

BYLAWS  
OF  
ALPHA RHO LAMBDA CHAPTER

**APPROVED**  
1-26-05 KAN

**ARTICLE 1: Name of Chapter**

The name of this chapter of Phi Theta Kappa shall be Alpha Rho Lambda Chapter. (Assigned by Headquarters upon approval of chartering application).

**ARTICLE 2: Purpose**

The purpose of Alpha Rho Lambda Chapter of Phi Theta Kappa at Jackson Community College shall be focused on the organizations four hallmarks: the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of the college.

**ARTICLE 3: Membership**

*Section 1.* Types of membership in the Alpha Rho Lambda Chapter shall consist of members, provisional members, alumni members, and honorary members 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 states in Article IV and Chapter 1 of the *Phi Theta Kappa Constitution and Bylaws*, each candidate for membership must have completed 12 (twelve) credit hours of course work with a minimum cumulative grade point average of a 3.5 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship. Grades for courses completed at other institutions will not be considered when determining membership eligibility. A cumulative grade point average of 3.25 must be maintained to remain in good standing with the Chapter. An academic probation period of one semester will be granted if a person's cumulative grade point average falls below a 3.25. Failure to maintain the required cumulative grade point average will result in the member being removed from good standing as states in the *Phi Theta Kappa Constitution and Bylaws*. As stated in Chapter I, Section 3 of the *Phi Theta Kappa Constitution and Bylaws*, failure to meet good standing requirements will result in the revocation of membership and all membership privileges.
- B. *Provisional Member.* In addition to meeting eligibility requirements as states in Article IV, Section 18 of the *Phi Theta Kappa Constitution and Bylaws*, a student must have earned a cumulative grade point average of 3.5 on a 4.0 scale on all course work completed in high school. A student must be

currently enrolled in coursework at the Jackson Community College, adhere to school conduct code and possess recognized qualities of citizenship. Provisional members will pay local chapter dues as levies, but are not required to pay the regional and international induction fees until they qualify for full membership.

- C. *Alumni Member.* An alumnus member, as defined in Article IV, Section 1C of the *Phi Theta Kappa Constitution and Bylaws* 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.* An honorary member, as defined in Article IV, Section 1D of the *Phi Theta Kappa Constitution and Bylaws* shall be a person who, in the opinion of the Chapter or the Society, has rendered distinguished service. Local honorary membership shall be conferred at the discretion of the local Chapter.
- E. *Transfer Member.* A member from another Phi Theta Kappa Chapter may transfer membership to the Alpha Rho Lambda Chapter if he or she is currently enrolled at Jackson Community College and meets the minimum membership eligibility criteria of the Chapter, after notification of National Headquarters.

#### **ARTICLE 4. Advisors**

*Section 1.* Advisors in the Alpha Rho Lambda Chapter shall consist of the chapter advisor and the alumni advisor. All advisors shall be non-voting members of the Chapter.

- A. *Chapter Advisor.* In addition to carrying out the duties as stated in the *Phi Theta Kappa Constitution and Bylaws*, Chapter IV, Section 5, the chapter advisor shall be responsible for overseeing the completion and submission of Membership Report Forms, Student Profile Forms and Fees to Headquarters.
- B. *Alumni Advisor.* The alumni advisor shall be responsible for maintaining and coordinating all information and activities associated with alumni members.

#### **ARTICLE 5. Officers**

*Section 1.* All officers must be members of Phi Theta Kappa, in good standing, have a cumulative grade point average of at least a 3.25 on a 4.0 scale, and must be actively enrolled at Jackson Community College.

*Section 2.* The Alpha Rho Lambda Chapter of Phi Theta Kappa shall have the following officers: President, Senior Vice President, Recording Secretary/Treasurer, Vice President of Membership, and Public Relations Secretary. The Chapter may elect additional officers as deemed appropriate.

- Section 3.* The duties of the President shall be as follows:
- A.** Represent the organization at all times.
  - B.** Present business to the organization.
  - C.** Appoint and establish any necessary committees.
  - D.** Vote only in case of a tie.
  - E.** Serve as an ex-officio member on all committees.
  - F.** Appoint a committee to review and/or revise the Chapter bylaws annually.
  - G.** Appoint a committee to prepare the Annual Report to be sent to Headquarters each spring.

- Section 4.* The duties of the Senior Vice President shall be as follows:
- A.** Preside over all business meetings.
  - B.** Perform all duties of the president in the event of his/her absence.
  - C.** Take roll at all meetings.
  - D.** Act as Parliamentarian at all meetings.
  - E.** Coordinate all committees.
  - F.** Head the committee reviewing the Chapter Bylaws and Annual Report.
  - G.** Report directly to the president.

- Section 5.* The duties of the Recording Secretary/Treasurer shall be as follows:
- A.** Take and distribute minutes of all business meetings.
  - B.** Read minutes from the last meeting help, before any new business is conducted at the next subsequent business meeting.
  - C.** Maintain records of all business meetings.
  - D.** Maintain a file of Chapter correspondences.
  - E.** Maintain records on the agency account held by Jackson Community College.
  - F.** Receive money when required.
  - G.** Keep a set of books, and review to ensure payments and receipts are properly recorded and paid.
  - H.** Make a report of finance at each business meeting.
  - I.** Report directly to the Senior Vice President

- Section 6.* The duties of the Public Relations Secretary shall be as follows:
- A.** Keep a full record of all chapter functions.
  - B.** Draft and submit press releases whenever possible to all area newspapers.
  - C.** Prepare and maintain the chapter scrapbook for regional and international conventions.
  - D.** Submit to Regional Coordinator and Headquarters of chapter activities and Five Star Update Forms.
  - E.** Maintain and update Chapter Website and publications.

F. Report directly to the Senior Vice President.

- Section 7.* The duties of the Vice President of Membership shall be as follows:
- A. Encourage scholarly fellowship at all levels of the organization.
  - B. Oversee all fellowship activities.
  - C. Implement new ways to increase membership and meeting attendance.
  - D. Maintain current information on all members.
  - E. Report directly to the President.

#### **ARTICLE 6. Election of Officers**

- Section 1.* In addition to meeting requirements as states in Chapter IV, Section 3 of the *Phi Theta Kappa Constitution and Bylaws*, all candidates for office must be members of Phi Theta Kappa and be in good standing.
- Section 2.* Elections must be held every May, just preceding the end of the Winter semester.
- 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. All officer terms are for one year and are open for election in May of each year. There will be a transition period of four to six weeks after the inauguration to allow for old officer to train new officers.
- Section 4.* Nominations for office may be made up until the time of elections.
- Section 5.* A simple majority vote of all present members shall elect any officer.
- Section 6.* In any case when an officer must resign his or her office and election shall be held to elect a new officer. Nomination shall be made from the floor and will be made at the first meeting following the resignation of the officer. The election will be held at the first meeting following nominations. The majority of the votes cast will determine the new officer. The president shall have the power to make a temporary appointment at his/her discretion until an election can be held.

## **ARTICLE 7. Meetings**

- Section 1.* All business meetings will follow the general agenda:
- A.** Call to order
  - B.** Roll call
  - C.** Reading of the Minutes
  - D.** Approval of the Minutes
  - E.** Officer Reports
  - F.** Treasurer's Report
  - G.** Committee Reports
  - H.** Announcements
  - I.** Unfinished Business
  - J.** New Business
  - K.** Adjournment
- Section 2.* The President, or Senior Vice President, and 2/3 (two-thirds) of the remaining Alpha Rho Lambda Chapter's Officers must be present before any official meeting can be called to order.
- Section 3.* All meetings shall be governed by an adaptation of Robert's Rules of Order.
- Section 4.* The chairperson of the said committee shall call special committee meetings. Procedures at such meetings are left to the discretion of the chairperson. Reports of each meetings shall be given to the Recording Secretary and the members at the following General Membership Business Meeting.

## **ARTICLE 8. Finances**

- Section 1.* Finances for the Alpha Rho Lambda Chapter will be raised by projects voted on by a majority vote of the members.
- Section 2.* The Chapter's Treasurer must receive payment of the International Membership fee 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.* The advisor shall annually audit financial records of the Chapter.

**ARTICLE 9. Amendments and Revision**

*Section 1.* The Chapter Bylaws may be amended by a vote of 2/3 (two-thirds) of the members present at any general membership business meeting. Any change to the Bylaws must be send 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.*