

Phi Theta Kappa

International Honor Society of the Two-Year College

Chapter Bylaws

IVY TECH STATE COLLEGE

ALPHA UPSILON OMEGA CHAPTER

This document was approved by the membership June 13, 2002 at the Chapter's monthly business meeting and a copy of the document sent to Society Headquarters for their approval.

Bylaws of Alpha Upsilon Omega Chapter

CHAPTER 1. Alpha Upsilon Omega

The name of this chapter of Phi Theta Kappa shall be Alpha Upsilon Omega.

CHAPTER 2. Purpose

The purpose of Alpha Upsilon Omega Chapter of Phi Theta Kappa at Ivy Tech State College shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified students of this college.

CHAPTER 3. Membership

Section 1. Types of membership in Alpha Upsilon Omega Chapter shall consist of member, provisional member, alumni member, and honorary member.

- b. *Member.* Each candidate for membership must have completed 12 semester hours of associate degree course work, with a Grade Point Average of 3.5 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship. Grade for courses completed at other institutions will 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's cumulative G.P.A. falls below 3.25 the member has one semester in which to achieve the average to 3.25. Failure to achieve the 3.25 cumulative Grade Point Average will result in the member being removed from good standing and will cause membership and all membership privileges to be revoked.
- c. *Provisional Member.* A student must have earned a cumulative Grade Point Average of 3.5 on all course work completed at Ivy Tech State College or transferring institution. A student must be currently enrolled in associate degree course work and have completed at least six credit hours in non basic skills classes, adhere to school conduct code and possess recognized qualities of citizenship. Provisional members may participate in all activities locally, regionally and internationally but must cover their own expenses. Provisional members pay no dues, have no voting rights; however, they may participate in chapter fundraising activities. Funds raised by the member would follow chapter allocation guidelines.
- d. *Alumni Member.* Members who have completed a degree program and are no longer attending classes at Ivy Tech State College and who have terminated their active membership in good standing shall be entitled to participate in chapter meetings, fellowships and projects. They will not be afforded the ability to vote or hold office.
- e. *Honorary Member.* Honorary membership may be granted in this Chapter to men and women who have rendered distinguished service to the Society. Honorary members may not vote or hold office nor will they be officially inducted or pay membership fees.

- f. *Transfer Member.* A member from another Phi Theta Kappa chapter may transfer membership to Alpha Upsilon Omega Chapter if he or she is currently enrolled at Ivy Tech State College, Region 9 and meets the membership eligibility of the Alpha Upsilon Omega Chapter.

CHAPTER 4. Chapter Advisor

The Chapter Advisors shall be appointed by the administration of Ivy Tech State College. The Advisor shall be responsible for the guidance of Chapter activities and shall act on behalf of the International Society and College administration. The advisor is responsible for completion and submission of the Annual Report, Membership Report Forms required by the Phi Theta Kappa Society headquarters. The Advisor shall not have voting rights.

CHAPTER 5. Officers

- Section 1.** All officers must be members of Phi Theta Kappa, in good standing and must be carrying a course load of three semester hours (or equivalent).
- Section 2.** The Alpha Upsilon Omega Chapter of Phi Theta Kappa shall have the following officers: President, Vice President (s) (VP-Service, VP-Scholarship, VP-Leadership, and VP-Fellowship), Treasurer, Secretary and Historian. A chapter may elect additional officers.
- Section 3.** The president shall be responsible for:
- a. Presiding over all business meetings.
 - b. Appointing and establishing any necessary committees.
 - c. Voting only in case of a tie.
 - d. Serving as an ex-officio member on all committees.
 - e. Presenting business to the organization.
 - f. Appointing a committee to review and/or revise the chapter bylaws annually.
- Section 4.** The vice president shall be responsible for:
- a. Performing all duties of the president in the event of the President's absence.
 - b. Coordinating committees within their specific hallmark.
 - c. Developing and implementing hallmark specific programs and comprehensive projects based on the needs of the chapter.
- Section 5.** The treasurer shall be responsible for:
- a. Attending to all financial matters for the society and coordinating with the Advisor the receipts and expenditures of the society.
 - b. Make a report of finances at each business meeting.
- Section 6.** The secretary shall be responsible for:
- b. Taking and reading minutes of meetings.
 - c. Maintaining records of the meetings.
 - d. Maintaining a file of chapter correspondence.

- e. Posting announcements of the meetings.

Section 7. The historian shall be responsible for:

- a. Keeping a full record of chapter functions.
- b. Preparing and maintaining the chapter scrapbook for regional, state, and international meetings and conventions.
- c. Recording and maintaining individual member five (5) star activity.

CHAPTER 6. Election of officers

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

Section 2. Elections must be held during the month of January/February with inauguration of officers at the formal induction ceremony.

Section 3. Officers shall hold office for a least one year and no more than two (2) consecutive terms.

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 his office, an election shall be held to elect a new officer. Nominations shall be made from the floor. Plurality of the votes cast will determine the new officer.

Section 7. If any officer fails to fulfill the duties of the office, he/she may be removed with a three-fourth vote of the active membership.

Section 8. Advisors and Ivy Tech State College administration may appoint a temporary officer until a formal election is conducted.

CHAPTER 7. Meetings

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

Order of Business

- a. Call to order
- b. Roll call
- c. Reading of the minutes
- d. Treasurer's report
- e. Committee reports
- f. Old business
- g. New business
- h. Announcements
- i. Adjournment

Section 2. A quorum is comprised of those members present.

Section 3. All meetings shall be governed by an adaptation of Robert's Rules of Order.

Section 4. Special committee meetings shall be called by the chairman of said committee. Procedures at such meetings are left to the discretion of the chairman. Reports of each meeting shall be given to the members at the following chapter meeting.

CHAPTER 8. Finances

Section 1. Finances for this chapter will be raised by projects voted on by a majority vote of the members.

Section 2. Payment of the International Membership fee of thirty-eight dollars (\$38) must be received by the chapter treasurer before members can be inducted.

Section 3. All members must pay the local fee of seventeen (\$17) prior to induction.

Section 4. All members must pay the regional fee of five dollars (\$5) prior to induction.

Section 5. Disbursement vouchers must be submitted with supporting invoices and/or statements attached to the original invoice.

Section 6. Financial records of the chapter shall be annually audited by the advisor.

CHAPTER 9. Amendments and Revision

Section 1. The chapter bylaws may be amended by a two-third vote of the members present at any regular meeting, provided that the proposed amendment has been presented at a previous meeting. Any changes to the bylaws must be sent to Headquarters for final approval.

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.