



PHI THETA KAPPA
HONOR SOCIETY

Chapter Bylaws

South Texas College
College

Beta Epsilon Mu

Chapter

Bylaws of the Beta Epsilon Mu Chapter

CHAPTER I. Name of Chapter

The name of this chapter of Phi Theta Kappa shall be Beta Epsilon Mu.

CHAPTER II. Purpose

The purpose of Chapter Beta Epsilon Mu of Phi Theta Kappa at South Texas College shall be to provide recognition for academic excellence and opportunities for all college students to grow as scholars and leaders as early as possible during their pursuit of a college degree or credential.

CHAPTER III. Membership

Section 1. Types of membership in the Beta Epsilon Mu Chapter shall consist of active, alumni, transfer, and honorary members as defined in Article IV, Section 1, of the Phi Theta Kappa Constitution and Bylaws. *

- A. **Active Members.** An active member of Phi Theta Kappa Honor Society is a student who has been duly initiated into the Society, maintains the standards required for good standing, and is currently enrolled at the institution where the student's member record is located, as stated in Article IV and Section 1. A of the *Phi Theta Kappa Constitution and Bylaws*, * each candidate for membership must be seeking one of the following degrees and have completed the following hours:
 - B. Certificate 6 hours at South Texas College
 - Associate 12 hours at South Texas College
 - Bachelor 12 hours at South Texas College

Active members shall adhere to the school code of conduct and possess recognized qualities of citizenship. Grades for courses completed at other postsecondary institutions will not be considered when determining membership eligibility. A student must be in good standing with South Texas College and must obtain a minimum cumulative **Grade Point Average (GPA) of 3.25**.

- C. **Alumni Members.** An alumnus/alumna member is a former active member of the Society who is no longer enrolled at the institution where the student's member record is located, as stated in Article IV and Section 1. C of the *Phi Theta Kappa Constitution and Bylaws*, *
- D. **Honorary Members.** An honorary member is a person who, in the opinion of the Society or of the local chapter, has rendered distinguished service. International honorary membership will be conferred at the discretion of the Phi Theta Kappa Honor Society Board of Directors, and local honorary membership will be conferred at the

discretion of the local chapter, as stated in Article IV and Section 1. D of the *Phi Theta Kappa Constitution and Bylaws*, *

- E. **Transfer members.** A member from another Phi Theta Kappa Chapter may transfer membership to Beta Epsilon Mu Chapter if he or she enrolled at South Texas College and meets the maintenance GPA of the chapter. The student must provide ptk@southtexascollege.edu with the request and have PTK number and previous chapter name to process the request with Phi Theta Kappa.

CHAPTER 4. Chapter Advisor

In addition to carrying out the duties as stated in the *Phi Theta Kappa Constitution and Bylaws*, * Chapter III, Section 3, 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. The advisor shall be officially appointed by the institution's administration and shall be a non-voting member of the chapter.

CHAPTER 5. Officers

Section 1. All officers must be members of Phi Theta Kappa, in good standing, have a Grade Point Average of 3.25 and must be carrying a course load of 3 semester hours (or equivalent).

Section 2. The Chapter of Phi Theta Kappa shall have the following officers: President, Vice-President of Scholarship, Vice President of Fellowship, Recording Officer, and Public Relations Officer. A chapter may elect additional officers.

The duties of the officers shall be as follows:

President shall:

- Prepare meeting agendas and lead meetings
- Appoint and establish necessary committees
- Vote only in the case of a tie
- Develop goals for the chapter with help from other officers and advisors
- Oversee all chapter projects - College Project, Honors in Action
- Oversee award entry preparation – College Project, Honors in Action, Individual/Chapter Awards
- Provide regular updates to the chapter advisor(s)
- Monitor and update Chapter's Five Star Chapter Plan

Vice-President of Scholarship shall:

- Encourage academic excellence

- Educate members about PTK Scholarship Opportunities
- Oversee all project components: College Project & Honors in Action
- Coordinate the preparation of the chapter's College Project & Honors in Action Award entries
- Develop activities that promote volunteerism and community service
- Coordinate the chapter's participation in community service projects
- Attend chapter community service events
- Work with Associate VP of Fellowship

Vice President of Fellowship shall:

- Coordinate three membership campaigns per year
- Promote the benefits of membership in person and through social media
- Organize membership drives to contact eligible members
- Educate the campus community on the ways Phi Theta Kappa promotes student success
- Encourage scholarly fellowship at all levels of the society
- Implement strategies to increase membership
- Coordinate the chapter's Enhanced Membership Program
- Coordinate the chapter's C4 (Community College Completion Corps) events
- Educate chapter members about PTK Edge
- Promote member participation in Five Star Competitive Edge
- Work with Associate VP of Scholarship

Recording Officer shall:

- Take and present minutes at each chapter meeting
- Keep records of all chapter activities
- Maintain a system of documenting the chapter's history (i.e., include but are not limited to journaling, blogging, a chapter website, filing copies of chapter award entries).
- Place a copy of all historical records in the chapter files or share access to electronic files with the chapter advisor at the end of the officer term

Public Relations Officer shall:

- Promote Phi Theta Kappa at all levels of the organization
- Oversee and maintain the chapter's website, social media, email and/or newsletter communications
- Take pictures and videos at all chapter events
- Share significant chapter news and events with the Phi Theta Kappa Headquarters representative.

CHAPTER 6. Election of officers & Officer Resignations

Section 1. All candidates for office must be members of Phi Theta Kappa, in good standing at South Texas College.

Section 2. Elections must 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. In the case that a serving officer wishes to continue holding office for another term, they may do so as long as their position is not being contested and they have fulfilled their duties to the best of their abilities.

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.

Section 6. In any case when an officer must resign his office, an election may 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. A simple majority of the votes cast will determine the new officer.

CHAPTER 7 Officer Resignation Notification and Procedures

Section 1. If an officer of the PTK Beta Epsilon Mu chapter cannot fulfill their duties or chooses to resign, they must submit a formal resignation letter to the chapter advisor(s) and the remaining officer team. The resignation letter should clearly state the intent to step down and specify the date when the resignation becomes effective.

Section 2. Upon receiving the resignation or determining that an officer can no longer fulfill their duties, the chapter advisor(s) will temporarily appoint a new member to perform the officer's duties. This appointment will remain in effect until a formal election can be held to fill the position.

Section 3. If the chapter advisor(s) determine an officer is not adequately fulfilling their responsibilities, the advisor(s) have the authority to remove the officer from their position. The chapter advisor(s) will notify the remaining PTK officer team of the removal and guide them on the next steps to fill the vacancy.

Section 4. In the absence of the president or any officer, the PTK Beta Epsilon Mu chapter will continue to function with its existing officer team until the vacant position is officially filled. The chapter advisor(s) and officer team will ensure the smooth continuation of chapter activities during this transition period.

Section 5. The chapter will organize a formal election to fill the vacant officer position as soon as possible, as stated in Chapter VI, Section 6. The temporary appointee may choose to run for the position if they wish. Elections should follow the chapter's established bylaws or election procedures.

CHAPTER 7. Meetings

Section 1.

All meetings will follow the general agenda:

Order of Business

- A. Call to order
- B. Roll call
- C. Reading of the minutes

- D. Fundraising report
- E. Committee reports
- F. Old business
- G. New business
- H. Announcements
- I. Adjournment

CHAPTER 8. Finances

Section 1. Fundraising projects for this chapter will be discussed and voted on by the present members at each monthly meeting.

Section 2. The one-time Phi Theta Kappa Membership fee must be paid before members can be inducted (*One-time payment includes International, Regional and Local fees*).

Section 3. Payment disbursement vouchers must be submitted with supporting invoices and/or statements attached to the original invoice.

Section 4. Financial records of the chapter shall be annually audited by the advisor(s).

CHAPTER 9. Amendments and revision

Section 1. The chapter bylaws may be amended by a majority vote of the members present at any regular 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.

* Refers to the *Phi Theta Kappa Constitution and Bylaws*,
www.ptk.org/constitution-and-bylaws/

Phi Theta Kappa is committed to the elimination of unlawful discrimination in connection with all employment relationships, business operations and programs. Discrimination based on gender, family or marital status, race, color, national origin, military or veteran status, economic status, ethnic background, sexual orientation, gender identity, transgender status, genetic information or history, age, disability, political affiliation and cultural and religious backgrounds is prohibited.