Chapter Bylaws

of

Beta Epsilon Mu Chapter
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Beta Epsilon Mu Chapter

Chapter I. Name of Chapter

The name of this Chapter of Phi Theta Kappa shall be Beta Epsilon Mu.
(Assigned by headquarters upon approval of chartering application.)

Chapter II. Purpose

The purpose of the Beta Epsilon Mu Chapter of Phi Theta Kappa at South Texas 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 III. Membership

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

A. Active 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 associate’s degree
course work, with a Grade Point Average of 3.5 on a 4.0 scale, and adhere to the
school conduct code and posses 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. 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 as stated in the Phi Theta Kappa Constitution and Bylaws,*
will cause membership and all membership privileges to be revoked.

B. Provisional Member. In addition to meeting eligibility requirements as stated in
Article IV, Section 1 B of the Phi Theta Kappa Constitution and Bylaws,* a student
must have earned a cumulative Grade Point Average of 3.5 on all course work
completed in high school. A student must be currently enrolled in associate’s degree
work at the two year college, adhere to school conduct code and posses recognized
qualities of citizenship. Provisional members will pay local chapter dues of $15 per
equivalent term, but are not required to pay the international and regional induction
fee until they have qualified for full membership.

C. Alumni Members. An individual must meet eligibility requirements as stated in
Article IV, Section 1 C of the Phi Theta Kappa Constitution and Bylaws.*
D. *Honorary Members.* An individual must meet eligibility requirements as stated in Article IV, 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.

**Chapter IV. Chapter Advisor(s)**

In addition to carrying out duties as stated in the *Phi Theta Kappa Constitution and Bylaws,* Chapter IV, Section 5, the chapter Advisor(s) shall be responsible for overseeing the completion and submission of Membership Report Forms, Student Profile Forms and fees to Headquarters. The advisor shall be a non-voting member of the chapter and Executive Board.

**Chapter V. Executive Board**

The officers and advisors of the Chapter shall constitute the Executive Board. The Executive board is authorized to act on the ordinary business affairs or needs of the Chapter. The board may call special meetings to the Chapter as needed. Three members of the Executive Board shall constitute a quorum.

**Chapter VI. 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 carry a course load of at least 3 semester hours (or equivalent).

*Section 2.* The Beta Epsilon Mu Chapter of Phi Theta Kappa shall have the following active membership elected officers: President, Vice President of Leadership and Scholarship, Vice President of Service and Fellowship, Recording Secretary, Public Relations Officer, Officer at Large and Parliamentarian (non-voting member). In addition, a Mid-Valley Campus Officer and a Starr County Campus Officer shall be elected by the Beta Epsilon Mu Chapter Executive Board.

*Section 32a.* The Duties of the President shall be as follows:

a) Officially represent the BEM Chapter in the College and community, and at District, Regional, and International levels of the Society.

b) Enforce the Constitution of the Society and Bylaws of the Beta Epsilon Mu Chapter.

c) Develop Chapter goals with the help of the Executive Board.

d) Submit Five Star Goal and Update Forms online by scheduled deadline dates with the consultation of the Executive Board.

e) Prepare meeting agendas and preside over all Chapter business meetings and Executive Board meetings.
f) Oversee standing committees and establish new committees as necessary. The President shall serve as ex-officio member of all standing committees.
g) The President shall only vote in case of a tie to deny a motion or action.
h) Oversee Chapter projects and activities
i) Coordinate along with the Vice Presidents the Hallmark Awards.
j) Assist advisors with the production of Chapter communications.
k) Delegate responsibilities as necessary, and ensure that assigned tasks are followed through.
l) Log in to the BEM email at least once daily to ensure that messages are responded to in a timely manner, and to communicate regularly with members.
m) Other duties may be assigned by Advisor(s).

Section 42b. The Duties of the Vice President of Leadership and Scholarship shall be as follows:

a) Represent the organization at all times.
b) Perform all duties of the President in the event of his absence.
c) Assist the President and carry out all duties assigned by the President.
d) Oversee Honors Study Topic and Leadership activities.
e) Coordinate the Chapter’s participation in the Honors Satellite Seminars
f) Encourage the development of leadership skills by researching and implementing leadership development strategies and seminars.
g) Coordinate with the President the Hallmark Awards.
h) Chair the Scholarship and Leadership Committee, which is responsible for recommending chapter projects relevant to the Honor Study Topic and identifying leadership positions within the community, such as internships.

Section 52c. The Duties of the Vice President of Fellowship and Service shall be as follows:

a) Represent the organization at all times.
b) Perform all duties of the President in the event of his absence.
c) Assist the President and carry out all duties assigned by the President.
d) Develop and oversee activities that promote volunteering and community service.
e) Encourage the development of leadership skills by researching and implementing leadership development strategies and seminars.
f) Encourage scholarly fellowship at all levels of the Society.
g) Serve as the official liaison between BEM and other College and community organizations.
h) Coordinate with the President the Hallmark Awards.
i) Chair the Fellowship and Service Committee, which is responsible for researching, creating and recommending service activities within the community, and coordinate BEM service efforts.

Section 62d. The Duties of the Recording Secretary shall be as follows:
a) Represent the organization at all times.
b) Assist the Executive Board to carry out any necessary duties or assignments.
c) Maintain careful and complete records of the proceedings of all general business meetings and Executive Board meetings.
d) Take and read minutes for approval at all general business meetings and Executive Board meetings.
e) Distribute the minutes to Executive Board no later than (1) week after approval of the minutes.
f) Maintain the Chapter calendar of events.
g) Produce and maintain all BEM sign-in sheets for meetings and events.
h) Serve on the Annual Report Committee to be sent to Headquarters in early Spring.
i) Serve on the Membership Committee

Section 7 2e. The Duties of the Public Relations Officer shall be as follows:

a) Represent the organization at all times.
b) Assist the Executive Board to carry out any necessary duties or assignments.
c) Promote the Chapter at all levels of the Society.
d) Write and submit monthly articles to STC Public Relations Dept. so they may publish in campus and community newspapers.
e) Produce issues of the monthly chapter newsletter and send to the Chapter Programs Coordinator at Phi Theta Kappa Headquarters.
f) Oversee the development and updates to the Chapter website and Facebook.
g) Research, recommend, and implement new methods of communication.
h) Take photographs and/or video at all chapter events.
i) Post approved general business and Executive Board minutes on the Chapter website.
j) Maintain a record of chapter events, including photos, videos, flyers and newspaper articles; and description of BEM events.
k) Chair the Membership Committee, which is responsible for recruitment and outreach.

Section 8 2f. The Duties of the Parliamentarian shall be as follows:

a) Represent the organization at all times.
b) Assist the Executive Board to carry out any necessary duties or assignments.
c) Follow Robert’s Rules of Order at all general business meetings and Executive Board meetings.
d) Serve on the Annual Report Committee to be sent to Headquarters in early Spring.
e) Serve on the Membership Committee.
f) Coordinate the Chapter’s member participation program, and maintain the BEM Member’s points spreadsheet.
g) The Parliamentarian is a non-voting member of the Executive Board.
h) Other duties may be assigned by the President.

Section 2g. The Duties of the Officer at Large shall be as follows:

a) Represent the organization at all times.
b) Assist the Executive Board to carry out any necessary duties or assignments.
c) Coordinate new member orientations
d) Serve on the Annual Report Committee to be sent to Headquarters in early Spring.
e) Serve on the Membership Committee.
f) Assist the Vice Presidents with Hallmark Awards.
g) Assist the Public Relations Officer with invitation mailings to prospective members.
h) Create and disburse the Executive Board information binders at the start of each year.
i) Other duties may be assigned by the President and/or advisor(s)

Section 2h  The Duties of the Mid-Valley Campus Officer (Executive Board Elected)
a) Represent the organization at all times.
b) Assist the Executive Board to carry out any necessary duties or assignments.
c) Maintain regular contact with all Mid-Valley BEM members regarding upcoming meetings and events.
d) Research, recommend, and coordinate any BEM events in the Mid-Valley area.

Section 2i  The Duties of the Starr County Campus Officer (Executive Board Elected)
a) Represent the organization at all times.
b) Assist the Executive Board to carry out any necessary duties or assignments.
c) Maintain regular contact with all Mid-Valley BEM members regarding upcoming meetings and events.
d) Research, recommend, and coordinate any BEM events in the Mid-Valley area.

Chapter VII. 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 must be held at the March business meeting all member elected positions. The Executive Board will elect the Mid-Valley and Starr County Officers at the first Executive Board meeting in May.

Section 3. Officers shall hold office from the first Monday after STC’s Spring Graduation until the following year’s graduation.

Section 4. Nominations from the floor can be made at the same meeting as the elections.

Section 5. Plurality of the votes cast will determine the new officer.

Section 5. 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 contemporary appointment at his/her discretion until an election can be held.

Chapter VIII. Meetings

Section 1. All Business meetings will follow the general agenda:

Order of Business
I. Call to order
II. Roll call
III. Reading of minutes
IV. Officer Reports
V. Committee Reports
VI. Old Business
VII. New Business
VIII. Announcements
IX. Adjournment

Section 2. A quorum of one member over 50% of the Executive Board/Officers, excluding members excused for other school functions, must be present before any official meeting can be called to order.

Section 3. All meetings shall be governed by the adaptation 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 IX. Finances

Section 1. Finances for the 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 done at the www.ptk.org 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.
Chapter X. Amendments and Revisions

Section 1. The Chapter bylaws may be amended by a vote of two-thirds of the members present at any regular meeting, provided that the proposed amendment has been presented at a previous meeting or electronically at least 72 hours in advance. Any changes to the bylaws must be sent to Headquarters for final approval.

*Referring 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 background.*