

Phi Theta Kappa

International Honor Society of the Two-Year College

Chapter Bylaws

New England Institute of Technology

Beta Xi Phi

of
Beta Xi Phi Chapter

CHAPTER 1. Name of Chapter

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

CHAPTER 2. Purpose

The purpose of Beta Xi Phi Chapter of Phi Theta Kappa at New England Institute of Technology 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 the Beta Xi Phi Chapter shall consist of 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 24 quarter credits of associate degree course work, with a Grade Point Average of 3.8 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship. No course taken over five years ago shall be considered when determining membership eligibility for students who re-enter NEIT after 5 or more years in absence. Grades for courses completed at other institutions will not be considered when determining membership eligibility. A cumulative Grade Point Average of 3.6 (Deans List) must be maintained to remain in good standing. Failure to maintain the required cumulative Grade Point Average will result in the member being put on probation for one semester. If the cumulative Grade Point Average is not brought back to 3.6 (Deans List) the member will then be removed from good standing and will cause membership and all membership privileges to be revoked. Special circumstances will be considered if the member attends a special meeting with the chapter President and Michael Recorvitz. A student convicted of a felony or crime involving moral turpitude may not be considered for membership until such time, according to the statutes of the state where the crime was committed, all rights of citizenship have been restored.
- B. *Alumni Member.* Former members of the Society who terminated active membership in good standing and who were enrolled for at least one year at the Associate level may become alumni members. An alumnus shall be entitled to all privileges of the active member except the right to vote or to hold office.

Individuals who attended NEIT prior to the establishment of the Phi Theta Kappa chapter, and whose membership eligibility would otherwise have been satisfied, may be invited to membership by Beta Xi Phi. These students pay international and regional fees prior to induction and immediately assume alumni status upon induction.

- C. *Honorary Member.* 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 Beta Xi Phi chapter. Honorary members do not pay national and regional membership fees and do not have the right to vote.

- D. *Transfer Member.* A member from another Phi Theta Kappa chapter may transfer membership to the Beta Xi Phi Chapter if he or she is currently enrolled at New England Institute of Technology and meets NEIT's Grade Point Average membership eligibility of the chapter.

Section 2. Term of Active Membership.

- A. Active membership is terminated when a member is no longer enrolled in the Associate degree program.
B. For the purpose of holding international office in the Society, active membership in an active chapter is defined as being enrolled in an Associate degree program. A Phi Theta Kappa member may be a candidate for international office only one time.

Section 3. Good Standing.

To maintain active membership, a student shall maintain a cumulative grade-point average of 3.8. Otherwise, the student has one quarter in which to bring his cumulative average up to 3.8. If the member fails to do so, the chapter advisor shall notify the Executive Director and the member's name shall be removed from both the local and international role.

Section 4. Induction.

Immediately after qualifying for membership, the candidate shall be notified in writing by the chapter secretary and invited to join the Society. The chapter Advisor at NEIT shall verify the name of each accepting candidate to the Executive Director on the membership form supplied by the International headquarters. Candidates shall be inducted according to a procedure suggested by the International Headquarters and designed by Beta Xi Phi.

Section 5. Membership Certificate.

Each member shall receive a certificate of membership. Upon receipt of Beta Xi Phi's induction report, the International headquarters shall send a certificate for each new member reported.

Section 6. Penalties.

Should, for any reason, a member's name be removed from the international role, he shall forfeit the right to wear the Society's Key and other regalia and shall forfeit the use of Phi Theta Kappa identification for scholarly and professional purposes.

Section 7 Change of Residence.

A member who changes his college residence shall be eligible to enroll in the chapter of Phi Theta Kappa at the new college if the student meets the standards for membership of that local chapter.

CHAPTER 4. Chapter Advisor

The chapter advisor shall be appointed by the NEIT administration and be a non-voting member of the chapter. By virtue of appointment the chapter advisor shall be a member of the Association of Chapter Advisors. The chapter advisor shall be responsible for local membership, the guidance and approval of local activities, and shall act as liaison between the International Headquarters and the Beta Xi Phi Chapter. The advisor shall have the additional responsibilities of overseeing the completion of the Chapter Annual Report to Headquarters and insuring that requirements set by international Phi Theta Kappa are met.

CHAPTER 5. Officers

Section 1. All officers must be members of Phi Theta Kappa, in good standing, have a Grade Point Average of

3.8 and must be carrying a course load of 12 quarter credits.

Section 2. The Beta Xi Phi Chapter of Phi Theta Kappa shall have the following officers: President, Vice President, Treasurer, Recording Secretary and Public Relations Secretary. A chapter may elect additional officers.

Section 3. The duties of the president shall be as follows:

- a. Preside over all business meetings.
- b. Appoint and establish any necessary committees.
- c. Vote only in case of a tie.
- d. Serve as an ex-officio member on all committees.
- e. Present business to the organization.
- f. Represent the organization at all times.
- g. Appoint a committee to review and/or revise the chapter bylaws annually.
- h. Appoint a committee to prepare the Annual Report to be sent to Headquarters each spring.

Section 4. The duties of the vice president shall be as follows:

- a. Perform all duties of the president in the event of his absence.
- b. Take roll at the meetings.
- c. Coordinate all committees.
- d. Head the committee reviewing the chapter bylaws and the annual report.
- e. Act as program chairman.
- f. Maintain PTK Blackboard internet site.

Section 5. The treasurer shall:

- a. Maintain financial records for the Society by keeping a set of books which shall be audited by the chapter advisor and notarized before the office is relinquished.
- b. Responsible for money generated from Society activities
- c. Make a report of finances at each business meeting.

Section 6. The recording secretary shall:

- a. Take and read minutes of meetings.
- b. Maintain records of the meetings.
- c. Maintain a file of chapter correspondence.
- d. Serve on the committee to prepare the Annual Report to be sent to Headquarters each spring.

Section 7. The public relations secretary shall:

- a. Keep a full record of chapter functions.
- b. Draft and submit press releases whenever possible to the Special Assistant to the President at NEIT.
- c. Prepare and maintain the chapter scrapbook for regional, state, and international meetings and conventions.
- d. Submit to Regional Coordinator and Headquarters reports of chapter activities and Five-Star Chapter Update Forms.

CHAPTER 6. Election of Officers

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

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.
- 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 shall be necessary to remove any officer.
- 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. Treasurer's report
 - e. Committee reports
 - f. Old business
 - g. New business
 - h. Announcements
 - i. Adjournment
- Section 2.** A quorum of one member over 50% of the membership, 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 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.
- Section 2.** Payment of the International Membership fee of \$45 must be received by the chapter treasurer before members can be inducted.
- Section 3.** All members must pay the regional fee of \$3 prior to induction.
- Section 4.** There are no local fees.
- 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.

Section 8. Within thirty days of notification from headquarters, each local chapter shall submit an annual report on the form supplied by International headquarters. Chapters failing to submit this report shall be subject to probation. Permission for filing this report at a later date may be granted by the Executive Director.

CHAPTER 9. Amendments and Revision

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. Any changes to the bylaws must be sent to Headquarters for final approval.

CHAPTER 10. Official Policy Statements of Phi Theta Kappa

The Beta Xi Phi chapter of Phi Theta Kappa may not deny privileges of membership guaranteed by Phi Theta Kappa headquarters to any Phi Theta Kappa member. This statement should be understood to mean that the Beta Xi Phi chapter may not deny such membership privileges and benefits as wearing the honor stole, tassel and/or cord at graduation, provided the member is in good standing with Beta Xi Phi. This policy should also be understood to mean that no member may be dropped from the membership role due to lack of participation in chapter activities.

The President of New England Institute of Technology, or his designee, has the final authority on deciding an issue upon which the advisor and members cannot agree, as long as that decision is in compliance with the Phi Theta Kappa Constitution and Bylaws.

* 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.