



PHI THETA KAPPA
HONOR SOCIETY

Chapter Constitution

Victor Valley College

College

Alpha Phi Gamma

Chapter

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 to provide recognition for academic excellence and opportunities for eligible college students to grow as scholars and leaders as early as possible during their pursuit of a college degree or credential; and 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, honorary member, and transfer member as defined in *Article IV, Section 1, of the Phi Theta Kappa Honor Society Constitution and Bylaws.**

Section 1. 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 4.0 scale and completed:

<u>Type of Degree</u>	<u>Minimum Hours</u>
Associate	12
Certificate of 1 year	6

Grades for courses completed at other postsecondary institutions will not be considered when determining membership eligibility. A cumulative Grade Point Average of 3.5 must be maintained to remain in good standing.

Each candidate for membership must adhere to the school conduct code. If a member's cumulative grade point average falls below a 3.5, They have 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, or to maintain the required maintenance standards, shall result in the member's name being stricken from the local chapter roll, and the member will be removed from good standing as stated in the *Phi Theta Kappa Honor Society Constitution and Bylaws,* Chapter 1, Section 3*. Once the student's name is stricken from the roll, all privileges of membership are revoked.

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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. 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 3.25 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 \$25 per academic year but are not required to pay the international and regional induction fee until they have qualified for full membership.

The student must adhere to the school conduct code. 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.

Section 3. 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*.* 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

An individual must meet eligibility requirements as stated in *Article IV, Section 1D of the Phi Theta Kappa Honor Society Constitution and Bylaws*.* Honorary membership in this chapter may be granted to adults 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.

Section 5. Transfer Member

A member from another Phi Theta Kappa Honor Society chapter may transfer membership to Alpha Phi Gamma Chapter if they are currently enrolled at Victor Valley College and meet the membership eligibility and maintenance standards at the new chapter. Transfer members will pay a one-time local chapter fee of \$25 but are not required to pay the international and regional induction fees as those have already been paid through their previous chapter membership.

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Article IV. Chapter Advisor

In addition to performing 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

- Section 1. The Chapter Advisor shall be officially appointed by the administration of Victor Valley College and shall be a non-voting member of the chapter.
- 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 oversee the completion and submission of member names and fees to headquarters.
- Section 5. The Chapter Advisor shall not be a voting member of the chapter.
- Section 6. The Chapter Advisor will perform an annual audit on the financial records of the chapter.

Article V. Officers

- Section 1. All officers must be active members of Phi Theta Kappa in good standing, maintain a grade point average of 3.5, and must be currently enrolled at Victor Valley College and carrying a course load of a minimum of three (3) semester credit hours.
- Section 2: All officers must be current members of the Victor Valley College Associated Student Body (ASB).
- Section 3. The board of Alpha Phi Gamma chapter of Phi Theta Kappa shall be as follows:
 - 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 Inter-Club Council (ICC) Representative, Activities & Events Director, Five Star & Honors in Action Director, Public Relations Director, and Membership Director.
- Section 3. The Chapter President shall:
 - i. Preside over all business 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.

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- 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 their absence.
- ii. Chairperson of all committees in connection with service projects.
- iii. Assist in the preparation of the annual report.
- iv. Organize and implement the annual service project.
- v. Chairperson of the committee to compete for the service hallmark.
- vi. Chairperson of the chapter constitution review committee.
- vii. Organize scholarship panels and informational seminars
- viii. Maintain points of parliamentary procedure according to Robert's Rules of Order, the Alpha Phi Gamma constitution & Bylaws, 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 at the end of each officer term and before the office is relinquished.
- iii. Make a report on finances at each general meeting.
- iv. Assist Chapter President with annual budget request.
- v. Oversee purchase orders.
- vi. Chairperson of the fundraising committee and oversee all fundraising activities.
- vii. Complete a minimum of five (5) hours per week in chapter office.

Section 6. The Chapter Secretary shall:

- i. Take roll at the meetings.
- ii. Take minutes at each chapter meeting.
- iii. Present, read, and keep copies of minutes of all meetings.
- iv. Submit copy of minutes to Inter-Club Council within three (3) days of the meeting.
- v. Assist in the production and presentation of reports and forms.
- vi. Manage all Phi Theta Kappa correspondence and check chapter mailbox.
- vii. Maintain an electronic file of chapter correspondence.
- viii. Submit reports of chapter activities to regional coordinator and headquarters.
- ix. Liaison with regional and international headquarters.

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- x. Assist Public Relations Director in preparation of chapter history.
- xi. Complete a minimum of five (5) hours per week in chapter office.

Section 7. The Five Star & Honors in Action Director shall:

- i. Coordinate all Five-Star and Honors in Action activities.
- i. Coordinate all honors topic implementation for the chapter.
- ii. Chairperson of the committee to compete for the leadership hallmark.
- iii. Chairperson of the committee to compete for the scholarship hallmark.
- iv. Chairperson of the committee to compete for the Freeman Science Award.
- v. 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.
- vi. Submit to the Chapter President a monthly chapter update form.
- vii. Complete a minimum of five (5) hours per week in chapter office.

Section 8. 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. Submit to Headquarters the chapter's goals and progress set for Five Star Chapter Plan by submitting the Five Star Progress Report online.
- iv. Chairperson of the committee for the yearbook competition.
- v. Establish and maintain the chapter's social media and digital content.
- vi. Draft and submit press releases of events to Victor Valley College Public Relations Office and RAMS Monthly
- vii. Chairperson of the chapter newsletter committee.
- viii. Distribute a monthly chapter newsletter.
- ix. Chairperson of the committee for the fellowship hallmark.
- x. Complete a minimum of five (5) hours per week in chapter office.

Section 9. The Membership Coordinator shall:

- i. Maintain current membership roster and mailing list.
- ii. Maintain an updated file on all members.
- iii. Chairperson of the membership and recruitment committee.
- iv. Be responsible for membership applications and for staffing of campus and off-campus activities.
- v. Assist the Chapter President in the orientation and induction of new members.
- vi. Contact the college administration for mailing lists of eligible candidates.
- vii. Be responsible for the stamping of transcripts, certificates, and diplomas of student members.

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- viii. Assist the Public Relations Coordinator.
- ix. Complete a minimum of five (5) hours per week in chapter office.

Section 10. The Activities & Events Director shall:

- i. Chairperson of all activities and events committees
- ii. Oversee the planning and execution of chapter events
- iii. Coordinate meetings with other chapters
- iv. Coordinate participation in join chapter activities
- v. Cultivate the chapter's relationship with campus organizations, faculty, staff, and community members.
- vi. Coordinate plans for the chapter's travel to meetings (with advisor's supervision).
- vii. Encourage scholarly fellowship at all levels of the society.
- viii. Complete a minimum of five (5) hours per week in chapter office.

Section 11. The Inter-Club Council (ICC) Representative shall:

- i. Represent the chapter at all ICC weekly meetings
- ii. Communicate and distribute information between the chapter and the ICC.
- iii. Manage paperwork and other ICC related business for the chapter
- iv. Activate and reactivate the chapter
- v. Present chapter fund requests and activity petitions to the ICC
- vi. Be responsible for keeping the chapter in line with the Club Code and promoting the club's image on campus.
- vii. Submit event planning forms to the VVC ASB office or ICC as required.
- viii. Complete a minimum of (5) hours per week in chapter office.

Article VI. 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 active members of Phi Theta Kappa in good standing, maintain a grade point average of 3.5, be enrolled at Victor Valley College, and carry a course load of a minimum of three (3) semester credit hours throughout their term of office.

Section 2: All officers must be current members of the Victor Valley College Associated Student Body (ASB).

Section 3. Elections must be held at the meeting preceding the last meeting during the spring semester of each year.

Section 4. 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 5. Nominations from the floor can be made at the same meeting as the election.

Section 6. 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*.

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Section 7. When an executive officer must resign their 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 8. If a vacancy is not filled by Order of Ascension, the Chapter President shall have the power to make a temporary appointment at their discretion until a meeting can be held. Then, at the first meeting following the resignation of the officer, nominations shall be made from the floor. 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. An officer may be removed from office if they:

- i. Have failed to fulfill the duties of their office
- ii. violate an ethical code of conduct
- iii. fail to uphold constitutional duties
- iv. have missed four (4) meetings per term of office, with exceptions approved by the chapter board members, they may be removed as follows:

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

Section 3. A vote of two-thirds (2/3) majority vote of the 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. Reading & 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 governed by an adaptation of the most recent edition of Robert's Rules of Order.

Section 3. A quorum of one member over 50% of the current and active membership, excluding members excused for other school functions, must be present before any official meeting can be called to order.

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Section 4 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 sixty dollars (\$60.00)
- ii. Payment of the regional dues of ten dollars (\$10.00)
- iii. Payment of the chapter dues of twenty-five dollars (\$25.00)

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

Section 3. Reimbursements to Advisors/Members who made a necessary purchase on behalf of the chapter must be reimbursed by the chapter within a reasonable timeframe.

Section 4. Purchase orders and Disbursement vouchers must be submitted with supporting invoices and/or statements attached to the original invoice.

Section 5. 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.

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 two-thirds (2/3) of the members present at any chapter meeting, provided that the proposed amendment has been presented at a previous chapter meeting and distributed to all current members electronically. Any changes in the constitution and/or Bylaws must be sent to headquarters for their final approval.

Article XII. Ratification

This constitution, when adopted by a two-thirds (2/3) majority of the active chapter members, shall be ratified.

** 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.