

*Phi Theta Kappa,
Alpha Chi Chi Chapter
Constitution and Bylaws
2023-2024 Academic Year*

Revision Date 5/7/2023

Article I: Name

The name of this chapter of Phi Theta Kappa at Mohave Community College Lake Havasu City shall be named the Alpha Chi Chi, hereinafter referred to as the Alpha Chi Chi Chapter.

Article II: Purpose

The Alpha Chi Chi Chapter of Phi Theta Kappa at Mohave Community College Lake Havasu City aims to promote academic excellence, encourage personal growth, and support leadership development in our tight-knit community of students pursuing college degrees or credentials.

Article III: Membership

Section 1: Membership Requirements

- a. Alpha Chi Chi shall be open to all students, faculty, staff, administration, and alumni at Mohave Community College. At least three members of the club must be currently enrolled at Mohave Community College for the club to stay active and be recognized by Mohave Community College.
- b. Active membership shall be determined by credit hours, grade point average, enrollment, and adhering to the school conduct code.
 - I. Current enrollment at Mohave Community College (MCC) Lake Havasu City Campus, or a former MCC Lake Havasu student and Chapter alumni.
 - II. Must have at least twelve (12) credit hours of college level coursework completed, or six (6) hours completed for certificate programs.
 - III. Grade point average: minimum GPA of 3.5 on a 4.0 scale to join, cumulative GPA of 3.25 must be maintained to stay an active member.
 - IV. Failure to meet good standing requirements will result in membership and its privileges revoked.
- c. Individuals who attended an institution prior to the establishment of that institution's chapter may be invited to membership by that local chapter. The individual must provide to the chapter advisor official documentation demonstrating that at the time of enrollment in that institution, the individual satisfied the requirements for membership.

These individuals pay international, regional, and local fees prior to induction. Following induction, these individuals immediately assume alumni membership status.

Section 2: *Types of Membership*

- a. The Society will consist of active, provisional, alumni, honorary members, and transfer members:
 - I. Active Member - An active member of Alpha Chi Chi is a student who has been duly initiated into the Society, maintains the standards required for good standing, and is currently enrolled at the institution where the student's member record is located.
 - II. Provisional Member – A provisional member of Alpha Chi Chi is a student who, in the opinion of the local chapter, has shown an active interest in the affairs of the Chapter and who serves the Chapter in some special capacity, but who does not meet the full requirements for active membership in the Society. A provisional member will not have the right to vote, hold office, or represent the chapter at meetings of the Society
 - III. Alumni Member – An alumnus/alumna member is a former active member of the Alpha Chi Chi Chapter who is no longer enrolled at the institution where the student's member record is located.
 - IV. Honorary Member – An honorary member is a person who, in the opinion of the Chapter, has rendered distinguished service.
 - V. Transfer Member – A member from another Phi Theta Kappa chapter may transfer membership to the Alpha Chi Chi chapter if they are currently enrolled at Mohave Community College and meets the membership eligibility GPA of the chapter

Section 3: *Attendance Requirements*

- a. To be considered an active member in Alpha Chi Chi, an individual must attend two meetings. Active membership is defined as physically attending a scheduled meeting in person, or via Zoom. If a member is unable to attend due to other commitments, that member will maintain their active status by simply declining attendance to the emailed meeting notification.

Section 4: *Exclusion*

- a. It shall be stated as part of the policy of the Alpha Chi Chi that there shall be no form or type of discrimination in the group, whether it be because of one's race, color, religion, sex, sexual orientation, national origin, ancestry, age disability, or veteran's status.

Section 5: *Voting Rights*

- a. With membership in the Alpha Chi Chi shall come full floor and voting privileges on all items of club business, including resolutions, items of legislation, bylaws, and elections.

Article IV: Elections

Section 1: *Officer Elections*

- a. The following positions shall be elected by Alpha Chi Chi members:
 - I. President
 - II. Vice President of Leadership
 - III. Vice President of Scholarship
 - IV. Treasurer
 - V. Recording officer
 - VI. Public relations officer
- b. The term of office for these positions is one year.
- c. Elections will be held at the first regular meeting of the Alpha Chi Chi chapter.

Section 2: *Vacancies*

- a. Vacancies occurring in any of the elected offices shall be officially filled at the next regular Alpha Chi Chi meeting following the occurrence of such a vacancy or vacancies.
- b. The order of succession shall be followed in the filling of any vacant office during any unexpired term.
- c. If an officer declines to succeed in a vacant office, then an election shall be held to fill the office for the remainder of the unexpired term.
- d. The election procedure for filling the unexpired term of a vacant office shall be the same as for the normal procedure for elections.

Section 3: *Officer Duties*

a. President

- I. Prepare meeting agendas
- II. Appoint and establish necessary committees
- III. Vote only in the case of a tie
- IV. Develop goals for the chapter with help from other officers and advisors
- V. Oversee chapter projects
- VI. Oversee award entry preparation
- VII. Provide regular updates to the chapter advisors

b. Vice President of Scholarship

- I. Encourage excellence in academics
- II. Oversee all Honors in Action projects
- III. Coordinate the chapter's participation in the Honors Case Study Challenge
- IV. Coordinate the preparation of the chapters Honors in Action Award entries
- V. Educate members about PTK Connect

c. Vice President of Leadership

- I. Direct the chapter in the use of parliamentary procedure for meetings
- II. Oversee the leadership components of the chapter's Honors in Action project
- III. Assist Vice President of Scholarship in preparation of the chapter's Honors in Action Awards entries
- IV. Promote member participation in Five Star Competitive Edge

d. Vice President of Service

- I. Oversee the service components of the chapter's Honors in Action project
- II. Coordinate and report the chapter's participation in Relay for Life

e. Vice President of Fellowship

- I. Encourage scholarly fellowship at all levels of the society
- II. Implement strategies to increase membership
- III. Coordinate the chapter's Enhanced Membership Program
- IV. Coordinate the chapter's C4 (Community College Completion Corps) events

f. Treasurer

- I. Open and/or maintain a financial account for the chapter
- II. Receive all monies and write all checks
- III. Keep a set of financial records that shall be audited and notarized at the end of each officer's term
- IV. Present the chapter's financial records at business meetings
- V. File all financial records in the chapter's official files at the end of the term
- VI. Many chapters require that a chapter advisor approve any expenditure
- VII. Officers should consult the advisor to determine the college policies on finances for campus organizations

g. Secretary

- I. Maintain the minutes for all meetings.

h. Recording Officer

- I. Take and present minutes at each chapter meeting
- II. Keep records of all chapter activities
- III. Maintain a system of documenting the chapter's history
- IV. Include but not limited to:
 - Journaling
 - Blogging
 - Chapter Website
 - Filing copies of chapter award entries
- V. Place a copy of all historical records in the chapter files or

share access electronicfiles with the chapter advisor at the end of the term

i. Public Relations Officer

- I. Promote Phi Theta Kappa at all levels of the organization
- II. Write and submit articles to the campus and community media outlets
- III. Oversee and maintain the chapter's website, social media, email, and/or newsletter communications. Take pictures of all chapter events
- IV. Share significant chapter news and events with Phi Theta Kappa Headquarters @ news@ptk.org

Section 4: Chapter Advisor

- a. In addition to carrying out the duties as started in the *International Phi Theta Kappa Constitution and Bylaws*, Chapter IV Section 5, 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 college administration and shall be a non-voting member of the chapter

Article V: Appointments

Section 1: *Appointments*

- a. The advisor(s) shall appoint, with the approval of the club officers, such positions as may contribute to the successful operation of the Alpha Chi Chi Chapter.

Article VI: Removal from Office

Section 1: *Officer Removal*

- a. Any officer may be removed from their office for failure to perform their prescribed duties by a two-thirds vote of the membership present at the meeting, provided that all members are notified of this pending action at least one week prior to the removal decision.
- b. Removal from office can occur either for failure to carry out the responsibilities of that office, for actions that violate the purposes of the Chapter, or for failing to maintain regular attendance.
- c. Written charges by a Chapter member are to be presented at the soonest scheduled membership meeting. The President or Vice-President will

formally notify the officer in question, giving them sufficient opportunity to respond to charges at the following membership meeting.

Article VII: Meetings

Section 1: Meeting Schedules

- a. General membership meetings shall be held bi-weekly, with additional meetings called by the President as needed. Notice of additional meetings must be given to all club members in the timeliest manner possible, usually not less than one week.
- b. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new the new President.

Section 2: Order of Business

- a. Call to order
- b. Roll Call – *if more than ten people attend in a Chapter meeting, a role call is taken.*
- c. Reading and approval of the minutes
- d. Treasurer's report
- e. Committee reports
- f. Advisor's reports
- g. Old business
- h. New business
- i. Announcements
- j. Adjournment

Section 3: Meeting Notices

- a. Official notice of the meeting at which the election of Alpha Chi Chi officers will take place must be provided to all members not less than two weeks prior to said meeting.

Section 4: Quorum

- a. Quorum shall be defined as 3 members of the Alpha Chi Chi membership.
- b. Quorum is needed for official votes to take place.

Section 5: Robert's Rules of order

- a. All meetings shall be governed by a loose adaptation of *Robert's Rules of*

Order.

- b. The President, or their designee, shall serve as the parliamentarian for meetings and enforce the adapted Robert's Rule's of order.

Article VIII Funding

Section 1: Membership Fee

- a. A one-time International PTK membership fee is due upon acceptance of Alpha Chi Chi Chapter membership.

Section 2: Additional Funding

- a. Funding for this chapter will be raised by projects voted on by majority members present at the meeting.

Section 3: Financial Audit

- a. The financial records of the chapter shall be annually audited by an advisor of record.

Article IX: Constitution and Bylaws

Section 1: Student Organization

- a. The Alpha Chi Chi Chapter is subject, as a recognized/registered student organization, to the rules, regulations, and policies of Mohave Community College and the laws of the State of Arizona. The rules, regulations, and policies of Mohave Community College shall hold precedence over all rules, regulations, and policies applying to the Alpha Chi Chi Chapter, including those of national organizations with which the Alpha Chi Chi Chapter is associated.

Section 2: Review and Resubmission

- b. According to the MCC Student Life Handbook, each club's constitution must be reviewed each year and a new constitution needs to be submitted to the Dean's Office.

Section 3: Amendments to the Constitution

- a. Amendments to the constitution shall be adopted by two-thirds vote of the members present at two consecutive meetings.

Article X: Events

Section 1: Events

- a. All events planned by Alpha Chi Chi shall be conducted in accordance

with Mohave Community College procedures.

Article XI: Not-for-profit-statement

Section 1: *Not-for-profit*

- a. The Alpha Chi Chi Chapter is a not-for-profit organization.

Article XII: Statement of Non-Hazing

Section 1: *Non-hazing*

- a. The Alpha Chi Chi Chapter is committed to maintaining a safe and respectful environment for all members, students, and individuals at Mohave Community College. As such, the Chapter strictly prohibits any acts of hazing, which may include activities that cause or are likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.
- b. This prohibition applies to all members and individuals attending Mohave Community College or otherwise.

Maria Ayon

Dean of Student and Community Engagement

May 17, 2023

Date