



PHI THETA KAPPA[®]

HONOR SOCIETY

Chapter Bylaws

Otero Junior College

College

Delta Rho

Chapter

Bylaws

of

Delta Rho Chapter

CHAPTER 1. Name of Chapter

The name of this chapter of Phi Theta Kappa shall be Delta Rho.

CHAPTER 2. Purpose

The purpose of Delta Rho Chapter of Phi Theta Kappa at Otero Junior College shall be to provide recognition for academic excellence and opportunities for all college students to grow as scholars and leaders as early as possible during their pursuit of a college degree or credential.

CHAPTER 3. Membership

Section 1. Types of membership in Chapter shall consist of member, provisional member, alumni member, and honorary member as defined in Article IV, Section 1, of the Phi Theta Kappa Constitution and Bylaws.*

A. *Member.* In addition to meeting membership eligibility requirements as stated in Article IV and Chapter 1 of the *Phi Theta Kappa Constitution and Bylaws,** each candidate for membership must have a cumulative Grade Point Average of 3.25 on a 4.0 scale and completed:

Type of Degree	Minimum Hours
Associate	12
Certificate of 1 year	6
Bachelors	12

Grades for courses completed at other post-secondary institutions will be considered when determining membership eligibility. A cumulative Grade Point Average of 3.00 must be maintained to remain in good standing. Otherwise, the member has one term in which to bring his or her cumulative Grade Point Average up to a 3.00.

Failure to maintain the required maintenance standards will result in the member being removed from good standing as stated in the *Phi Theta Kappa Constitution and Bylaws,** Chapter 1, Section 3. Failure to meet good standing requirements as stated in the *Phi Theta Kappa Constitution and Bylaws** will cause membership and all membership privileges to be revoked.

B. *Provisional Member.* In addition to meeting eligibility requirements as stated in Article IV, Section 1B of the *Phi Theta Kappa 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.

- C. *Alumni Member.* An individual must meet eligibility requirements as stated in Article IV, Section 1C of the *Phi Theta Kappa Constitution and Bylaws*.*
- D. *Honorary Member.* An individual must meet eligibility requirements as stated in Article IV, Section 1D of the *Phi Theta Kappa Constitution and Bylaws*.*
- E. *Transfer Member.* A member from another Phi Theta Kappa chapter may transfer membership to Delta Rho Chapter if he or she is currently enrolled at Otero Junior College and meets the membership eligibility and maintenance standards at Delta Rho.

CHAPTER 4. Chapter Advisor

In addition to carrying out the duties as stated in the *Phi Theta Kappa Constitution and Bylaws*,* Chapter III, Section 3, the chapter advisor shall be responsible for overseeing the completion and submission of member names and fees as well as the Chapter Annual Report to Headquarters. The advisor shall be officially appointed by the institution's administration and shall be a non-voting member of the chapter.

CHAPTER 5. Officers

- Section 1.** All officers must be members of Phi Theta Kappa, in good standing, have a Grade Point Average of 3.25 and be currently enrolled at Otero Junior College.
- Section 2.** The Delta Rho Chapter of Phi Theta Kappa shall have the following officers, which will comprise the Officer Team: President, Vice-President of Scholarship, Vice-President of Leadership, Vice-President of Service, Vice-President of Fellowship, Recording Officer, and Public Relations Officer. The chapter may elect additional officers.
- Section 3.** The duties of the president shall be as follows:
- a. Preside over all business meetings.
 - b. Appoint and establish any necessary committees.
 - c. Vote only in case of a tie.
 - d. Develop goals for the chapter with help from other officers and advisors.
 - e. Serve as an ex-officio member on all committees.
 - f. Present business to the organization.
 - g. Represent the organization at all times.
 - h. Appoint a committee to review and/or revise the chapter bylaws annually.
 - i. Oversee chapter projects.
 - j. Oversee award entry preparation.
 - k. Provide regular updates to the chapter advisor
- Section 4.** The duties of the vice-president of scholarship shall be as follows:
- a. Encourage academic excellence.
 - b. Oversee all Honors in Action projects.
 - c. Coordinate the chapter's participation in the Honors Case Study Challenge.
 - d. Coordinate the preparation of the chapter's Honors in Action Awards entries.
 - e. Educate chapter members about [PTK Connect](#).
- Section 5.** The duties of the vice-president of leadership shall be as follows:
- a. Perform all duties of the president in the event of his or her absence.
 - b. Direct the chapter in the use of parliamentary procedures for meetings.
 - c. Oversee the leadership components of the chapter's Honors in Action project.
 - d. Assist the vice-president of scholarship in preparation of the chapter's Honors in

- Action Award entries.
- e. Oversee the chapter's College Project.
- f. Promote member participation in [Five Star Competitive Edge](#).

Section 6. The duties of the vice-president of service shall be as follows:

- a. Oversee the service components of the chapter's Honors in Action project.
- b. Coordinate and report the chapter's participation in service projects.

Section 7. The duties of the vice-president of fellowship shall be as follows:

- a. Take roll at the meetings.
- b. Encourage scholarly fellowship at all levels of the society.
- c. Implement strategies to increase membership.
- d. Coordinate the chapter's Enhanced Membership Program.
- e. Coordinate the chapter's C4 (Community College Completion Corps) events.
- f. Head the committee reviewing the chapter bylaws.

Section 8. The duties of the recording officer shall be as follows:

- a. Take and present minutes at each chapter meeting.
- b. Make a report of finances at each chapter meeting.
- c. Maintain records of all chapter activities.
- d. Maintain a file of chapter correspondence.
- e. Take pictures at all chapter events.
- f. Prepare and maintain the chapter scrapbook for regional, state, and international meetings and conventions.
- g. Maintain a system of documenting the chapter's history, including but not limited to, journaling, blogging, a chapter website, filing copies of chapter award entries.
- h. Place a copy of all historical records in the chapter files or share access to electronic files with the chapter advisor at the end of the officer term.

Section 9. The duties of the public relations officer shall be as follows:

- a. Promote Phi Theta Kappa at all levels of the organization.
- b. Serve as the chapter's representative to the Associated Student Government (ASG). Attend ASG meetings and make regular reports to the chapter.
- c. Write and submit articles to the campus and community media outlets
- d. Oversee and maintain the chapter's website, social media, email and/or newsletter communications.
- e. Share significant chapter news and events with Phi Theta Kappa Headquarters at news@ptk.org.
- f. Submit to Headquarters the chapter's goals and progress set for the Five Star Chapter Plan by submitting the Five Star Progress Report online.

CHAPTER 6. Election of officers

- Section 1.** In addition to meeting requirements as stated in Chapter III, Section 8 of the *Phi Theta Kappa Constitution and Bylaws*,* 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 inauguration, which shall be at the first meeting following the election, to the time of the next inauguration.
- 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.** When an officer must resign his office, an election shall be held to elect a new officer. Nominations shall be made from the floor and will be made at the first meeting following the resignation of the officer. Nominations from the floor can be made at the same meeting as the election. A simple majority of the votes cast will determine the new officer.
- Section 7.** When an officer fails to fulfill his/her duties, the advisor and officer team may appoint a replacement until a new election can be held.

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. Financial report
 - e. Committee reports
 - f. Old business
 - g. New business
 - h. Announcements
 - i. Adjournment
- Section 2.** Officers and members present at any chapter meeting shall constitute a quorum for the transaction of business.
- 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 must be received before members can be inducted.

- Section 3.** All members must pay the local fee prior to induction.
- Section 4.** All members must pay the regional fee 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 vote of two-thirds 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 ASG and Headquarters for final approval.

* Refers to the *Phi Theta Kappa Constitution and Bylaws*,
www.ptk.org/About/AboutPhiThetaKappa/ConstitutionBylaws.aspx

Phi Theta Kappa 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.