Phi Theta Kappa National Honor Society
Beta Alpha Nu Chapter
Of Bakersfield College

Chapter Constitution

and

Bylaws
Phi Theta Kappa National Honor Society
Beta Alpha Nu Chapter

Article I: NAME OF CLUB

The name of this club shall be Phi Theta Kappa, Beta Alpha Nu Chapter of Bakersfield College, henceforth referred to as "the Chapter."

Article II: PURPOSE OF THE CHAPTER

The purpose of the Chapter shall be to recognize and encourage scholarship among students of Bakersfield College. To achieve this purpose, the Chapter shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and stimulation of interest in continuing academic excellence.

Article III: MEMBERSHIP

Section 1: Membership in Phi Theta Kappa, Beta Alpha Nu Chapter of Bakersfield College shall consist of: active members, provisional members, alumnus members, and honorary members.

A. Active Membership

Each candidate for Active Membership must have completed no less than twelve (12) units of Associate Degree applicable coursework at Bakersfield College with a cumulative grade point average of no less than 3.5, adhere to the Bakersfield College Code of Conduct, and possess recognized qualities of citizenship.

A cumulative grade point average of no less than 3.5 must be maintained after membership is granted.

When a member’s cumulative grade point average falls below 3.5, he or she has one semester in which to bring his or her cumulative grade point average to a 3.5 or above. If he or she fails to raise his or her cumulative grade point average to a 3.5 or above after one semester, the member shall have his or her membership privileges revoked and his or her name stricken from the local Chapter roll; additionally, Phi Theta Kappa International Headquarters shall be notified to remove the member’s name from the international roll.

In addition, each member shall be required to participate in three (3) hours of community service per semester.

Active membership is required to vote and hold office.

Active membership is terminated when a member is no longer enrolled at Bakersfield College.
B. Provisional Membership

All first-time entering freshman who attained a minimum grade point average of 3.5 from their respective high school shall be invited to become Provisional Members during their first semester at Bakersfield College, provided it is their first semester at a community college or any other institution of higher learning.

They will not be required to pay national/regional dues nor have the right to vote or hold office. They will be required to pay local dues. When a provisional member completes his or her first twelve (12) units of associate degree applicable coursework with a cumulative grade point average of 3.5 or higher, he or she shall become an Active Member.

Upon receiving Active Membership, the member will pay international and regional dues.

If the Provisional Member’s cumulative grade point average after completing his or her first twelve (12) units of associate degree applicable coursework is less than 3.5, he or she shall have one semester to raise it to 3.5 or higher. Upon failing to do this within one semester, his or her membership shall be revoked.

C. Alumnus Members

An Alumnus Member shall be a former Active Member of Phi Theta Kappa who terminated Active Membership in good standing and who was enrolled for at least one year (two semesters) in a two year college. An Alumnus Member shall be entitled to all privileges of Active Membership except the right to vote or hold office. Alumnus members must pay all dues applicable to active membership.

D. Honorary Members

An Honorary Member shall be a person who, in the opinion of Phi Theta Kappa International or the Chapter has rendered distinguished service. He or she does not need to have completed twelve (12) units of associative degree applicable coursework or have a cumulative grade point average of 3.5.

Honorary Members may vote, but cannot hold office. There shall be no dues for an Honorary Member. A Certificate of Membership for Honorary Members shall be provided and paid for by the local Chapter.

Section 2. Neither Phi Theta Kappa nor the Chapter discriminates against any person on the basis of race, color, national origin, sex, age, religion, handicap, or sexual orientation.
Section 3. In accordance with the requirements set for by Bakersfield College, only active members with a cumulative grade point average of 3.5 or higher shall be eligible to wear Phi Theta Kappa gold stole and tassel at commencement exercises. Neither Phi Theta Kappa nor the Chapter is responsible for providing graduating students with either the gold stole or tassel; the items may be purchased online through Phi Theta Kappa website.

Article IV: OFFICERS

Section 1. All officers must be Active Members of the Chapter in good standing, have a cumulative grade point average of at least 3.5, and must be enrolled in six or more units at Bakersfield College.

Section 2. In accordance with requirements set forth by Bakersfield College, all officers of the Chapter must hold a valid Student Government (SGA) card. Cards can be purchased while registering for classes or in the Business Office.

Section 3. Each officer shall be elected to serve a term of one (1) year.

Section 4. The Chapter shall have the following officers: President, Executive Vice President, Vice President of Committees, Vice President of Public Relations, Treasurer, Secretary, and Interclub Council Representative.

Section 5. The duties for the President shall be as follows:

A. Preside over all business meetings.
B. Prepare meeting agendas and lead meetings.
C. Appoint and establish any necessary committees.
D. Vote on motions only in case of a tie.
E. Serve as an ex-officio member on all committees.
F. Present business to the Chapter.
G. Represent the Chapter at all times.
H. Appoint a committee or commissioner to review the Chapter Constitution annually.
I. Appoint a committee or commissioner to prepare the annual report to be submitted to the Phi Theta Kappa International Headquarters each Spring.

Section 6. The duties of the Executive Vice President shall be as follows:

A. Perform all duties of the President in the event of his or her absence.
B. Collaborate with all Vice Presidents.
C. Act as Program Chair in the absence of Vice President of committees.
D. Coordinate officer elections.
E. Prepare for new officer orientation.
F. Implement chapter-sponsored leadership events.

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

A. Coordinate all Committees: Membership Committee, Scholarship Committee, Service Committee and Fundraising Committee.
B. Act as Program Chair in the absence of a Committee Chairperson.

Section 8. The duties of the Vice President of Public Relations and Fundraising shall be as follows:

A. Organize and promote all fundraising efforts.
B. Promote the Chapter at all levels of Society by cultivating a relationship with campus organizations, faculty, staff, and community members.
C. Coordinates activities with other chapters.
D. Write and submit articles to campus and community newspapers.
E. Produce issues of the Chapter newsletter.
F. Oversee the development and updates to the Chapter website and social network.
G. Take photographs at all Chapter events and publish on Chapter social media sites.
H. Update regional office with upcoming activities for regional newsletters.

Section 9. The duties of Treasurer shall be as follows:

A. Help with opening and/or maintaining a financial account on campus for the Chapter.
B. Receive all money and sign any purchase requisition.
C. Maintain a set of books which shall be audited by the Chapter Advisor and notarized before the office is relinquished.
D. Present a Financial report at each business meeting.
E. File all financial records in the Chapter’s official files at the end of academic term.

Section 10. The duties of the Secretary shall be as follows:

A. Take and prepare minutes of Chapter meetings.
B. Maintain records of the meetings.
C. Maintain a file of the Chapter correspondence and report pertinent correspondences at Chapter meetings.
D. Submit reports of Chapter Activities and Five-Star Chapter Update Form to regional and international coordinators.
E. Submit copies of minutes to SGA.

Section 11. The duties of the Interclub Council Representative (ICC) shall be as follows:

A. Attend all regular and special meetings of the Interclub Council.
B. Provide timely communication between the Chapter and the Interclub Counsel.

**Article V: ELECTIONS**

Section 1. All candidates for Chapter office must be an Active Member of the Chapter in good standing with Bakersfield College. Good standing is defined as not being on progress, academic, or disciplinary probation.

Section 2. Elections to elect officers for the next academic year shall be held in the month of March of each Spring semester.

Section 3. Nominations and elections will occur on the same day.

Section 4. A plurality of votes cast will determine each new officer.

Section 5. In any case where an officer must resign from his or her office, an election shall be held to elect a new officer. The election will be held at the first meeting following nominations. Plurality of votes cast will determine the new officer. The President shall have the power to make a temporary appointment at his or her discretion until an election can be held.

**Article VI: CHAPTER ADVISOR**

Section 1. The Chapter Advisor shall be responsible for the guidance of Chapter activities and shall act in Chapter affairs on behalf of the Phi Theta Kappa International and college administration.

Section 2. The Chapter Advisor is responsible for the completion and submission of the Annual Report, Membership Report Forms, and Membership Profile Forms required by Phi Theta Kappa International Headquarters.

Section 3. The Advisor shall not be a voting member of the Chapter.
Article VII: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the elected officers, Chapter Advisor, and the chairpersons of standing committees.

Section 2. A simple majority vote of the Executive Committee, with the approval of the Chapter Advisor, shall be necessary to pass any business which is referred to the Executive Committee.

Article VIII: CHAPTER MEETING

Section 1. Regular Chapter meetings shall be held no less than once per month. Special membership meetings may be held more often as deemed necessary by two or more officers. Every attempt shall be made to hold the meeting at a regular date, time, and location so as to accommodate the attendance of as many members as possible.

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.

Section 3. All business meetings will use the following general agenda:

- Order of Business
  i. Call to order
  ii. Welcome
  iii. Roll call
  iv. Review of minutes
  v. Reports
     1. President’s Report
     2. Executive Vice President’s Report
     3. Vice President of Committee’s Report
     4. Vice President of Public Relations’ Report
     5. Treasurer’s Report
     6. Chapter Advisor’s Report
  vi. Old business
  vii. New business
  viii. Discussion items
  ix. Announcements/presentations
  x. Adjournment

Section 4. Anything not stated in this Constitution regarding parliamentary procedure shall be governed by Roberts Rules in Plain English by Doris P Zimmerman.
Section 5. Notification of all Chapter meetings shall be given at least forty-eight (48) hours in advance to members via telephone, personal contact, or email.

**Article IX: AMENDMENT**

Section 1. Amendments must be presented to the Executive Committee for approval before they may be submitted to the Chapter for vote.

Section 2. Notice shall be given to the membership regarding a proposed amendment to the Constitution at least one meeting prior to the actual vote.

Section 3. Amendments shall be passed by a plurality of vote of the membership present and shall cover pertinent topics including interpretation of the Constitution.

Section 4. A permanent record of all amendments shall be kept on file by the Secretary.

Section 5. Any time an amendment to the Constitution is adopted, an updated edition of the Constitution must be sent to Phi Theta Kappa International Headquarters.

**Article XI: RECALL OF OFFICERS**

If an officer fails to fulfill the duties of his or her office, he or she may be removed through the following protocol: a special meeting of the Chapter must be held to discuss the problem and a majority vote will determine if further action is necessary.

**Article XII: FINANCES**

Section 1. Finances for the Chapter will be raised by projects voted on by active members present.

Section 2. Payment of the international membership fees, as set forth by Phi Theta Kappa International Headquarters, per person, must be received by the Chapter via the Business Office before any student may be inducted.
Section 3. All members must pay regional dues of seventy ($70) dollars before induction. ($55 for national/regional dues and $15 local dues).

Section 4. 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 annually audited by the Chapter Advisor.

Section 6. If an individual member cannot afford to pay his or her local dues, arrangements will be made in conference with Chapter officers and the Chapter Advisor. No Honorary Member will be required to pay dues.

Article XIII: ENACTING CLAUSE

This Constitution shall become effective upon approval of the Student Government Association of Bakersfield College, approval of Phi Theta Kappa International, and the membership of the Chapter.

Signatures

________________________________________  __________________________
President                                      Date

Phi Theta Kappa, Beta Alpha Nu Chapter of Bakersfield College

________________________________________  __________________________
Chapter Advisor                             Date

Phi Theta Kappa, Beta Alpha Nu Chapter of Bakersfield College

________________________________________  __________________________
Dean of Students, Bakersfield College      Date