

Phi Theta Kappa Beta Nu Theta Chapter Bylaws

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Article 1 Name of Chapter

The name of this chapter of Phi Theta Kappa shall be Beta Nu Theta.

Article 2 Purpose

The purpose of Beta Nu Theta chapter of Phi Theta Kappa at Northeast Wisconsin Technical College shall be the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among students of this college. The Beta Nu Theta Chapter of Phi Theta Kappa also serves to provide recognition to students who demonstrate academic excellence.

Article 3 Insignia of Society

Section 1. Emblem.

The emblem of this Society shall be a golden slab, keyed at the top and bottom. Across the center of the slab is a black enamel band upon which three Greek letters appear, which are the initials of three mystic Greek words symbolizing phronimon (Phi), thumos (Theta), katharotes (Kappa) and meaning wisdom, aspiration, and purity. Behind the band is a wreath, on the one side composed of oak leaves, and on the other, of laurel. The wreath of oak leaves denotes stability and strength of character, and the curling leaves of laurel signify achievement and success. Above the band is a representation of the head of Athena, Goddess of Learning; in the base appear the mystic Greek letters meaning light, the light of learning and knowledge.

Section 2. Colors.

The colors of the Society shall be blue, for scholarship, and gold, for purity.

Section 3. Seal.

The official seal of the Society shall be of the same general character as the emblem.

Article 4 Membership

Membership in Beta Nu Theta chapter shall consist of general members, alumni members, honorary members, enhanced members, transfer members, and the executive officers.

Section 1 General Membership

Each candidate for membership must have completed 12 semester hours of degree coursework that may be applied to an associated degree, with a minimum grade-point average of 3.50, adhere to the school conduct code, and possess recognized qualities of citizenship. Grades for courses completed at other institutions will be considered when determining membership eligibility. Individuals presently incarcerated are not eligible for membership. An individual convicted of a felony (or any crime whose potential sentence is greater than one year) may be considered for membership three years following completion of all conditions of sentencing, including probation. To maintain active membership, a student shall maintain a cumulative grade-point average of not less than a 3.25. If the grade-point

average does fall, he or she has one term in which to bring his or her cumulative average backup to a 3.25. Failure to maintain the required cumulative grade-point average, the chapter advisor shall notify Phi Theta Kappa Headquarters and the member's name shall be revoked from both the local and the international roll.

Section 2 Alumni Membership

Alumni members shall be former members of the society who are no longer enrolled in the two-year college and who have terminated their active membership in good standing, with a minimum of one semester's enrollment at the two-year college. Alumni members are eligible to participate in alumni programs and shall be entitled to all the privileges of full members except the right to vote, hold office, or travel.

Section 3 Honorary Membership

Honorary membership may be granted in this chapter to men and women who have rendered distinguished service to the local chapter. A student or recent alumnus shall not be named an honorary member. Honorary members may not vote or hold office nor must they be officially inducted or pay membership fees. Honorary members should be afforded all rights and privileges of membership. This means they may wear the Golden Key membership pin and other recognition items bearing emblems of Phi Theta Kappa.

Section 4 Enhanced Membership

Members may earn service hours for service to the college, community and to Phi Theta Kappa, as well as, Beta Nu Theta activities. The service must be unpaid and can include structured activities; Parent Teacher Organizations, non-profit groups, church associations, or individual activities like helping an elderly neighbor, tutoring, but not service to any family member. All time served should be recorded, including attendance at meetings, attendance at programs, preparation for activities, etc.

Enhanced Membership service hours must be documented on the form located on our Phi Theta Kappa webpage on NWTC's Clubs and Organizations page and be completed by the appropriate deadline.

At the end of each period, each person who has fulfilled the requirements be awarded with a certificate at the annual Awards Ceremony. Enhanced membership must be obtained within one academic year, including Summer, Fall, J-Term, and Spring Semester. Hours are submitting in the beginning of Spring and awarded at the end of the Spring Semester.

Section 5 Transfer Membership

A member from another Phi Theta Kappa chapter may transfer membership to Beta Nu Theta Chapter if he/she is currently enrolled at Northeast Wisconsin Technical College and meets the membership eligibility GPA of the chapter.

Article 5 Chapter Advisor(s)

Section 1 The chapter advisor(s) shall be appointed by the current advisors and executive officers of Northeast Wisconsin Technical College.

Section 2 The chapter advisor(s) 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(s) are responsible for working with the officer team to ensure the timely completion and submission of the Five Star Program and the Chapter Award(s) to Phi Theta Kappa Society Headquarters.

Section 4 The advisor(s) shall not be voting member(s) of the chapter.

Section 5 The advisor(s) shall be responsible for checking in with each officer monthly, or as needed. Hold quarterly reviews of each officer position to help guide officers in being successful in their roles. The advisor(s) is to offer recognition for excellence and suggestions for improvement.

Section 6 The advisor(s) shall be responsible for modeling good communication and organizing private meetings with the Chapter President for any members involved in conflict or communication difficulties.

Section 7 The advisor(s) shall be responsible for writing necessary nomination forms for outstanding officer.

Section 8 When traveling, advisor(s) serves as point of contact for all travelers and attends all conference events. The advisor(s) is responsible for informing attendees on the budget for meals, providing payment for meals when available and reporting expenses to the Chapter President upon return from travel.

Article 6 Officers Titles and Duties

Section 1 All officers must be members of Phi Theta Kappa in good standing, have a **grade-point average of 3.5** (exceptions may apply as voted on by executive board), and must carry a course load of 6 semester hours during both fall and spring semesters. Officers will be elected annually in the beginning of the spring semester. If a position is vacant at any other time in the year, the Chapter President may appoint an officer upon a vote of 3/4 of the newly elected officer team.

Section 2 *The Beta Nu Theta chapter of Phi Theta Kappa shall have the following officers:*

- Chapter President
- Vice President of Service & College Relations
- Vice President of Membership Communications
- Vice President of Scholarship

Section 3 *The duties of Chapter President shall be as follows:*

- a. Preside over all business meetings and planning of agenda

- b. Find a replacement to facilitate meeting(s) if an absence is necessary, and check in with replacement and officer team for an overview of the missed meeting
- c. Oversee the officer team and maintain communications outside of meetings
- d. Will be the deciding vote in case of a tie
- e. Appoint and establish any necessary committees or positions (based on vote)
- f. Revise the chapter bylaws as needed
- g. Represent the organization at all times
- h. Develop goals for the chapter with help from members, other officers and advisors
- i. Model quality leadership and communication skills
- j. Oversee chapter projects ensuring that they relate to Hallmarks and Honors Topic
- k. Ensure that officer duties are being fulfilled and delegate tasks when an officer role is vacant
- l. Oversee award entry preparation with leadership in Distinguished Officer and Advisor awards
- m. Speak at Induction Ceremonies
- n. Ensure Five Star Goals are met
- o. Submit Five Star Goal and Update Forms online
- p. Make sure the Annual Report is sent to Headquarters each spring in conjunction with Advisor(s)
- q. Develop procedures for election of officers and coordinate the spring elections at the beginning of the spring semester
- r. Develop new officer training workshops and implement these workshops after elections
- s. Coordinate chapter participation in Welcome Week each semester
- t. Attend chapter events (e.g. Orientation and Induction Ceremonies)
- u. Stay current on email communications within the group and respond within 72 hours
- v. Check in with an advisor once per week privately, or as needed to review assignments and report progress
- w. Attend quarterly review of position to gain feedback and resolve issues
- x. Provide shadowing opportunity during last month of term to train and orient successor to the chapter and their position
- y. Maintain and update Blackboard and Facebook as it pertains to duties within your position
- z. Coordinate travel arrangements: booking hotels, flights, cars, planning meals, and obtain proper paperwork for all travelers with Student Involvement
- aa. Promote travel opportunities to all eligible members

Section 4 The duties of Vice President of Scholarship shall be as follows:

- a. Lead a scholarship committee to promote related opportunities and facilitate assigned general meetings based on a scholarship related topic
- b. Take charge of annual process related to the Honors Study Topic theme chosen annually for all chapters to examine during the year
- c. Organize and implement programs, meetings, and seminars based on the Honors Study Topic
- d. Encourage and recognize academic excellence
- e. Facilitate regular Scholarship Workshops for all students
- f. Maintain a list of scholarship opportunities and publish upcoming deadlines to the proper source(s)
- g. Speak at Induction Ceremonies
- h. Coordinate the preparation of the Hallmark Award entries each year in relationship with the chosen Honors In Action theme

- i. Keep and report records for all scholarship related activities, reporting number of attendees to chapter president
- j. Keep permanent record of bylaws
- k. Assist the Chapter President in preparing the Annual Report to be sent to Headquarters each spring
- l. Attend chapter events (e.g. Orientation and Induction Ceremonies)
- m. If the chapter does not currently hold a Regional office, report on Regional activities after each Regional Meeting
- n. Participate in the recruiting of prospective members
- o. Stay current on email communications, respond within 72 hours
- p. Make sure that Phi Theta Kappa scholarship activities are regularly updated, recorded, and kept in chapter files
- q. Provide shadowing opportunity during last month of term to train and orient successor to the chapter and their position
- r. Maintain and update Blackboard and Facebook as it pertains to duties within your position
- s. Attend meetings and training for officers and representatives during the summer term, and work with new Chapter President to plan teambuilding activities
- t. Complete other tasks as assigned by Chapter President and advisors as needed

Section 5 The duties of Vice President of Service and College Relations shall be as follows:

- a. Lead a service committee to promote related opportunities and facilitate assigned general meetings based on a service related topic(s)
- b. Lead the development of the College Project with college administration, keeping in mind the missions of the college and Phi Theta Kappa.
- c. Work with general members and officers to implement programs related to the College Project during the year
- d. Help create and suggest service opportunities for members
- e. Oversee all International Service Program activities
- f. Develop activities that promote volunteerism and community service
- g. Speak at Induction Ceremonies
- h. Keep and report records for all Service related activities, reporting number of attendees to chapter president
- i. Coordinate the preparation of the Hallmark Award entries each year in relation to the College Project and Distinguished Member award
- j. Send officer report to the Chapter President to review assignments and report progress
- k. Get a copy of the meeting minutes and assignments from the chapter VP of Scholarship for any meetings missed, and make an appointment to talk with the Chapter President within 72 hours after the meeting
- l. Attend chapter events (e.g. Orientation and Induction Ceremonies)
- m. Participate in the recruiting of prospective members
- n. Promote the chapter's membership at all meetings, orientations, and campus events
- o. Organize and implement programs to provide atmosphere for scholarly fellowship
- p. Provide networking opportunities for members
- q. Stay current on email communications, respond within 72 hours.
- r. Make sure that Phi Theta Kappa service activities are regularly updated, recorded, and kept in chapter files

- s. Provide shadowing opportunity during last month of term to train and orient successor to the chapter and their position
- t. Maintain and update Blackboard and Facebook as it pertains to duties within your position.
- u. Maintain and update chapter display case in SC General Studies Department.
- v. Attend meetings and training for officers and representatives during the summer term, and work with new Chapter President to plan teambuilding activities
- w. Complete other tasks as assigned by Chapter President and advisors as needed

Section 7 The duties of Vice President of Membership Communications shall be as follows:

- a. Promote related membership opportunities and facilitate assigned general meetings based on a leadership related topic(s)
- b. Organize and implement events involving campus and community leadership activities
- c. Assist with the script for the Induction Ceremony each fall and spring semester
- d. Speak at Induction Ceremonies
- e. Develop a process for helping members with preparing professional documents (e.g. resumes and scholarship applications)
- f. Promote travel opportunities to all eligible members
- g. Compile and update contact information for officers
- h. Take minutes of meetings, including College Project and/or Honors in Action
- i. Post approved minutes, corrections, and update upcoming events onto Blackboard in a timely manner
- j. Maintain records of the meetings, correspondence and chapter events: including photos, flyers and newspaper articles, for compilation.
- k. Maintain and update Blackboard and Facebook as it pertains to duties within your position
- l. Participate in the preparation of Hallmark entries each year
- m. Direct the chapter's use of legislative procedure in meetings
- n. Get a copy of the meeting minutes and assignments from the chapter VP of Scholarship for any meetings missed, and make an appointment to talk with the Chapter President within 24 hours after the meeting
- o. Attend chapter events (e.g. Orientation and Induction Ceremonies)
- p. Execute and Participate in the recruiting of prospective members
- q. Promote the chapter's membership at all meetings, orientations, and campus events
- r. Stay current on email communications, respond within 72 hours.
- s. Provide shadowing opportunity during last month of term to train and orient successor to the chapter and their position
- t. Attend meetings and training for officers and representatives during the summer term, and work with new Chapter President to plan teambuilding activities
- u. Complete other tasks as assigned by Chapter President and advisors as needed

Article 7 Appointment of Officers

Section 1 All candidates for office must be members of Phi Theta Kappa, and in good standing.

Section 2 Appointments must be held no later than one month into the spring semester.

Section 3 Officers shall hold office from the beginning of the spring semester to time of the next inauguration. If an officer must resign, they shall submit a notice in writing, delivered to the advisor(s) and the Chapter President of the chapter, and remain a contact for the successive officer to their role for at least two weeks into that new officer's term in order to help orient the new officer to the position and form continuity of programs.

Section 4 All candidates must go through an application and interview process with the advisor(s), outgoing officers and current Chapter President before being appointed. Outgoing officers, Chapter President, and advisors will make a decision on officer positions no later than the last Friday prior to the spring semester. New officers will be announced at the first meeting of the spring semester and will take office starting with the close of the meeting.

Section 6 In the case that an officer position is vacant during the school year, the Chapter President is to appoint an officer upon the plurality vote of the executive officer team. The Chapter President shall have the power to make a temporary appointment at his/her discretion until an election can be held.

Article 8 Impeachment of Officers

If any officer fails to fulfill the duties of an office, he or she may be removed as follows:

- a. The proposal to impeach must originate with the Executive Committee
- b. The advisor of the chapter must attempt to contact the officer in question via phone and email to give the officer a chance to present his or her defense. If both methods are used and there is no response within 10 days, the impeachment will proceed without a defense testimony
- c. A vote of 3/4 of the members present is sufficient to remove an officer from office

Article 9 Meetings

Section 1 All business meetings will follow the general agenda

- a. Order of Business
- b. Call to order
- c. Approval of the minutes
- d. Additions/Corrections to the agenda
- e. Old business
- f. New business
- g. Committee reports
- h. Tasks and Upcoming Events
- i. Announcements
- j. Open Forum
- k. Adjournment

Section 2 All monthly meetings shall be governed by an adaptation of Robert's Rules of Order. The Vice President of Membership Communications will govern the use of Parliamentary Procedure, and assign a substitute in the event that the Chapter President must be absent from a meeting.

Section 3 Hallmark committee meetings shall be called by the chair of said committee. Procedures at such meetings are left to the discretion of the chair. Brief reports of each meeting shall be given to the members at the following chapter meeting.

Section 4 Any member, officer or advisor who wishes to add an item to the weekly agenda shall submit the item via email with a minimum of 48 hours prior to the meeting. If a member, officer or advisor wishes to bring up an item not listed on the agenda, that person must do so during the "Additions/Corrections" time of the meeting. That member must motion to add the item to the agenda, and if seconded, the team will vote on whether to adapt the new agenda item or to table it until the next meeting.

Article 11 Finances

Section 1 Finances for this chapter are determined by allocation of the Student Senate and through fundraising.

Section 2 Payment of the International Membership fee must be received by the Student Involvement or Headquarters before members can be inducted.

Section 3 All members must pay one-time local dues prior to induction.

Section 4 All members must pay regional fee prior to induction. Regional dues shall be remitted directly to international headquarters.

Section 5 Financial records of the chapter shall be annually audited by the Student Involvement Office.

Section 6 Financial records shall be updated and kept on file with Student Involvement. Budget can be accessed through advisor(s) or Mandy Madson in Student Involvement.

Section 7 No funds shall be spent unless clearly specified in the budget approved the previous year, or upon a budget amendment approved by the executive board.

Article 12 Travel

Section 1 Members are required to have achieved Enhanced Membership status before being eligible to earn free travel opportunities.

Section 2 Members must contribute to writing chapter Hallmark Award(s) in order to qualify to attend the International Convention.

Section 3 Members must submit a one to two page essay at least one month prior to travel explaining how they plan to implement what they learn during travel opportunities to reach chapter goals or to improve Northeast Wisconsin Technical College.

Section 4 Members may attend any conference without qualifying by paying for their own registration and travel. However, a student must adhere to school conduct code and represent the Phi Theta Kappa

at all times. If the chapter is paying for group travel (such as a rental van) and they have room to accommodate extra attendees, non-qualifying members may be allowed to share travel options.

Section 5 The executive team may implement additional requirements for travel if the number of qualifying members exceeds the budgeted allowance for travelers.

Article 13 Bylaws Amendments and Revisions

Section 1 Bylaws shall be passed by a two-thirds majority vote of the members present.

Section 2 Permanent records of all bylaws shall be kept on file by the Vice President of Scholarship and Student Involvement.

Section 3 The 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 the previous meeting. Any changes to the by-laws must be sent to Headquarters for final approval.