

**Phi Theta Kappa
Alpha Chi Lambda Chapter
Constitution
May 7, 2023**

Preamble

The purpose of the Alpha Chi Lambda Chapter of Phi Theta Kappa (PTK) shall be the development of leadership and service, the promotion of scholarship, and the cultivation of fellowship among the qualified students at MiraCosta College. This shall be carried out by the PTK elected officers and upheld by its members.

Article I: Membership

Membership in the Alpha Chi Lambda Chapter shall consist of Standard Member, Alumni Member, and Transfer Member.

Section 1: Standard Member

The decision-making authority of the Alpha Chi Lambda Chapter shall be in the Standard Members. Each candidate for membership must have completed 12 semester hour of associate degree coursework with a minimum grade point average (GPA) of 3.5. Grades for courses completed at other institutions will be considered when determining membership eligibility. When a member's cumulative GPA falls below 3.25, he/she has one semester to raise his/her average GPA up to 3.25. If the member fails to do so, he/she will be ineligible to run for chapter officer positions.

Section 2: Alumni Member

A member who is no longer enrolled at MiraCosta College and has ended his/her active membership in good standing with a minimum of one year's enrollment at MiraCosta College shall be considered an alumni member. Alumni Members shall be entitled to all the privileges of Standard Members except the right to vote or to hold office. An Alumni Member must meet eligibility requirements as stated in Article IV Section 1C of the *Phi Theta Kappa Constitution and Bylaws*. *

Section 3: Transfer Member

A member from another Phi Theta Kappa chapter may transfer his/her membership to the Alpha Chi Lambda Chapter if he/she is currently enrolled at MiraCosta College and meets the GPA requirement as outlined in Section 1.

Section 4: Provisional Member

Provisional Member is a student who, in the opinion of the Alpha Chi Lambda Executive board, has shown an active interest in the affairs of the Society and who serves the Society in some special capacity, but does not meet the full requirements for active membership in the Society. Provisional Members shall not have the right to vote, hold office, or formally represent the chapter at meetings. As soon as the requirements of Standard Membership are met, Provisional Members will become active Standard

Members, with all the rights and privileges. There are no GPA requirements attached to this membership category.

Article II: Officers

The officers shall consist of ten (10) or more elected Standard Members: President, Executive Vice President, Vice President of Service, Vice President of Scholarship, Vice President of Public Relations, Vice President of Records, Vice President of Finance, Vice President of Fellowship, Honors in Action Coordinator, and College Project Coordinator.

Section 1: The duties of the President shall be as follows:

- a. Establish and preside over all meetings.
- b. Create and distribute all meeting agendas 72 hours in advance.
- c. Vote only in the case of a tie
- d. Oversee all officer responsibilities.
- e. Appoint an officer to fill any vacancies as needed.
- f. Create and establish an officer position as needed with a majority vote.
- g. Co-facilitate the Honors in Action project along with the Executive Vice President
- h. Host the Fall and Spring Induction Ceremony (or delegate)

Section 2: The duties of the Executive Vice President shall be as follows:

- a. Perform all duties of the President in the event of his/her absence.
- b. Assist as needed in the duties of the President.
- c. Co-facilitate the Honors in Action project along with the President.
- d. Assist in the duties of officer positions not yet filled.

Section 3: The duties of the Vice President of Service shall be as follows:

- a. Co-facilitate the college project along with the Vice President of Scholarship
- b. Research and present service projects worthy of chapter participation throughout the year
- c. Facilitate a minimum of two (2) service projects for each Fall and Spring semester.

Section 4: The duties of the Vice President of Scholarship shall be as follows:

- a. Co-facilitate the college project along with the Vice President of Service
- b. Research and present scholarly activities worthy of chapter participation throughout the year
- c. Facilitate a minimum of two (2) scholarship activities for each Fall and Spring semester.

Section 5: The duties of the Vice President of Public Relations shall be as follows:

- a. Take pictures at chapter events and activities held throughout the academic year.
- b. Update picture slideshow for the Fall and Spring Induction Ceremony
- c. Maintain chapter website and social media.

- d. Create press releases of upcoming and past chapter events and activities for distribution to all chapter members, the Public Information Office (PIO), the Chariot, etc.

Section 6: The duties of the Vice President of Records shall be as follows:

- a. Take attendance at all meetings.
- b. Maintain a record of all meetings.
- c. Maintain a record of all chapter events and activities held throughout the academic year.

Section 7: The duties of the Vice President of Finance shall be as follows:

- a. Work with the advisor to stay updated on account balances and budgets.
- b. Work with the advisor to prepare and present funding approval requests.
- c. Organize and coordinate fundraising efforts when necessary.

Section 8: The duties of the Vice President of Fellowship shall be as follows:

- a. At least once a semester, work with the advisor and officers to schedule executive officer events.
- b. At least once a semester, work with the advisor and officers to schedule fellowship events for members.
- c. Coordinate events with other campus organizations, specifically the Honors Scholar Program.

Section 9: The duties of the Honors in Action Coordinator shall be as follows:

- a. Organize a team to conduct undergraduate research.
- b. Organize activities to support the research (project).
- c. Measure progress quantitatively and qualitatively.
- d. Present bi-monthly updates at each business meeting

Section 10: The duties of the College Project Coordinator shall be as follows:

- a. Work with College Administrator.
- b. Organize a team to assess the goal set by the administrator.
- c. Organize a team to carry out the project for MiraCosta College.
- d. Measure progress quantitatively and qualitatively
- e. Present bi-monthly updates at each business meeting.

Article III: Election and Impeachment of Officers

Section 1

Members may volunteer for officer candidacy.

Section 2

Announcement of officer candidacy shall be made one meeting prior to the election.

Section 3

A majority vote shall elect any officer.

Section 4

If any officer fails to fulfill his/her duties, he/she may be removed from office by a

majority vote.

Article IV: Advisor(s)

The advisor(s) shall be appointed by the administration of MiraCosta College.

Section 1

The advisor(s) shall be responsible for the guidance of all chapter events and activities.

Section 2

The advisor(s) shall complete and submit the Annual Report and Membership Report required by Phi Theta Kappa International.

Section 3

The advisor(s) shall not be a voting member of the Alpha Chi Lambda Chapter.

Section 4

The advisor(s) shall be responsible for overseeing the completion and submission of member names and fees.

Article V: Meetings

Section 1

An advisor must be at present at all meetings and quorum must be met for the meeting to convene.

Section 2

Quorum is defined as three voting members, one of which must be an officer.

Section 3

A majority vote is defined as two-thirds (2/3) vote of quorum at the present meeting.

Section 4

A majority vote is required to pass any item or issue.

Section 5

A closed meeting may be held to discuss the impeachment of an officer.

Section 6

All meeting agendas shall be in the following format:

- a. Roll Call of Officers and Advisors
- b. Approval of Minutes
- c. Unfinished Business
- d. New Business
- e. Officer Reports
- f. Request for Future Agenda Items
- g. Adjournment

Article VI: Finances

Section 1

Finances for this chapter will be raised by projects voted on by a majority vote of the members.

Section 2

Payment of the International Membership fee must be received 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

Financial records of the chapter shall be annually audited by the advisor.

Article VII: Constitution Amendments and Revision

The constitution may be amended by a majority vote at any meeting, provided that the proposed amendments have been presented one meeting prior. Any changes made to the constitution must be sent to Phi Theta Kappa headquarters for final approval.

*Refers to the Phi Theta Kappa Constitution and Bylaws,
www.ptk.org/About/AboutPhiThetaKappa/ConstitutionBylaws.aspx