

# BYLAWS OF SIGMA ZETA CHAPTER OF PHI THETA KAPPA

---

## Article I. Name of Chapter

- 1.1. The name of this chapter of Phi Theta Kappa shall be Sigma Zeta, and it shall be bound by the Phi Theta Kappa International Constitution, Bylaws, and Official Policy statements.

## Article II. Purpose

- 2.1 The purpose of Sigma Zeta Chapter of Phi Theta Kappa at Lane 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.

## Article III. Membership

- 3.1 Types of Membership in Sigma Zeta Chapter shall consist of member, provisional member, alumni member, honorary member, and transfer member as defined in Article IV, Section 1, of the Phi Theta Kappa Constitution.\*
- 3.2 Member: In addition to meeting membership eligibility requirements as stated in Article IV of the Phi Theta Kappa Constitution\*, each candidate for membership must:
  - 3.2.1 Have completed twelve (12) semester credit hours full time or eighteen (18) semester credit hours part time of associate degree or transfer program course work,
  - 3.2.2 Have a Grade Point Average of 3.25 on a 4.0 scale,
  - 3.2.3 Adhere to the school conduct code,
  - 3.2.4 Posses recognized qualities of Leadership.
  - 3.2.5 Recognize that grades for courses completed at other institutions will not be considered when determining membership eligibility. A cumulative Grade Point Average of 3.0 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,\* Article 1, Section 3. Failure to meet good standing requirements as stated in the Phi Theta Kappa Constitution\* and Sigma Zeta Bylaws will cause membership and all membership privileges to be revoked.
- 3.3 Provisional Member: In addition to meeting eligibility requirements as stated the Phi Theta Kappa Constitution\*, a student must have earned a cumulative Grade Point Average of 3.25 on all course work completed in high school, be currently enrolled in associate degree course work at Lane Community College, adhere to the LCC student conduct code, and possess recognized qualities of leadership.
- 3.4 Alumni Member: An individual must meet eligibility requirements as stated in the Rocky Mountain Cascade Region and the Phi Theta Kappa Constitution.\*

\* Refers to the Phi Theta Kappa International Constitution.

- 3.5 Honorary Member: An individual must meet eligibility requirements set forth by the Sigma Zeta chapter (i.e.: distinguished service) and the Phi Theta Kappa Constitution.\*
- 3.6 Transfer Member: A member from another Phi Theta Kappa chapter may transfer membership to Sigma Zeta Chapter if he or she is currently enrolled at Lane Community College and meets the chapter's 3.25 grade point average (GPA), and pays chapter dues.

## Article IV. Chapter Advisor

- 4.1 In addition to carrying out the duties as stated in the Phi Theta Kappa Constitution,\* Article IV, Section 5, the chapter advisor shall be responsible for overseeing the completion and submission of member names 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.
- 4.2 The Chapter Advisor shall have final approval with regard to all campus policies and procedures as they relate to Sigma Zeta Chapter.
- 4.3 The Chapter Advisor shall assist the treasurer with the reporting of chapter funds on a regular basis.

## Article V. Officers

- 5.1 All officers must be members of Phi Theta Kappa, in good standing, maintain a Grade Point Average of 3.25, and be enrolled as a credit Lane Community College student carrying a course load of six (6) credit hours per term (fall, winter, and spring).
- 5.2 The Sigma Zeta Chapter of Phi Theta Kappa shall have the following officers: President, Vice President, Treasurer, External Communications Officer, and Internal Communications Officer. The Past President shall serve as an ex-officio officer. Any regional or international officers active in the chapter shall also serve as ex-officio officers. The chapter may appoint additional officers.
- 5.3 All officers of the chapter will:
  - 5.3.1 Serve 4 volunteer hours per week in the chapter office in addition to regular duties
  - 5.3.2 Post office hours with the team during the first week of term and update any changes
  - 5.3.3 Attend all weekly general meetings, monthly executive meetings, and scheduled events
  - 5.3.4 Abide by the Sigma Zeta Chapter Code of Ethics, in addition to stated position duties.
- 5.4 The duties of the President shall be as follows:
  - 5.4.1 Preside over all business meetings.
  - 5.4.2 Appoint and establish any necessary committees.
  - 5.4.3 Vote only in case of a tie.
  - 5.4.4 Serve as an ex-officio member on all committees.
  - 5.4.5 Present business to the organization.
  - 5.4.6 Represent the organization at all times.
  - 5.4.7 Appoint a committee to review and/or revise the chapter bylaws annually.
  - 5.4.8 Appoint a committee to assist the Vice President with the Annual Report to be sent to Headquarters each spring.
- 5.5 The duties of the Vice President shall be as follows:
  - 5.5.1 Perform all duties of the president in the event of his or her absence.
  - 5.5.2 Take roll at the meetings if the Internal Communications Officer is absent.
  - 5.5.3 Head the committee reviewing the chapter bylaws and the annual report.
  - 5.5.4 Become president in the event the president cannot complete his or her term.
  - 5.5.5 Coordinate activities related to the Honors Study Topic.

\* Refers to the Phi Theta Kappa International Constitution.

- 5.5.6 Provide documentation and other records of Hallmark activities.
- 5.5.7 Coordinate all committees and head the event planning of the chapter.
- 5.5.8 Act as liaison to the Regional Officer Team
- 5.6 The duties of the Treasurer shall be as follows:
  - 5.6.1 Keep an ongoing record of chapter accounts, conduct regular bookkeeping for all chapter accounts, control the cash on hand, and provide an up-to-date figure upon request.
  - 5.6.2 Deliver a report at the first meeting of each month that notes the chapters fundraising, expenditures, and increases in membership since the last report.
  - 5.6.3 Keep inventory, coordinate with chapter leaders to replenish resources when necessary.
  - 5.6.4 Assist the officers with the annual report; prepare and deliver quarterly regional reports.
  - 5.6.5 Receive copies of all financially related documentation including invoices and receipts.
  - 5.6.6 Maintain a set of account books, which shall be audited monthly by the advisor and president. Reconcile the “club account” with chapter records quarterly.
  - 5.6.7 Take great care to adhere to Lane [COPPS](#) Policies and report any issues to both the president and the advisor.
  - 5.6.8 Attend all chapter fundraisers, teaching/demonstrating ethical cash handling procedures.
- 5.7 The duties of the External Communications Officer shall be as follows:
  - 5.7.1 Take a primary role in preparing all public or published chapter documents.
  - 5.7.2 Monitor chapter email: compose replies, coordinate messaging, maintain a file of all chapter correspondence, and disseminate any incoming messages to the proper officer,
  - 5.7.3 Prepare Media Advisories, Press Releases, or Event Memos as directed by the president
  - 5.7.4 Produce a monthly membership Newsletter featuring the chapter’s activities including chapter goals, officer contacts, current or upcoming events, and research project results.
  - 5.7.5 Keep a file of flyers, waivers, volunteer sign-up sheets, etc. necessary for the year-end Hallmark writing process and the Regional recognitions program.
  - 5.7.6 Manage and update the Chapter’s Webpage, Facebook, Google+, and MyLane groups.
  - 5.7.7 Serve on the committee to prepare the Annual Report and the Hallmark Writing Team.
  - 5.7.8 Assist the Internal Communications Officer in the Yearbook production process
- 5.8 The duties of the Internal Communications Officer shall be as follows:
  - 5.8.1 Take and distribute minutes of meetings to the officer core digitally within 6 days.
  - 5.8.2 Maintain records of the meetings: roll call, handouts, vote records and guest list
  - 5.8.3 Maintain a complete record of chapter activities, noting data and headcounts at events
  - 5.8.4 Compile an ongoing binder of chapter agendas, minutes, handouts, meeting sign-in sheets, and other pertinent data for institutional knowledge.
  - 5.8.5 Keep records of all Challenges, Team Building, Leadership Transitions, and Promotions
  - 5.8.6 Assist the office core to compile the Honors in Action Journal and Research Essays
  - 5.8.7 Serve on the committee to prepare the Annual report.
  - 5.8.8 Coordinate with the External Communications Officer to produce the annual Yearbook
- 5.9 Other duties shall be distributed based on individual skills and interests.

## Article VI. Election of Officers

- 6.1 In addition to meeting requirements as stated in Article IV, Section 3 of the Phi Theta Kappa Constitution,\* all candidates for office must be members of Phi Theta Kappa, in good standing.
- 6.2 Elections should be held before the last meeting during the spring term of each year. If no officers have been installed by that time, the active membership may choose to elect officers at another time.
- 6.3 Officers shall hold office from the time of their inauguration to the time of the next inauguration.
- 6.4 The process for candidates to follow is:
  - 6.4.1 Attend a general meeting to acquaint yourself with the duties of each office.
  - 6.4.2 Complete an Application for Officers or accept a nomination by the chapter membership.

\* Refers to the Phi Theta Kappa International Constitution.

- 6.4.3 Attend an orientation for officer nominees.
- 6.5 A simple majority vote shall elect any officer.
- 6.6 In any situation where an officer must resign his/ her office, an election may be held to elect a new officer.
  - 6.6.1 The president shall have the power to make a temporary appointment at his/her discretion until an election can be held.

## Article VII. Meetings

- 7.1 All business meetings will follow a written agenda. Additions and corrections may be made at the beginning of each meeting.
- 7.2 A quorum shall consist of all active members present, with a minimum of three officers and at least one member.
- 7.3 All meetings shall be governed by an adaptation of *Robert's Rules of Order*.
- 7.4 Special committee meetings shall be called by the chairperson of said committee. Procedures at such meetings are left to the discretion of the chair. Reports of each meeting shall be given to the members at the following chapter meeting.
- 7.5 Executive meetings will be held at least once a month, and all officers must be notified at least 24 hours prior.

## Article VIII. Finances

- 8.1 Supplemental Income for this chapter will be raised by fundraising projects agreed to by the membership and from donations.
- 8.2 Payment of the Phi Theta Kappa International Membership dues must be received by the chapter (account) before members may be inducted.
- 8.3 All members must pay the Chapter dues prior to induction.
- 8.4 All members must pay the Rocky Mountain-Cascade Region dues prior to induction.
- 8.5 Purchases must be approved by the advisor or authorized officer prior to purchase, and all refund disbursements must be submitted with supporting invoices or statements.
- 8.6 Financial records of the chapter shall be audited twice per year by the advisor. Summary information will be reviewed by the executive committee at each Bi-annual Planning Meeting.

## Article IX. Conflict Resolution

- 9.1 Any member of the chapter has the right to redress a personal grievance without fear of reprisal.
- 9.2 The voting members of the chapter have the right to challenge a Chapter Advisor's decision or veto regarding the chapter by contacting the Dean of Students at the college. If satisfactory resolution is not reached, the college president has final authority on all decisions.

## Article X. Amendments and Revision

- 10.1 The chapter bylaws may be amended by a two-thirds majority vote of the members present at any meeting. Any changes to the bylaws must be approved by the college president and sent to International Headquarters for final approval.

Bylaws of Sigma Zeta Chapter of Phi Theta Kappa adopted by the membership at a meeting held on October 1st, 2008. Witnessed hereto by the 2008 officers and chapter advisor.

Bylaws of Sigma Zeta Chapter of Phi Theta Kappa adopted by the membership on May 19, 2011. The revised bylaws are approved by the college administration on June 15, 2010. Headquarters approval date unavailable.

Bylaws of Sigma Zeta Chapter of Phi Theta Kappa adopted by the membership on August 20, 2012. The revised bylaws are presented for approval to the administration on August 21, 2012 and will be forwarded to HQ for approval by the end of day on August 24, 2012.

\* Refers to the Phi Theta Kappa International Constitution.

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

Bylaws Document Last updated on August 20, 2012.

\* Refers to the Phi Theta Kappa International Constitution.

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

**Witnesses (present at the adoption of the current Bylaws August 20, 2012)**

\_\_\_\_\_  
Mark Bradley, Chapter President

\_\_\_\_\_  
Tracy Weimer, Chapter Vice President

\_\_\_\_\_  
Athena Miller, Chapter Treasurer

\_\_\_\_\_  
Caleb Miller, External Communications  
Officer

\_\_\_\_\_  
Raquel Chávez, Internal Communications  
Officer

\_\_\_\_\_  
Tulsi Wallace, Sigma Zeta Faculty Advisor

\_\_\_\_\_  
Velda Arnaud, Rocky Mountain Cascade  
Regional Coordinator

**Administration Verification/Authorization Lane Community College, Eugene OR**

\_\_\_\_\_  
Mary Spilde, College President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Helen Garrett, Dean of Students

\_\_\_\_\_  
Date

\* Refers to the Phi Theta Kappa International Constitution.

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