



**BARSTOW COMMUNITY COLLEGE  
BARSTOW, CALIFORNIA**



**BETA LAMBDA CHI CHAPTER  
CONSTITUTION**

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**PREAMBLE**

That academic excellence among two-year college students may be nurtured; that opportunity may be provided for leadership training; that an intellectual climate may be promoted for an interchange of ideas and ideals; and that scholars may be imbued with desire for continuing education, we dedicate ourselves as fellows of Phi Theta Kappa. Among us membership is a privilege earned by qualifications, honor, and service. In the conduct of our activities, truth shall be our quest, diligence our staff, and achievement our purpose.

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**ARTICLE I. NAME OF SOCIETY**

The name of this Society shall be "Phi Theta Kappa."

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**ARTICLE II. PURPOSE OF SOCIETY**

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

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**ARTICLE III. INSIGNIA OF SOCIETY**

**Section 1. Emblem**

The emblem of this Society shall be a golden slab, keyed at the top and bottom. Across the center of the slab is a black enamel band upon which three Greek letters appear, which are the initials of three mystic Greek words symbolizing phronimon (Phi), thumos (Theta), katharotes (Kappa) and meaning wisdom, aspiration, and purity. Behind the band is a wreath, on the one side composed of oak leaves, and on the other, of laurel.

The wreath of oak leaves denotes stability and strength of character, and the curling leaves of laurel signify achievement and success. Above the band is a representation of the head of Athena, Goddess of Learning; in the base appear the mystic Greek letters meaning light, the light of learning and knowledge.

## **Section 2. Colors**

The colors of the Society shall be blue, for scholarship, and gold, for purity.

## **Section 3. Seal**

The official seal of the Society shall be of the same general character as the emblem.

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# **ARTICLE IV. MEMBERSHIP IN THE SOCIETY**

## **Section 1. Types of Membership**

The Society shall consist of active, provisional, alumni, and honorary members:

### **A. Active Members**

An active member of Phi Theta Kappa shall be a student who has met the requirements for membership in an active chapter of the Society as set forth in Article IV, Section 2, of the Constitution, and who has been duly initiated into the Society; and who maintains the standards required for good standing for active membership.

### **B. Provisional Members**

A provisional member of Phi Theta Kappa shall be a student who, in the opinion of the local chapter, has shown an active interest in the affairs of the Society and who serves the Society in some special capacity, but who does not meet the full requirements for active membership in the Society. A provisional member shall not have the right to vote, hold office, or to represent the chapter at meetings of the Society.

### **C. Alumni Members**

An alumnus member shall be a former member of the Society who terminated active membership in good standing and who was enrolled for at least one year in a two-year college.

## **D. Honorary Members**

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 local chapter.

## **Section 2. Eligibility for Membership**

To be eligible for membership in Phi Theta Kappa, a student must:

- A.** Be enrolled in a two-year college;
- B.** Have accumulated the number of credit hours used by that college to designate full time status;
- C.** Have a grade point average equivalent to not less than a "B";
- D.** Have established academic excellence as judged by the faculty;
- E.** Be of good moral character and shall possess recognized qualities of citizenship.

## **Section 3. Active Membership**

To maintain active membership, a student, at the end of each academic term (as defined by the college) shall have maintained a grade-point average of not less than a "B" and shall have maintained the standards necessary for membership in the Society.

## **Section 4. Chapter Requirements for Membership**

Each local chapter shall have the prerogative of raising the academic standards required for membership, or of adhering to those set forth in Article IV, Section 2, of the Constitution of the Society.

## **Section 5. Revocation of Membership**

In the event that a member does not meet the requirements for continuing membership in the Society as stated in Article IV, Section 3, of the Constitution, the name of the member shall be removed from the chapter and national\* membership rolls.

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## **ARTICLE V. NATIONAL\* ORGANIZATION**

\* In 1991, the organization expanded into Canada and thus became international.

### **Section 1. Board of Directors**

The Board of Directors shall be composed of: one (1) chapter advisor; one (1) regional coordinator; one (1) student member; one (1) alumnus member; one (1) national\* honorary member; one (1) two-year college administrator; and the Executive Director.

#### **A. Terms of Office**

Each member of the Board of Directors shall serve a three-year term, with the exception of the Executive Director, who will be a permanent member of the Board, and the student member, who will serve a one-year term. A member of the Board of Directors may not serve longer than two successive terms, and if, for any reason, a member of the Board of Directors is unable to complete the full term, the Executive Director, with the consent of the Board, will appoint a qualified person to fill the remainder of the unexpired term.

#### **B. Election of the Board of Directors**

Directors shall be chosen by the following procedures:

1. The chapter advisor shall be elected by the active chapter advisors present at the National\* Convention.
2. The regional coordinator shall be elected by the active chapter advisors present at the National\* Convention.
3. The student member shall be elected by the Board of Directors from the Executive Committee.
4. The alumnus member shall be elected by the Executive Committee upon recommendation of the Executive Director.
5. The honorary member shall be elected by the Executive Committee upon recommendation of the Executive Director.
6. The two-year college administrator shall be elected by the Executive Committee from recommendations made to the Executive Director by the active chapter advisors of the Society.
7. The Executive Director is a member of the Board of Directors by virtue of office.

#### **C. Duties of the Board of Directors**

The duties of the Board of Directors shall be to determine the policies for the operation of Phi Theta Kappa and to be trustees of all Phi Theta Kappa

properties. The duties and responsibilities not specifically delegated by the Constitution to the Executive Committee are vested in the Board of Directors.

## **Section 2. National\* Officers**

The national\* officers of Phi Theta Kappa shall be composed of a President and Vice Presidents from each of the designated regions as defined in the Bylaws of Phi Theta Kappa.

### **A. Terms of Office**

Each of the national\* officers will serve a one-year term.

### **B. Election to Office**

Elections for national\* officers of Phi Theta Kappa shall be held annually at the National\* Convention. A simple majority vote of the convention shall be necessary to elect each national\* officer.

### **C. Qualifications**

Any active member of any active chapter of Phi Theta Kappa shall be eligible for national\* candidacy.

### **D. Removal from Office**

A national\* officer may be removed from office if he or she is no longer an active member of an active chapter of Phi Theta Kappa, or if three-fourths (3/4) of the active chapters recommend by petition to the Board of Directors that any such officer be removed.

### **E. Duties of Officers**

The Duties of the national\* officers of Phi Theta Kappa shall be as follows:

- 1.** The President of Phi Theta Kappa shall
  - a.** Preside at the National\* Convention;
  - b.** Make the keynote address at the first general session of the National\* Convention;
  - c.** Make all convention committee appointments;
  - d.** Install the national\* officers for the new term;
  - e.** Serve as a member of and preside over meetings of the Executive Committee;
  - f.** Sign all charters issued; and
  - g.** Confer regularly with the Executive Director of Phi Theta Kappa. The President may attend regional meetings of Phi Theta Kappa and may act for the Vice Presidents if necessary.

- 2.** If the President is unable to perform his assigned duties, the Executive Committee shall elect one of its members as President Pro-Tempore to act in the capacity of President until such time as the President is able to return to his duties. If the President is unable to return to his duties, the President Pro-Tempore shall serve as President until a new President is elected.
- 3.** The Vice Presidents of Phi Theta Kappa shall
  - a.** Be members of the Executive Committee and attend all its meetings;
  - b.** Assist the Executive Director in planning their respective regional meetings;
  - c.** Report the minutes of each of these meetings to the National\* Headquarters; and
  - d.** Perform whatever other duties or services are required in the orderly operation of the Society.

### **Section 3. Executive Committee**

The Executive Committee of Phi Theta Kappa shall consist of the National\* President of Phi Theta Kappa and the four Vice Presidents who are elected respectively from each of the regions; the Executive Director shall be a non-voting member of the committee.

#### **A. Term of Executive Committee Members**

Each member of the Executive Committee shall serve on the Committee for the full term by virtue of elective office.

#### **B. Duties of the Executive Committee**

The duties of the Executive Committee shall consist of the following:

- 1.** To perform all functions specifically designated to the Executive Committee by this Constitution.
- 2.** To select one of its members to act as President Pro-Tempore, if the President of Phi Theta Kappa is unable to perform the constitutional duties of the office and to assume those duties and responsibilities until the President is again able to discharge them.

## **Section 4. Executive Director and Staff**

The Executive Director is the chief administrative officer of the Society.

### **A. Election of Executive Director**

The Executive Director is elected to that position by the Board of Directors.

### **B. Term of Office and Compensation**

The term of office and salary of the Executive Director shall be determined by the Board of Directors, and the Executive Director shall serve at the pleasure of the Board.

### **C. Duties of the Executive Director**

The duties of the Executive Director shall consist of the following:

1. To perform all administrative duties of the Society not otherwise delegated.
2. To collect fees for the Society.
3. To maintain custody of the funds of the Society.
4. To supervise Society staff employees.

### **D. Staff**

All national\* staff members of Phi Theta Kappa shall be employed by the Board of Directors upon the recommendation of the Executive Director at a rate of compensation set by the Board of Directors. The Executive Director shall have the authority to employ and compensate temporary staff employees as may become necessary for the orderly operation of the Society, but no such employee shall remain in the employment of the Society for over six months without the approval of the Board of Directors.

## **Section 5. Regional Coordinators**

A Regional Coordinator of Phi Theta Kappa shall be an advisor of a local chapter of the Society and shall represent Phi Theta Kappa at regional meetings.

### **A. Terms of Office**

A regional coordinator shall serve a one-year term which is subject to renewal.

## **B. Election of Regional Coordinators**

Regional coordinators are appointed to office by the Executive Committee upon the recommendation of the Executive Director.

## **D. Duties of Regional Coordinators**

The duties of regional coordinators of Phi Theta Kappa shall be:

- 1.** To work closely with the regional officers in planning and executing programs.
  - 2.** To assist the officers in directing regional activities of the Society.
  - 3.** To correspond and communicate with the National\* Headquarters in guiding regional activities of the Society.
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# **ARTICLE VI. LOCAL ORGANIZATIONS**

## **Section 1. Local Chapters**

The local chapter of Phi Theta Kappa shall be classified as an active chapter, a provisional chapter or an alumni chapter.

### **A. Active Chapters**

An active chapter is one which is fully affiliated with the National\* Headquarters of Phi Theta Kappa; has been included on the roll of active chapters by having complied with the necessary requirements; and has been issued a charter.

#### **Charter Procedure:**

- 1.** The president of a two-year college should submit a letter of application to the Executive Director.
- 2.** The applicant should complete forms of application supplied by the National\* Headquarters. These require the following information: the name and address of the two-year college applying for membership; a certification of full accreditation; the signature of the president of the two-year college applying for membership; and the signature of at least five members of the student body eligible for membership in Phi Theta Kappa.
- 3.** The applicant shall pay the charter fee to the National\* Headquarters.

4. The Executive Director, on the direction of the Board of Directors, shall issue the charter.

5. The new chapter shall submit a list of the names of the charter members as well as those of the officers of the chapter and that of the chapter advisor.

## **B. Provisional Chapters**

A provisional chapter of Phi Theta Kappa is one which meets the same requirements as an active chapter except that the two-year college which sponsors the chapter is only provisionally accredited by educational authorities.

1. Provisional chapter status results in the granting of a provisional charter; such a charter is in effect for five years.

2. Transition to active status occurs when a provisional chapter becomes an active chapter at the time the two-year college sponsoring the chapter achieves full accreditation. At this time, the president and advisor of the provisional chapter should inform the National\* Headquarters in writing, so that a new charter may be issued.

3. A provisional charter may be extended for one year, in addition to the five years granted on the issuance of the provisional charter, upon petition of the president of the sponsoring school and the provisional chapter advisor. The petition must state that full accreditation is expected within the year and must document that assertion.

4. No member of a provisional chapter may serve as a national\* officer of Phi Theta Kappa.

5. A provisional charter of Phi Theta Kappa expires after five years unless the provisional chapter becomes an active chapter. Upon the expiration of the provisional charter, the provisional charter will be removed from the rolls of the Society.

## **C. Alumni Chapters**

An alumni chapter of Phi Theta Kappa is one which is fully affiliated with the National\* Headquarters of Phi Theta Kappa; has been included in the roll of alumni chapters by having complied with the requirements necessary to be an alumni chapter; and has been issued an alumni chapter charter.

### **Procedure for Establishing an Alumni Chapter:**

- 1.** The submission of an application for an alumni chapter charter by at least ten members of Phi Theta Kappa, stating the location of the chapter; the submission of a prospectus which assures the permanence of the alumni chapter;
- 2.** The payment of an alumni chapter charter fee to the National\* Headquarters;
- 3.** The submission of a list of proposed members of the alumni chapter; and
- 4.** The approval by the Board of Directors of the application for alumni chapter charter.

### **Section 2. Dissolution of Chapters**

A chapter of Phi Theta Kappa shall have the right to dissolve the affiliation between itself and Phi Theta Kappa, but upon such dissolution no local chapter will be allowed to continue to use the name, symbols, colors or emblems of Phi Theta Kappa and the chapter will be removed from the rolls of Phi Theta Kappa.

### **Section 3. Discipline of Local Chapters.**

The national\* organization of Phi Theta Kappa shall be responsible for the discipline of local chapters which do not adhere to the Constitution, Bylaws, rules and regulations of the Society.

#### **A. Probation**

Any local chapter which refuses to adhere to the Constitution, Bylaws, and policies of the Society shall be placed on probation by a joint action of the Board of Directors and the Executive Committee.

- 1.** The terms of the probation shall be determined by the Board of Directors, but the probation shall be for not longer than two years.
- 2.** Any chapter on probation loses its right to vote at the National\* Convention, and no member of a chapter on probation shall be allowed to hold national\* office in the Society.

#### **B. Revocation of Charter**

In the event that any local chapter shall violate the Constitution, Bylaws, and/or policies of the Society in an open and defiant manner, the charter of the chapter shall be revoked upon a petition from three-fourths of the active chapters to the Board of Directors requesting such action and a four-fifths

vote of the Board of Directors approving such revocation. No sponsoring institution which has had a charter revoked for a local chapter of Phi Theta Kappa will be allowed to apply again for a chapter of Phi Theta Kappa for at least two years from the time of the revocation of the charter of the previous chapter.

#### **Section 4. Surrender of Charter of Chapters**

In the event that the institution which sponsors the local chapter of Phi Theta Kappa should either become a college not offering a two-year college program or lose its accreditation, the local chapter of Phi Theta Kappa shall have a period of two years in which to surrender its charter.

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### **ARTICLE VII. MEETINGS AND PROCEDURES**

#### **Section 1. Meetings**

There should be such meetings of the Society as shall be deemed necessary and proper as provided for within this Section.

##### **A. National\* Convention**

There shall be an annual National\* Convention of the Society. This convention shall be held in March or April of each year. Plans for the convention shall be determined by the Executive Director and be approved by the Executive Committee.

##### **B. Regional Meetings.**

There shall be annual regional meetings of the Society as approved by the Executive Director and the Executive Committee.

##### **C. Local Chapter Meetings.**

The local chapters shall meet as often as the local chapter bylaws require.

##### **D. Special Meetings.**

The Executive Director, with the approval of the Executive Committee, may convene any special meetings of the Society, or any sub-group thereof, as may be deemed necessary and proper for the resolution of the business of the Society, or for any other purpose not contrary to this Constitution.

## **Section 2. Procedure**

The procedural rules governing the meetings of the Society shall be Robert's Rules of Order, except as specified and set forth herein.

### **A. Voting.**

The persons allowed to vote at the meetings of the Society shall be as follows:

#### **1. National\* Convention.**

Each active chapter shall be entitled to one vote at the National\* Convention. This vote shall be cast by the official chapter delegate who is present and recognized at the National\* Convention.

#### **2. Regional Meetings.**

Each active chapter shall be entitled to one vote at the regional meetings of the Society, to be cast by the official delegate for that chapter recognized by that meeting.

#### **3. Special Meetings.**

Each active chapter shall be entitled to one vote at any special meeting of the Society, to be cast by the official delegate for that chapter recognized by that meeting.

#### **4. Local Chapter Meetings.**

Voting procedures in a local chapter shall be determined by the local chapter.

### **B. Quorum**

National\* officers and official delegates present at any meeting shall constitute a quorum for the transaction of business.

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## **ARTICLE VIII. FINANCE**

### **Section 1. Tax Exemption**

The Society shall be operated exclusively for educational purposes and shall be exempt from taxation under Section 501(a) and described in Section 501(c)(3) in the Internal Revenue Code. No part of its net earnings shall insure to the benefit of any private individual except that reasonable compensation shall be paid for services actually rendered.

### **Section 2. Fees**

Charter and membership fees shall be fixed by the Board of Directors.

### **Section 3. Expenditure of Funds**

All fees, donations, grants, and other types of financial income shall be expended for the purposes of this Society.

### **Section 4. Financial Report**

The Executive Director shall present a complete financial report for approval to the Board of Directors at the annual meeting of the Board of Directors. A statement of the financial condition of the Society shall be published annually in the official publication of Phi Theta Kappa.

### **Section 5. Financial Obligations**

No financial obligation shall be incurred by any officer or committee except as authorized within annual budgets or except under authority of special interim action which has been approved by the Board of Directors.

### **Section 6. Fiscal Year**

The fiscal year of the Society shall be fixed by the Bylaws.

### **Section 7. Provision of Dissolution**

If the Society should ever cease to operate as provided for in its charter of incorporation or in its Constitution, the accumulated assets shall be distributed in accordance with the laws of the State of Incorporation and the laws of the United States of America.

## **ARTICLE IX. AMENDMENTS**

### **Section 1. Constitution.**

The Constitution of Phi Theta Kappa Society may be amended at any time in the following manner:

- A.** A written amendment shall be submitted to the Executive Director at least thirty days prior to the National\* Convention.
- B.** The amendment shall then be presented at the National\* Convention for discussion and possible approval. Tentative approval shall require a two-thirds vote of the delegates present at the National\* Convention.
- C.** If a tentative approval is passed at the convention, the amendment shall be submitted thereafter to the local chapters for consideration.
  - 1.** A four-fifths affirmative vote by all of the local chapters voting shall approve the amendment.
- D.** After approval, the amendment shall be added to the Constitution.

### **Section 2. Bylaws.**

The Bylaws of Phi Theta Kappa may be amended at any time in the following manner:

- A.** A proposed change in the Bylaws shall be submitted to the Executive Director by any active chapter, national\* officer, or member of the Board of Directors at least thirty days prior to the regular annual meeting of the Board of Directors.
- B.** Approval of any proposed change in Bylaws shall require a three-fourths vote of the Board of Directors.

### **Section 3. Prohibition of Amendments.**

Amendments shall not prevent the Society from operating exclusively for nonprofit educational purposes and in a manner which makes the Society tax exempt nor prevents the deduction of donations from taxable income to the extent allowed by the Internal Revenue Code.