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# Phi Theta Kappa

International Honor Society of the Two-Year College

## Chapter Bylaws

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ALPHA SIGMA ALPHA CHAPTER

DE ANZA COLLEGE

*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.*

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*The Bylaws of the Alpha Sigma Alpha Chapter of Phi Theta Kappa  
De Anza College, Cupertino, CA.*

**Chapter 1, Name of Chapter**

The name of this chapter of **Phi Theta Kappa (ΦΘΚ)** shall be **Alpha Sigma Alpha (ΑΣΑ)**.

**Chapter 2, Purpose**

The purpose of the **ΑΣΑ** chapter of **ΦΘΚ** at De Anza College shall be the promotion of scholarship, the development of leadership, service to the community, and the cultivation of fellowship among the community, students of this college, and members of other chapters of **ΦΘΚ**.

**Chapter 3, Membership**

**Section 1.** Membership is open to all qualified students without regard to race, creed, religion, sex, sexual orientation, disabilities, or national origin. Types of membership in the **ΑΣΑ** chapter shall consist of Member, Provisional Member, Alumni Member, Honorary Member, and Transfer Member, as described in Article IV, Section 1-2 of the Phi Theta Kappa Constitution, and (additionally) herein.

**A Member:**

Each Candidate for membership must have completed at least **18** letter-grade quarter units of course work at De Anza College with a minimum Cumulative Grade Point Average of **3.50**, be currently enrolled in a minimum of 3 units, fill out the application, pay the one-time membership dues, currently **\$66.00** (International-\$45, Regional-\$5, Chapter-\$16), and adhere to the school conduct code.

A GPA of **3.00** must be maintained. When a member's cumulative GPA falls below **3.00**, s/he has one quarter (the member's next quarter of enrollment) in which to raise the CGPA to **3.25**. Should the member's CGPA remain below **3.25**, the member's name shall be stricken from the local chapter roll and **ΦΘΚ** Headquarters shall be notified to strike the name from the international roll as well. Once a student's name is stricken from the roll, all privileges of membership are revoked, and membership cannot be reinstated.

**B Provisional Member**

A provisional member of **ΑΣΑ** is a De Anza College student, who, in the opinion of the local chapter, has shown an active interest in the affairs of the Society, and who serves the Society in some special capacity, but who does not (yet) meet full requirements for membership in the Society. Chapter requirements for admission as a provisional member shall be a minimum 3.5 CGPA or membership in the High School Honor Society (for incoming Freshmen), academic excellence, a demonstrated desire for leadership, fellowship, and service to the community, and promotion of positive values in line with those represented by **ΦΘΚ**. In addition, the student must be enrolled at De Anza College and adhere to the school's conduct code. Provisional members will not be officially affiliated with the **ΦΘΚ** society, cannot hold office in the **ΑΣΑ** chapter, and cannot vote on chapter, regional, or international matters. Provisional members will pay local dues, but are not required to pay the international and regional dues until they qualify for full membership and wish to become full members.

**C Alumni Member**

Alumni Members are members of the Society who are no longer enrolled in the two year college. Alumni members may be entitled to all privileges of active members, except those of voting and holding office, should they so choose. Alumni members who choose to remain active shall be responsible for paying the local dues. (AIV, S1C: "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.")

**D Honorary Member**

Honorary membership may be granted by this chapter to individuals who have rendered distinguished service to the Society. Honorary members may not vote nor hold office, nor are they officially inducted nor do they pay membership fees.

**E Transfer Member**

A member from another Phi Theta Kappa chapter may transfer membership to Alpha Sigma Alpha Chapter if s/he is currently enrolled at De Anza College and meets the maintenance GPA of the chapter.

**Chapter 4, Chapter Advisor(s)**

- Section 1.** The Advisor(s) shall carry out the duties as stated in the Phi Theta Kappa By-Laws Chapter IV, Section 5.
- Section 2.** The Chapter Advisor(s) shall be responsible for the guidance of chapter activities by acting on behalf of the International Society and the Administration of De Anza College.
- Section 3.** The Chapter Advisor(s) is(are) responsible for the completion and submission of the Annual Report, Membership Report and Membership Profile Forms, Five-Star Goal and Update forms, and all other forms, as required by  $\Phi\Theta\K$  Society Headquarters.
- Section 4.** The Chapter Advisor(s) is(are) responsible for signing all requisitions for funds as mandated by the De Anza College Associated Student Body.
- Section 5.** The Advisor(s) is(are) a non-voting member(s) of the chapter.
- Section 6.** The chapter advisor shall be appointed by the local college administration.

**Chapter 5, Officers**

- Section 1.** All officers must be members of  $\Phi\Theta\K$  and must carry a course load of at least 3 quarter hours.
- All officers are required to attend all chapter meetings each quarter. An officer is allowed to miss two (2) chapter meetings (without stating reason) per quarter. There is an "Exceptions" rule: Should an officer miss a third chapter meeting during the quarter, the officer may decide to step down from being an officer; or request the other officers grant an exception to the "2 meeting rule". Should additional absences occur, this same "Exceptions request process" can be repeated; the remaining officers may ultimately decide to grant an exception, request the officer's resignation, or institute impeachment proceedings.

All officers are expected to, if not required to, attend the chapter officer orientation held in June or July.

During their term of officer, all officers are expected to attend the NV/CA Regional Summer Honors Institute, the NV/CA Regional Fall Conference, the NV/CA Spring Regional Convention, and the Spring International Convention.

**Section 2.** The Executive Committee of the **ΑΣΑ** chapter of **ΦΘΚ** shall have the following officers: President, and the Vice Presidents (VP's) listed below:

**Section 3.** The **President** shall

- A) preside over all meetings, unless s/he wishes to delegate this authority
- B) set the agenda for chapter meetings
- C) appoint and establish any necessary committees
- D) call for votes and preside over elections
- E) vote only if the president's ballot will affect the outcome of the vote
- F) serve as an ex-officio member on any and all committees and sub-committees
- G) be official chapter spokesperson unless otherwise delegated, and shall be a liaison with the college president, faculty, other chapters, regional and international officers, and regional coordinator
- H) appoint a committee to annually review and/or revise the chapter bylaws
- I) verify each Spring that the advisor has prepared and sent the Annual Report to Headquarters
- J) originate requests for money in the absence of the VP of Finance or the Advisor
- K) oversee the creation and implementation of the College Project, along with the Vice President of Operations
- L) Update (on a monthly or other reasonable timely manner) the 5-Star Chapter progress accessed from the International Headquarters website
- M) conduct any other business deemed appropriate for the meeting

**Section 4.** The **Operations Vice President** shall

- A) preside over meetings in the absence of the President or when delegated by the President
- B) be the Honors In Action (HIA) Program Coordinator (oversees the Scholarship/Research , Leadership/Organization , Service/Implementation , and Review/Reflection aspects of the HIA Program/Project
- C) oversee the evaluation of the chapter's HIA program (Review/Reflection) to determine its successes and needed areas of improvement
- D) provide the chapter with information about the Honors Program
- E) assist in the writing of the HIA Hallmark Award Entry, working with the Awards VP and other officers or members
- F) be ready to assist in fulfilling the duties of any vacant office
- G) oversee the creation and implementation of the College Project, along with the President

**Section 5.** The **Fundraiser Vice President** shall

- A) develop and implement ideas to raise money for the chapter
- B) work with the advisor and other officers in establishing a budget and/or financial plan for the year.

**Section 6.** The **Records Vice President** shall

- A) be responsible for recording and reporting official minutes of General and Executive meetings
- B) supply (via email) copies of minutes of all meetings to Executive Officers and Advisor(s)

- C) take roll at all Executive and General meetings
- D) assist the Historian in preparation of the **AΣA** chapter history

- Section 7.** The **Communications/Newsletter Vice President** shall
- A) oversee the chapter newsletter
  - B) coordinate press releases, promotional flyers, and advertising materials
  - C) assist the Historian in preparation of the **AΣA** chapter history
  - D) publish a chapter newsletter at least once a month to be placed on the chapter website and/or distributed electronically to chapter members
  - E) obtain articles and other information from the chapter officers to include in the newsletter
- Section 8.** The **Webmaster Vice President** shall
- A) maintain the chapter website
  - B) review the NV/CA Regional Website and the International Website for relevant information to transmit to the chapter
  - C) update the chapter website on a timely (at least weekly) basis
- Section 9.** The **Membership Vice President** shall
- A) report whether a quorum has been established at either the Executive or General meetings
  - B) assist the President in tallying and reporting of votes
  - C) purchase (with chapter funds) food for the quarterly Induction Ceremonies
  - D) assist at the quarterly Orientation Meeting for Prospective New Members
  - E) serve as a coordinator of any service project not specifically related to the HIA Program
- Section 10.** The **Historian Vice President** shall
- A) keep a chronological history of the chapter meetings, events, and functions
  - B) keep a photographic record of chapter activities throughout the year
  - C) prepare and maintain the chapter yearbook and ready it for competition at Regional convention
  - D) assist other officers in the preparation of Regional and International Awards requirements
- Section 11.** The **HIA-Scholarship Vice President** shall
- A) be familiar with the current Honors Topic.
  - B) attend the Regional Summer Honors Institute to learn about the HIA/Honors Topic
  - C) oversee the investigation or research aspect of the HIA program
- Section 12.** The **HIA-Leadership Vice President** shall
- A) be familiar with the current Honors Topic.
  - B) attend the Regional Summer Honors Institute to learn about the HIA/Honors Topic
  - C) oversee the HIA project-planning aspect of the HIA program
- Section 13.** The **HIA-Service Vice President** shall
- A) be familiar with the current Honors Topic.
  - B) attend the Regional Summer Honors Institute to learn about the HIA/Honors Topic
  - C) oversee the implementation of the chapter's HIA service project

- Section 14.** The **Fellowship Vice President** shall
- A) coordinate various service/scholarship/leadership activities with our own chapter members, with other chapters, and with other student organizations on our campus
  - B) be in continual contact with district chapters, and possibly regional officers
- Section 15.** The **Awards Vice President** shall
- A) review the Hallmark Awards links on the International and Regional websites and inform the officers and chapter of available Phi Theta Kappa awards
  - B) assist in the writing of the various awards –including the HIA and College Project awards, in conjunction with the Operations VP.

## **Chapter 6, Election of Officers**

- Section 1.** All candidates for chapter office must be members of ΑΣΑ/ΦΘΚ .
- Section 2.** Nominations can only be made by members of ΑΣΑ/ΦΘΚ .
- Section 3.** Nominations from the floor can be made at the same meeting as the election.
- Section 4.** Elections should be held in the Spring quarter, after prospective new members have joined. The election process takes place during two consecutive chapter meetings. A timely notice to the chapter shall be provided. Candidates will introduce themselves during the first of the two meetings, and the election will be held during the second meeting.
- Section 5.** For all positions involving more than one candidate, election shall be determined by secret ballot, or other appropriate process. The President shall cast a ballot which will be used only in the event of a tie, at which time the VP of Membership (or Records) will open the President's ballot and determine the new officer(s).
- Section 6.** Majority (50%+1) of the votes cast will determine the new officer. If necessary, a runoff election will be held.
- Section 7.** Officers shall hold office from the time of their inauguration (Spring Induction Ceremony, if possible), to the time of the next inauguration.
- Section 8.** In the event that an officer must resign from office, an election shall be held to elect a new officer. Nominations shall be made from the floor at the earliest possible meeting following the resignation of the officer. The election will be held at the first general meeting following nominations. Majority of the votes cast will determine the new officer. The President shall have the power to make temporary appointments at her/his discretion until an election meeting can be held.
- Section 9.** If an office is not filled, the President has the authority to appoint members to any unfilled office subject to approval of the Executive Committee until an election can be held. The duties of any office not filled through either election or appointment shall be divided among the existing officers.

## **Chapter 7, Impeachment of Officers**

**Section 1.** If any officer fails to fulfill the duties of his/her office, is absent from three consecutive general and/or executive meetings, misappropriates or misuses chapter funds, the officer may be removed as follows:

- A) a special meeting of the chapter must be called to discuss the problem. The officer in question must be invited to attend this meeting.
- B) a majority (50%+1) vote of members present at a general meeting is necessary to remove an officer from office.

## **Chapter 8, Meetings**

**Section 1.** Meetings shall be conducted using Robert's Rules of Order as a model of parliamentary procedure, and follow a typical agenda:

- a. Call to Order
- b. Roll Call
- c. Reading/Correction/Approval of Minutes
- d. Officer Reports
- e. Committee Reports
- f. Old Business
- g. New Business
- h. Announcements
- i. Adjournment

**Section 2.** The President (or designee) shall set the Agenda of the meetings.

**Section 3.** A quorum at a General Meeting shall consist of no less than half the officers, plus one non officer, as determined by the Vice President of Membership, before the President calls the meeting to order. In the event that no quorum can be established the President then declares the meeting unofficial and no official business shall be conducted.

**Section 4.** A quorum at Executive Meetings shall consist of at least 1/2 plus one of the current officers as determined by the Vice President of Membership before the President calls the meeting to order. In the event that no quorum can be established the President then declares the meeting unofficial and no official business shall be conducted.

**Section 5.** The Executive Committee meetings shall be open to the general membership and guests, but only Executive Officers are allowed to vote.

**Section 6.** Committee meetings shall be called by the chair of said committee. Procedures at such meetings are left to the discretion of the committee chair. Reports of each meeting shall be given to the members at the following chapter meeting.

## **Chapter 9, Finances**

**Section 1.** All financial expenditures must be pre-approved and voted on by the Executive Board. All financial requisitions for reimbursement must be accompanied by a receipt.

**Section 2.** Financial records of the chapter shall be annually audited by the Advisor(s) and/or Financial Vice President.

- Section 3.* All requests by members, Advisor(s), or other organizations, for money from **AΣA** must be presented in writing for approval by the Executive Committee.
- Section 4.*
- A. It is the policy and practice of the chapter to reimburse the conference or convention registration fees for chapter participants.
  - B. If it is necessary to use chapter funds for additional reimbursements, they shall be made according to the following priority: lodging, airfare (if travel by car, then gas), food.
  - C. The chapter is not obligated to reimburse 100 % of all expenses related to any conference/convention travel.
- Section 5.* Reimbursement for travel to conferences will be made, provided the following conditions have been met:
- A. Participant submitted a Travel Request Form to Student Activities/Accounts Office.
  - B. Participant attended all general sessions and workshops at the conference.
  - C. Participant presented a report to the chapter at a regularly scheduled meeting detailing what was learned, and of what benefit the information has to the chapter (and the school, if appropriate).

## **Chapter 10, Amendments and Revisions**

- Section 1.* The chapter bylaws may be amended or revised by a majority (50% + 1) vote of members present at a general meeting, provided that the proposed revision has been presented at a previous meeting. Any changes to the chapter bylaws must be sent to Headquarters for final approval.

**Date of last revision: 1 January 1996**

**Date of Ratification: 22 January 1996**

**Changed to "Bylaws", revised Fall, 2004 approved Dec. 2, 2004**

**Changes to Chapter 5 Officers January 2005**