

# Bylaws of Alpha Tau Chapter

## CHAPTER 1. *Name of Chapter*

The name of this chapter of Phi Theta Kappa shall be Alpha Tau.

## CHAPTER 2. *Purpose*

The purpose of Alpha Tau Chapter of Phi Theta Kappa at Moberly Area Community College shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified students of this college.

## 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 completed 12 semester hours of associate degree course work, with a Grade Point Average of 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 be considered when determining membership eligibility. A cumulative Grade Point Average of 3.0 must be maintained to remain in good standing. Failure to maintain the required cumulative Grade Point Average 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*

A provisional member of Phi Theta Kappa shall be a student who has shown an active interest in the affairs of the society and who serves the society in some special capacity, but does not fulfill the requirements for active membership. A provisional member shall not have the right to vote, hold office, or to represent the chapter at meetings of the society. A student must currently be enrolled in associate degree coursework at MACC; adhere to the student conduct code; and possess recognized qualities of citizenship. Provisional members may sign a statement of understanding and pay the local fees of twenty-five (25) dollars for the Alpha Tau Chapter. The local fee will be applied to full membership dues upon meeting the requirements of International Phi Theta Kappa membership.

Approved: May 16, 2013

*C. Alumni Member*

An individual must meet eligibility requirements as stated in Article IV, Section 1C of the Phi Theta Kappa Constitution and Bylaws—"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*

An individual must meet eligibility requirements as stated in Article IV, Section 1D of the Phi Theta Kappa Constitution and Bylaws—"An honorary member shall be a person who, in the opinion of the Society or of the local chapter, has rendered distinguished service. National\* honorary membership shall be conferred at the discretion of the Executive Committee and 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 Alpha Tau Chapter if he or she is currently enrolled at Moberly Area Community College and meets the maintenance GPA of the chapter.

CHAPTER 4. *Chapter Advisor*

As stated in the Phi Theta Kappa Constitution and Bylaws, Chapter IV, Section 5, the chapter advisor shall be appointed by the local college administration and thus by virtue of appointment shall be a member of the Association of Chapter Advisors. Each advisor shall be responsible for local membership, shall be responsible for the guidance and approval of local activities, and shall act as a liaison between the International Headquarters and the chapter sponsored. The advisor shall have the additional responsibilities of overseeing completion of the local chapter's annual report and insuring that requirements set by international Phi Theta Kappa are met. In addition to carrying out these duties, 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. Each site sponsor shall be responsible for the guidance and approval of activities on their site and shall act as a liaison between the site and main campus.

CHAPTER 5. *Officers*

Section 1. All officers must be members of Phi Theta Kappa, in good standing, have a Grade Point Average of 3.0 minimum\_and must be carrying a course load of 3 semester hours minimum.

Section 2. The Alpha Tau Chapter of Phi Theta Kappa shall have the following officers: President, Vice President of the Moberly campus, Vice President of the Columbia site, Vice President of the Hannibal site, Vice President of the Mexico site, Vice President of the Kirksville site. Each location may elect committee chairs to develop their local leadership structure.

- Section 3. The duties of the president shall be as follows:
- a) Prepare agendas and preside over all executive business meetings.
  - b) Appoint and establish any necessary committees.
  - c) Vote only in case of a tie.
  - d) Assist in planning and participating at induction ceremonies.
  - e) Serve as an ex-officio member on all committees.
  - f) Present business to the organization.
  - g) Represent the organization at all times.
  - h) Submit all reports of chapter activities and coordinate submission of Five Star report to headquarters.
  - i) Shall be the official spokesperson unless otherwise delegated.
  - j) Appoint a committee to prepare the chapter annual report.
  - k) Assist officers with award entries for international and regional award competitions.
  - l) Executive board shall meet, in person, a minimum of two times each semester.
  - m) Officer must be a member of Phi Theta Kappa, in good standing.
  - n) Collaborate with Advisor on email communications to the members.
  - o) Will oversee all Executive Officers.

- Section 4. The duties of the vice presidents shall be as follows:
- a) Preside over their respective business meetings at each location.
  - b) Appoint and establish any necessary committees at the location in which they represent.
  - c) Supply chapter President, as well as advisors with a list of chairs and committees.
  - d) Supply chapter with minutes pertaining to local meetings.
  - e) Assist in planning and participating at induction ceremonies.
  - f) When presiding over local meetings, will vote only in case of tie.
  - g) Executive Board shall meet a minimum of two times, in person, each semester.
  - h) Officer must be a member of Phi Theta Kappa, in good standing.
  - i) Collaborate with Advisor on email communications to the members.
  - j) Will oversee all Standing Chairpersons serving at the location in which they represent.

#### CHAPTER 6. *Election of officers*

- Section 1. In addition to meeting requirements as stated in Chapter IV, Section 3 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 should 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, and a three-fourths vote of the members present shall be necessary to remove any officer. An officer failing to maintain active membership in the Society shall forfeit the office.

Section 6. In any case 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. The election will be held at the first meeting following nominations. Plurality 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.

#### 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. A majority of members present at a meeting shall constitute a quorum and a majority vote of the members present shall represent an official action of the chapter.

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 present at any regular chapter meeting.

Section 2. Payment of the International Membership fee must be received by the designated chapter advisor 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.

Approved: May 16, 2013

Section 5. Expenses must be approved by an advisor and a requisition 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 I. The chapter bylaws may be amended by a vote of two-thirds of the members present at any regular chapter meeting, provided that the proposed amendment has been presented at a previous meeting. Any changes to the bylaws must be sent to Headquarters for final approval.

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\* Refers to the Phi Theta Kappa International Constitution and Bylaws.

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.

# Phi Theta Kappa

## Alpha Tau Chapter Provisional Member Statement of Understanding

The undersigned agrees and understands that they are a provisional member of the Alpha Tau Chapter of Phi Theta Kappa. As a provisional member of Phi Theta Kappa the undersigned must show an active interest in the affairs of the society and will serve the society in some special capacity, but does not fulfill the requirements for active membership and may not be referenced on a resume. A provisional member shall not have the right to vote, hold office, or to represent the chapter at meetings of the society. A provisional member shall not be granted the benefits, including scholarships, available only to Phi Theta Kappa members until full membership is achieved. The undersigned must currently be enrolled in associate degree coursework at Moberly Area Community College (MACC); adhere to the student conduct code; and possess recognized qualities of citizenship.

The undersigned will pay the local fees of twenty-five (25) dollars for the Alpha Tau Chapter. Once full membership has been achieved the local fee will be applied to full membership dues. Full membership is awarded by completing twelve (12) hours at MACC, earning at least a cumulative 3.5 GPA, and by accepting membership. At that time, the undersigned will be granted access to the privileges of full membership.

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Provisional Member

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Date

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Site Advisor

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Date

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Alpha Tau Chapter Site

Approved: May 16, 2013