

PHI THETA KAPPA – SIGMA PHI ΣΦ CHAPTER – BYLAWS

Article I. Name of the Society

The name of this society shall be “Phi Theta Kappa” and the Chapter shall be named “Sigma Phi.”

Article II. Purpose of the Society

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among community/junior college students. To achieve this purpose, Phi Theta Kappa shall provide an intellectual climate for the exchange of ideas, provide a lively fellowship for scholars and provide stimulation of interest in continuing excellence.

Article III. Membership

Section 1. Types of Membership.

The Chapter shall consist of active, provisional, alumni and honorary members.

- A. Active Members. Active members shall be students who have met the requirements for membership in the Sigma Phi Chapter as set forth in Article III, Section 2 of these Bylaws.
- B. Transfer Members: Transfer membership will be students who have completed at least 12 credit hours towards a degree or 6 credit hours towards a certificate and have a 3.5 cumulative GPA from a community college. Grades for courses completed at other postsecondary institutions will not be considered when determining membership eligibility; transfers from university must complete at least 12 credit hours worth of work towards a degree at the community college or 6 credit hours towards a certification.
- C. Provisional Members. Provisional members shall be students who meet the requirements of the Society as set forth in Article III, Section 2 of these Bylaws with the exception of item B. Provisional members will be registered with the Chapter as Provisional Members and shall have all rights accorded to active members with the exception of the rights to vote, hold office, wear the clothing or jewelry of the Society, or represent the Chapter at meetings of the Society. Provisional members shall be eligible for active membership when they have fulfilled all eligibility requirements set forth in Article III, Section 2 of these Bylaws. Grade requirements from other community college institutions will be considered for membership.
- D. Alumni Members. An alumnus member shall be a former member of the Society who terminated active membership in good standing and who was enrolled for at least one year in a two-year college. An alumnus member shall not have the right to vote or hold office, and shall be exempt from membership dues.
- E. Honorary Members. Honorary Members shall be administrators, faculty, and others who have shown an active interest in the Chapter, and have been approved by the general membership. An Honorary member shall not have the right to vote or hold office, and shall be exempt from membership dues.

Section 2. Eligibility for Active Membership.

To be eligible for membership in the Sigma Phi Chapter of the Society, a student must:

- A. Be enrolled in Arapahoe Community College (ACC) in a degree or certificate program;
- B. Have accumulated 12 credit hours toward a degree or have accumulated 6 credit hours towards a certificate. If a student is non-degree seeking or undeclared, a student must have 12 credit hours completed.
- C. Achieved a cumulative grade point average of at least 3.5;
- D. Have paid the national and chapter initiation dues;
- E. Present evidence of qualifications for membership under items A, B, C, D, and E above.

Section 3. Maintaining Membership.

To continue in active or provisional membership, a student must:

- A. Maintain a cumulative grade point average of at least **3.25**. A member whose cumulative grade point average falls below **3.25** on any grade report, must raise his or her cumulative average to **3.25** on the next report or be expelled from the Chapter.

Article IV. Chapter Organization

Section 1. Executive Committee

The Executive Committee shall determine the chapter goals, calendar, set priorities for chapter meetings, and will be trustees of all chapter properties, including but not limited to, funds and scholarships. The Executive Committee shall be composed of the following Officers: **President, Vice-President of Leadership, Secretary, and Vice-Presidents of the following areas: Honors In Action, College Project, Communication/Public Relations, Fundraising/Special Events, and Membership/ Recruitment and Mentorship** and adhere to following provisions:

- A. **Terms of Office.** Each member of the Executive Committee shall serve a maximum two-year term in any one position. In the event that any Chapter Officer leaves the college, becomes ineligible for membership, or for other reasons cannot fulfill the responsibilities of the office, the Chapter Advisors shall appoint a temporary replacement pending approval by vote at the next general membership meeting.
- B. **Election to Office.** Elections for Chapter officers shall be held at the beginning of each semester in the event there are open positions. The Executive Committee and the Chapter Advisors will interview all interested candidates and a simple majority vote of those present shall be necessary to elect each officer.
- C. **Qualifications.** Any active member of the Sigma Phi Chapter of the Phi Theta Kappa Society shall be eligible for candidacy. The Chapter Advisors and Executive Committee will establish the criteria for running for office.
- D. **Duties of Officers.** The duties of the officers of the Sigma Phi Chapter of the Phi Theta Kappa Society shall be as follows:

1) President

- Preside over all Executive Committee and General Membership meetings.

- Appoint and establish any necessary committees.
- Vote only in case of a tie.
- Ensure that the Five Star plan is implemented each year.
- Make all efforts to represent the Chapter at PTK events, conventions, and seminars.
- Oversee the progress of all projects, events, and hallmark entries.
- Oversee and advise all chapter officers.
- Consults chapter business with advisors and college administration.
- Actively involved in writing the distinguished officer team and distinguished advisor hallmark entries.
- Develop and implement all leadership activities.
- Serve as ex-officio member on subcommittees.

2) Vice President of Leadership

- Perform all duties of the President in the event of his/her absence, including conventions and seminars when the President is unable to attend.
- Assist in Developing and implementing all leadership activities.
- Coordinate communication between officers and follow up with those who fail to provide prompt responses or attend meetings.
- Temporarily take on the duties of any vacant officer position until a replacement is promptly found.
- Serves as an ex-officio member on subcommittees.

3) Treasurer

- Organizes and works closely with committee chairpersons on all fundraising events and activities as set forth on the Chapter calendar or as set forth by the Executive committee on an as-needed basis.
- Seeks sources of funds for all Chapter fundraising needs.
- Coordinates and implements all fundraising activities.
- Remits all funds earned through fund-raising efforts to the Cashier.
- Reports on all fund-raising efforts and all activities of the office to the Executive Committee.
- Collaborate with the VP of Membership and Recruitment to inform all members of available PTK and ACC scholarships
- Review chapter funding and budget with Chapter advisor.
- Serve as ex-officio member on subcommittees.

4) Vice President of Honors in Action

- Attend the Honors Institute when possible.
- Lead research teams on the Honors Study Topic.
- Develop and implement all Honors in Action activities in collaboration with the Executive Committee and Active Members.
- Prepare the Hallmark Award Submission in collaboration with the executive Committee and Active Members.

5) Vice-President of College Projects

- Develops and coordinates the College Project.
- Works with campus administration and other campus groups to facilitate College Project.
- Develop and implement all College Project activities in collaboration with the Executive Committee and Active Members.
- Prepare the Hallmark Award Submission in collaboration with the executive Committee and Active Members.

6) Secretary

- Take Roll at all meetings
- Take minutes of all meetings.
- Type up a synopsis of each General Meeting's minutes and submit to the Vice President of Communication for publication in the newsletter.
- Handle and file all relevant correspondence and meeting minutes for Sigma Phi.
- Complete all reports required by National Headquarters on a timely basis.
- Obtains ACC Student Government meeting minutes and activities calendar.
- Maintain a digital and/or print record of pictures and news clippings concerning important events of the chapter.
- Keep a full record of Chapter functions.
- Maintain, or designate someone to maintain the Chapter display case.
- Collaborate with the President and Vice President of Communications/ Public Relations on the chapter's website and social media presence.

7) Vice-President of Communications and Public Relations

- Communicates Chapter activities to the members through the appropriate media.
- Organizes and creates advertising media for Chapter activities.
- Prepares the monthly newsletter.

- Document all Chapter activities in pictures and writing; preserve all newspaper articles or other artifacts relating to Chapter events.
- Collaborate with the President and/or Secretary and on the chapter's website and social media presence.
- Communicates Chapter activities to the campus and/or community through the appropriate media
- Works closely with the ACC Student Life Office and other groups on campus.
- Serves as an ex-officio member on all committees.

8) Vice-President of Membership and Recruitment

- Plans and attends all New Member Orientation sessions
- Coordinates promotional efforts on campus
- Organizes any tables, such as a table at the Transfer Fair, Meet the Clubs Event, or any other appropriate event.
- Plan and coordinate social events for active members.
- Plan and coordinate the Induction Ceremony

9) Vice-President of Mentorship

- Collaborate with VP of Communication/Public Relations to advertise mentor positions
- Coordinate and execute a review of resumes and schedule interviews with potential mentors
- Serve as liaison between Zero Dropouts, Arapahoe Community College and PTK Chapter.
- Assist in the selection of mentees
- Point of contact with both the mentees and mentors in terms of training and support
- Provide any documentation or reports to show progress, success, and improvements to the program.

E. **Executive Committee Meetings:** Each Executive Committee member should attend all regularly scheduled officers and all member meetings. In addition, each officer must complete at least 10 active hours of service to the Chapter each semester, which can include the following: subcommittee work on Honors in Action, College Project, recruitment, community, and fundraising events. This would include the preparation and active involvement at Induction Ceremonies.

F. Duties of Appointed Positions (**if such positions are filled**).

1. Academic Services Chairman

- Coordinates Chapter Tutorial Services. Communicates to ACC faculty that the Chapter offers tutorial services. Receives faculty requests for tutorial services for students. Recruits Chapter members to serve as tutors. Matches identified students with tutors.
- Coordinates Chapter Tutorial Services with the Student Success Center.
- Reports all activities of the office to the Executive Committee.

Article V. Chapter Advisors.

Section 1. The Chapter Advisors shall be:

- 1) a member of the faculty at ACC, and
- 2) a member of the Student Affairs Division, both appointed by the College President, and
- 3) responsible for the guidance and approval of Chapter activities, and
- 4) shall act as liaisons between the National Office of Phi Theta Kappa and the Chapter.

Section 2. The Advisors may be removed from the Chapter and replaced by the College President.

Article VI. Meetings and Procedures.

Section 1. There should be such meetings of the Chapter as is set forth in this section.

- A. General Membership Meetings shall be held at least monthly. Meetings shall convene at a time and place to be agreed upon by the Chapter Advisors and President. This calendar is to be set no later than the second full week of each semester, and these times and places shall remain unchanged for the duration of the semester. Active and Provisional members will be informed of meeting dates and times by the Vice-President of Public Relations through announcement in the Sigma Phi online group. Notification will also be posted in the display case.
- B. Executive Committee members shall hold meetings no less frequently than twice monthly. One of these meetings each month may coincide with the General Membership Meeting. The time and place of these meetings are to be decided by the Chapter Advisor and the Executive Committee. These meetings will be mandatory.

Article VII. Finance.

Section 1. Membership dues shall be fixed by the Chapter Advisors and Executive Committee.

Section 2. All fees and exemptions from fees for Chapter events shall be fixed by the Chapter Advisors and Executive Committee.

Section 3. All dues, fees, donations, grants, and other types of income shall be expended solely for the purposes of this Chapter.

Article IX. Amendments.

The Bylaws may be amended by submitting a written amendment to the President three days prior to a General meeting. The amendment will be put to a vote. In order to be ratified the amendment must receive a 2/3 majority approval of the membership present.

Article X. Bylaws Effective Date.

These Bylaws become effective on the date of ratification.

Article XI. Chapter Development.

By the end of the spring semester, the Executive Committee shall decide which 5-star level the Chapter will target for the following academic year. Prior to the beginning of the fall semester, a calendar will be created to implement the necessary developmental steps.

Article XII. Induction Ceremony.

There will be two **Induction** ceremonies, one in the fall and one in the spring.

These Bylaws for the Sigma Phi Chapter of Phi Theta Kappa were ratified on, whereby these Bylaws became effective.

Amendments to the Bylaws are as follows:

February 13, 2012

Officer Requirements. Officers are required to commit and complete 10 hours of chapter related work each semester. This requirement replaces the meeting attendance requirements. This amendment passed by unanimous vote.

February 15, 2016

Officer Roles. The officer roles were revised to reflect the growing requirements of the executive committee. The Vice President of Communications and Public Relations has been split into two roles: Vice President of Communications and Vice President of Public Relations. The Vice President of Communications has absorbed the role of the Newsletter chair. Additionally, the role of Vice President of Fundraising and Special Events has been split into a Vice President of Fundraising and a Vice President of Special Events. The role of Vice President of Membership and Recruitment has also been added, absorbing the duties of the Membership Chairman.

April 26, 2019

Officer Roles. The officer roles were revised to reflect the need to continue to staff leadership positions with a large number of the executive committee graduating. This change will help sustain funding for future travel to regional and national conferences; as well as, more effective and efficient decision-making within the executive committee. The Vice President of Leadership will absorb the duties of VP of Fundraising and Special Events. The role of Vice President of Communication will again combine with the Vice President of Public Relations. The duty of take roll at the meetings has shifted from the Vice President of Leadership to the Secretary. Finally, a new officer position has been created with the Vice President of Mentorship. This position was created based upon our Honors an Action project from this last academic year. The duties of the Vice President of Mentorship are described above.

June 20, 2019

PTK Eligibility and General Bylaw Update. Transfer Membership based upon required GPA and will accept Transfer GPA from other community colleges. Added eligibility of students to include certificates. Deleted verbiage about “good moral character” clause and deleted Section 4 labeled “Expulsion” due to national PTK bylaw update. Finally, in Article V “Advisorship” removed statements about scholarship recipients.

December 28, 2019

Officer Roles. The officer roles were revised again to expand the role of Vice President of Leadership, Fundraising and Special Events into two positions: Vice President of Leadership and Vice President of Special Events and Fundraising. In addition, under provisional membership the requirement to graduate from high school has been removed since some of our potential members are concurrent enrollment students who meet the requirements of “active” membership. In addition the Officer Meetings requirement has been updated to reflect the commitment that is needed by all members of the officer team.

July 8, 2020

Officer Title. The Historian role was updated to Secretary to better reflect the job responsibilities that are outlined in the bylaws.

August 12, 2020

Officer Roles. The officer roles were revised to expand upon and clarify the responsibilities of the VP of Membership and Recruitment, the VP of Fundraising, and the VP of Leadership in the midst of an executive board turnover and the resulting ambiguity of officer responsibilities during a pandemic. The title “VP of Special Events and Fundraising” has been changed to “Treasurer”. Many of the responsibilities of coordinating special events (IE the Induction Ceremony) have been transferred to the VP of Membership and Recruitment, while anything financially related will still be handled by the Treasurer -- who is to work in close coordination with the advisor(s) to oversee the chapter budget. The VP of Leadership has the additional responsibilities of temporarily filling in vacant officer positions, as well as overseeing any necessary communication between officers or following up with individuals to ensure productivity and understanding from each member on the Executive Board.

August 18, 2020

Member Eligibility. By recommendation of PTK headquarters, the bylaws were updated to lower the credit requirement for eligible members from 12 to 6 in order to enable more students to join.

September 1, 2020

Member Eligibility. By recommendation of PTK headquarters, the bylaws were updated to lower the credit requirement for eligible members from 6 hours for students obtaining a certificate and 12 hours for those pursuing a degree.