports
- F. Old Business
- G. New Business
- H. Announcements
- I. Adjournment

Section 2. All meetings shall be based upon the most recent edition of Robert's Rules of Order.

Section 3. 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.

Article IX. Finances

Section 1. Payment of a Phi Theta Kappa membership fee, due prior to induction, is distributed as follows:

- i. Payment of the international membership fee of forty-five dollars (\$45.00)
- ii. Payment of local dues of twenty-five dollars (\$25.00)
- iii. Payment of regional dues of five dollars (\$5.00)

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

Section 3. Purchase orders must be submitted with supporting invoices and/or statements attached to the original invoice within ten (10) days.

Section 4. Financial records of the chapter shall be audited annually by the Chapter Advisor.

Article X. Bylaws

Section 1. Bylaws shall be passed by a simple majority vote of the members present and shall cover pertinent topics, including interpretation of the constitution.

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Section 2. A permanent, dated record of all bylaws shall be kept on file with the Chapter Secretary.

Article XI. Amendments and Revisions

Section 1. The constitution and bylaws may be amended by a vote of 2/3 of the members present at any chapter meeting, provided that the proposed amendment has been presented at a previous chapter meeting. Any changes in the constitution and/or bylaws must be sent to headquarters for their final approval.