

**BARSTOW COMMUNITY COLLEGE
BARSTOW, CALIFORNIA**

**BETA LAMBDA CHI CHAPTER
BYLAWS**

CHAPTER 1. Name of Chapter

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

CHAPTER 2. Purpose

The purpose of Beta Lambda Chi Chapter of Phi Theta Kappa at Barstow 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, transfer 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 one (1) semester with a minimum of 12 credits hours of associate degree course work, with a Grade Point Average of 3.25 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship. Studies taken more than five years ago will not be considered when determining membership eligibility. Grade for courses completed at other institutions will 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 requirements as stated in the Phi Theta Kappa Constitution and Bylaws* will cause membership and all membership privileges to be revoked.

Each member must complete 12 hours of community service points per month and must be directly club related. (This includes attending meeting and recognized club functions.) If

club members do not comply, they will be placed on a probationary and/or membership maybe terminated.

At the time of graduation, each club member shall have the privileges of wearing the Phi Theta Kappa Graduation Regalia. The Phi Theta Kappa Graduation Regalia will consist of honors stole, double honor cord and the key medallion. The club members can also decide where they can buy the above mention regalia for graduation.

B. Provisional Member

In addition to meeting eligibility requirements as stated in Article IV, Section 1B of the Phi Theta Kappa Constitution and Bylaws,* a student must have earned a cumulative Grade Point Average of 3.25 on all course work completed in high school. A student must be currently enrolled in associate degree course work at the two year college, adhere to school conduct code and possess recognized qualities of citizenship. Provisional members will pay local chapter dues of five dollars (\$5.00) per semester, but are not required to pay the international and regional induction fee until they have qualified for full membership.

C. Alumni Member

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

D. Honorary Member

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

E. Transfer Member

A member from another Phi Theta Kappa chapter may transfer membership to Beta Lambda Chi Chapter if he or she is currently enrolled at Barstow Community College and meets the membership eligibility of the chapter.

CHAPTER 4. Chapter Advisor

In addition to carrying out the duties as stated in the Phi Theta Kappa

Constitution and Bylaws,* Chapter IV, Section 5, 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 college administration and shall be a non-voting member of the chapter.

The chapter advisor can appoint up to two (2) co-advisors.

The chapter advisor or one of the co-advisors must be present at all club functions.

Either one or all the club advisors must help to serve on the committee to prepare the Annual Report to be sent to Headquarters each spring.

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 12 semester hours (full time) or 9 semester hours (part time) (or equivalent).

Section 2 The Beta Lambda Chi Chapter of Phi Theta Kappa shall have the following officers: President, Internal Vice-President, External Vice-President, Treasurer, Recording Secretary and Public Relations Officer. A chapter may also elect additional officers as they see fit.

Section 3 The duties of the **PRESIDENT** shall be as follows:

- a. Preside over all business meetings.
- b. Appoint and establish all necessary committees.
- c. Vote only in case of a tie.
- d. Serve as an ex-officio “by right of office” member on all committees.
- e. Present business to the organization.
- f. Represent the organization at all time.
- 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.
- i. Head the committee reviewing the chapter bylaws and the annual report.
- j. Act in place of or appoint interim officer for any unfilled officer positions necessary to the running of Beta Lambda Chi.

Section 4 The duties of the **INTERNAL VICE-PRESIDENT** shall be as follows:

- a. Perform all duties of the president in the event of his absence.
- b. Prepare and maintain the chapter scrapbook for regional, state and international meetings and conventions.

Section 5 The duties of the **EXTERNAL VICE-PRESIDENT** shall be as follows:

- a. Coordinate all committees.
- b. Act as a program chairman.
- c. Act as Phi Theta Kappa representative at ICC meetings
- d. Submit organizations service points to Joanne Garcia by the 15th of each month.
- e. Be responsible for sending reminder emails to members and advisors for meetings and club functions.
- e. Be responsible for updating the BCC Phi Theta Kappa Webpage @ <http://www.barstow.edu/StudentLife/Clubs/ptk/ptk.asp>

Section 6 The **TREASURER** shall:

- a. Be responsible for writing and submitting all Purchase orders to the Business office concerning Beta Lambda Chi business and events.
- b. Be responsible for submitting membership dues and application of membership for new members (keeping a copy of application and receipt for PTK records).
- c. Be responsible for maintaining receipts for all purchase orders.
- d. Present the treasury report for Beta Lambda Chi at each member meeting.

Section 7 The **RECORDING SECRETARY** shall:

- a. Take detailed minutes of meetings.
- b. Transfer notes from each meeting to create Agenda and Minutes for the next meeting.
- c. Stamp and post current minutes and agenda on PTK bulletin board prior to each meeting.
- d. Make copies of minutes and agenda for members for each meeting
- e. Maintain copies of minutes and agenda for all meetings.
- f. Shall have the responsibility to give the agenda and minutes to the President of Barstow Community College.
- g. Serve on the committee to prepare the Annual Report to be sent to Headquarters each spring.
- h. Check mail in PTK designated mail box and deliver to PTK advisor
- i. Take roll at meetings

Section 8 The **PUBLIC RELATIONS** officer shall: (optional office)

- a. Keep a full record of chapter functions.
- b. Draft and submit press releases whenever possible to all area newspapers.
- c. Coordinate with the Public Relations Officer of Barstow Community College regarding all club functions.
- d. Submit to Regional Coordinator and Headquarters reports of chapter activities and Five-Star Chapter Update Forms.

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 must be held no later than the meeting preceding the last meeting during

the spring semester of each year.

Section 3 Officers shall hold office from time of their inauguration, which shall be at the first meeting following the election, to the time of the next inauguration (the following spring).

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 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. Approval of the agenda and minutes
- d. Officer Reports
- e. New Business
- f. Unfinished Business
- g. Pass the Gavel
- h. Adjournment

Section 2 A quorum of one member over fifty percent (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 must be received by the chapter treasurer before members can be inducted.
- Section 3** All members must pay the local fee prior to induction. (For provisional members only)
- Section 4** All members must pay the regional fee prior to induction.
- Section 5** Purchase orders must be submitted with supporting invoices and/or statements attached to the original invoice.
- Section 6** Financial statement and funds available shall be annually audited by either the chapter advisor or the co-advisors.
-

CHAPTER 9. Amendments and Revision

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

* 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.