

# The By-Laws of The Alpha Nu Omega Chapter of Phi Theta Kappa Honor Society at HACC, Central Pennsylvania's Community College

## **Article I. Doctrine**

The articles of faith and the duties charged to the membership shall be those set forth in the Constitution and By-Laws of the Alpha Nu Omega Chapter (ANΩ) of Phi Theta Kappa Honor Society (ΦΘΚ).

## **Article II. Membership Privileges and Duties**

### **Section 2.01 Membership Eligibility**

Membership in the ANΩ Chapter shall be by invitation from the College's Provost, Vice President of Academic Affairs and Enrollment Management to students who have completed a minimum of 12 college-level credits at Harrisburg Area Community College, Central Pennsylvania's Community College (HACC) and have attained a cumulative GPA of at least 3.5. Candidates for membership are strongly encouraged to attend both the orientation and induction programs in order to receive an understanding of the advantages and benefits of membership in the Phi Theta Kappa Honor Society. Once inducted, members must maintain a minimum cumulative GPA of 3.25, for college-level credits completed. If a members' GPA falls below a 3.25, the member will be placed on probationary status as per the Constitution Article IV, Section 4.01(a).

### **Section 2.02 Revocation of Membership**

In the event that a member does not meet the minimum requirements as stated in Article IV, Section 4.02 of the Constitution, the name of the member shall be removed from the Chapter and the International membership rolls.

### **Section 2.03 Service Points**

- (a) Members earn two (2) service points for every one (1) hour of volunteer service performed in any of the following areas:
  - 1) ANΩ Chapter
  - 2) Harrisburg Area Community College
  - 3) Local and global communities
- (b) All members receive two (2) service points for each meeting attended. Points are awarded according to the attendance register signed by each member.
- (c) In order to stay in good standing with the Chapter, members are *encouraged* to perform a minimum of 20 service points per semester.

- (d) Twenty (20) service points are granted to each Officer; ten (10) service points are granted to each Executive Assistant, Committee, and Project Chairs. Service points are granted for service outside of said duties as stated in the By-laws, Article IV, Section 4.0.3(b). All service performed should be recorded for the purposes of Hallmarks, job duties and future assignments.
- (e) To receive credit for volunteer services performed, service point forms should be completed and submitted monthly to the Recording Secretary.
- (f) Service point forms received after January 15 will not be considered for accounting purposes but will become a part of the Chapter's archive records. Service points are credited on a bi-annual basis as follows:
  - 1) Spring semester – January 1 to June 30
  - 2) Fall semester – July 1 to December 31

### **Article III. Meetings**

#### **Section 3.01 Procedures**

The procedural rules governing the meetings of the ANΩ Chapter shall be consistent with Robert's Rules of Order.

#### **Section 3.02 Membership Meetings**

- (a) Meetings shall be scheduled at least once a month from the start of the first month of the fall semester, excluding December, to the last full month of the spring semester.
- (b) Meetings will be conducted at the time and place set by the Chapter Advisor and Chapter President of the ANΩ Chapter.
- (c) Notice should be given to the full membership no less than one (1) week in advance.

#### **Section 3.03 Executive Meetings**

- (a) No less than one (1) Executive Council meeting per month shall be scheduled throughout the entire year. Acting on behalf of the Chapter during the summer months, the ANΩ Chapter Executive Board shall establish the agenda for membership meetings held during the academic year.
- (b) Executive Council meetings will be held at the time and place established by the Chapter Advisor and Chapter President who shall give at least one week notice orally, or in writing, to all fellow Council members.
- (c) Notice should be given to the Executive Council no less than one (1) week in advance.

#### **Section 3.04 Campus Meetings**

- (a) Campus meetings will adhere to the Constitution, Article VI, Section 6.0.1(b).
- (b) Meetings shall be scheduled at least once a month from the start of the first month of the fall semester, excluding December, to the last full month of the spring semester.

- (c) Meetings will be conducted at the time and place set by the Campus Advisor and Campus Liaison of the ANΩ Chapter.
- (d) Notice should be given to the full membership no less than one (1) week in advance.

### **Section 3.05 Committee and Project Meetings**

Committee and Project meetings will be conducted according to the Constitution, Article VI, Section 6.0.1(c). Oral reports of meetings shall be given to the members at the following Chapter General Meeting.

### **Section 3.06 Special Meetings**

- (a) Any member via a formal written request made to either the Chapter President or Chapter Executive Vice President and approved by the Chapter Advisor and the Executive Board may call special meetings of the general body. A meeting shall be called within twenty (20) working days from the approval date.
- (b) The Chapter President or Chapter Executive Vice President may call special Executive Council meetings upon written request from the membership. If the Chapter Advisor and the President or Executive Vice President approves the request, a meeting of the Executive Council shall be called within ten (10) working days.
- (c) The Chapter President may call a meeting at any time. Appropriate notice shall be given to the attendees (either Executive Council or full membership) no less than seven (7) days in advance.

## **Article IV. Executive Council and Their Duties**

The Executive Council of the Chapter shall be the principal body of the ANΩ Chapter and shall consist of the Chapter Advisor(s), Campus Advisors, Executive Board, Campus Liaisons, Chapter Assistant(s), and Executive Assistant(s). Their function is to formulate plans for the benefit of the Chapter and review ideas presented by the membership. The Executive Council will present ideas to the membership for final approval.

The Executive Council will review Campus Guidelines before they are submitted to their Campus Administration.

### **Section 4.01 Chapter Advisor(s)**

- (a) The Chapter Advisor(s) shall be a member of HACC faculty or staff and be appointed by the President of HACC.
- (b) Work closely with the Executive Board in planning and executing programs.
- (c) Assist the Executive Council in directing activities of the Chapter.
- (d) Oversee each Executive and General meeting.
- (e) Ensure that all of the ANΩ Chapter activities follow the rules and regulations set forth by ΦΘΚ and HACC.
- (f) Oversee the annual report required by ΦΘΚ.
- (g) Appoint an interim Chapter President, if necessary.
- (h) Be notified of all Chapter activities.

- (i) Sign official College and Chapter forms as required.
- (j) Meet periodically with the President of the ANΩ Chapter, in order to discuss communication with ΦΘΚ Headquarters, Middle States Regional Headquarters, and the Executive Council.
- (k) Act as a professional Chapter representative at all Chapter, College, regional, and international events.
- (l) Perform other duties pertaining to the Chapter as assigned by the College President.

#### **Section 4.02 Campus Advisors**

- (a) The Campus Advisor(s) shall be a member of HACC faculty or staff, recommended by the Chapter Advisor(s), and approved by the College President.
- (b) Work closely with the Executive Council in planning and executing programs for their campus.
- (c) Attend the Executive and General meetings of the Chapter.
- (d) Attend their Campus meetings of the Chapter.
- (e) Ensure that all ANΩ Chapter activities follow the rules and regulations set forth by ΦΘΚ and HACC.
- (f) Keep abreast of all Campus and Chapter activities.
- (g) Sign student activity forms, requisitions, and other official documents required by the Campus.
- (h) Be concerned with the stated aims of the Chapter and shall consult with the Executive Council on a regular basis.
- (i) Attend Chapter activities.
- (i) Act as a professional Chapter representative at all Chapter, College, regional, and international events.
- (j) Perform other duties pertaining to the Chapter as assigned by the Chapter Advisor, Campus administrators, or College President.

#### **Section 4.03 Executive Board**

- (a) General Requirements
  - 1) Officers must be members in good standing of the ANΩ Chapter, must be enrolled at HACC, carrying at least three (3) college-level credits per fall and spring semester during their term of office.
  - 2) Officers shall perform the duties in the Constitution and By-laws and shall deliver to their successors all materials pertaining to their respective offices no more than 10 business days following the end of their term.
  - 3) Officers shall familiarize themselves with the current edition of the Constitution and By-laws of ΦΘΚ, the current edition of the Constitution and By-laws of the ANΩ Chapter, HACC policies and procedures, and parliamentary procedures.
  - 4) Both incoming and outgoing Officers shall attend the Chapter Leadership Workshop.
  - 5) Act as a professional Chapter representative at all Chapter, College, regional, and international events.

- 6) Officers shall attend all official Chapter and planning meetings. Officers may be excused from their Executive responsibilities after consultation with the Chapter President and approved by the Chapter Advisor.
- 7) Officers shall monitor their officer email at least once a day. Officers will respond to emails within two business days, when a response is appropriate.
- 8) Attend a minimum of one Campus meeting per semester as scheduled by the Officers unless excused by the Chapter President in consultation with the Chapter Advisor.
- 9) Shall attend the Chapter Leadership Workshop.
- 10) Officer shall attend all Chapter member orientations and induction ceremonies.

(b) Officer Duties

The responsibilities for the Chapter Officers include, but are not limited to, the following duties:

- 1) Chapter President
  - a) Meet with the Harrisburg Student Government Association (SGA) for the annual budget meeting.
  - b) Govern Chapter Executive and General meetings as established by Robert's Rules of Order.
  - c) Shall submit, or appoint another Officer to submit, all requested reports to ΦΘΚ Headquarters, Harrisburg SGA, and the proper college authorities.
  - d) Has the authority to sign all paper documents pertaining to the ANΩ Chapter.
  - e) Present an oral monthly report to the membership.
  - f) May serve on any committee as an ex-officio member.
  - g) Represent the ANΩ Chapter at Society, College, and Community meetings and events.
  - h) Shall assume the duties of a vacant Officer position until an interim officer can be appointed by the Chapter President in consultation with the Chapter Advisor.
  - i) Act as liaison, in conjunction with Chapter Advisor(s), between the Chapter and International and Regional Headquarters.
  - j) Act as liaison, in conjunction with Chapter Advisor(s), between the Chapter and College community.
  - k) Oversee all officers.
  - l) Oversee the Campus Liaisons, in conjunction with the Vice President of Operations.
  - m) Meet with the College President during the fall semester to discuss Chapter goals, projects, and concerns.
  - n) Meet with College administrators and other officials, as appropriate, in consultation with the Chapter Advisor.
  - o) Meet with the Chapter Advisor to discuss Chapter goals, projects, and concerns, as required.
  - p) May appoint an assistant to help with the duties of the office.

- 2) Executive Vice President
  - a) Assume the presidential responsibilities in the absence of the Chapter President.
  - b) Assume the duties of the Vice President of Programs and Vice President of Operations in their absence or resignation.
  - c) Shall assume the duties of the Chapter President in the event of a Presidential resignation until a special election is held to fill the vacancy of the President as described in the Constitution Article V, Section 5.03(f)(g).
  - d) Assist the Chapter President as required.
  - e) Shall attend monthly ANΩ executive and/or general meetings.
  - f) Preside over the Vice President of Operations and Vice President of Programs.
  - g) May appoint an assistant to help with the duties of the office.
  
- 3) Vice President of Operations
  - a) Oversee the Campus Liaisons in conjunction with the Chapter President.
  - b) Present an oral report to the membership at all general meetings.
  - c) Provide written weekly status updates to the President and Executive Vice President, or as requested.
  - d) Shall attend monthly ANΩ executive and/or general meetings.
  - e) Communicate with Campus Advisors bi-weekly regarding committees and projects.
  - f) Oversee all Chapter committees unless otherwise assigned to another Officer.
  - g) Appoint all committee chairs unless otherwise assigned to another Officer.
  - h) Create, oversee, and dissolve ad-hoc committees and projects.
  - i) May appoint an assistant to help with the duties of the office.
  
- 4) Vice President of Programs
  - a) Present an oral report to the membership at all general meetings.
  - b) Provide written weekly status updates to the President and Executive Vice President, or as requested.
  - c) Initiate College-wide activities that relate to the international Honor Study Topic.
  - d) Plan and implement College-wide projects that relate to the international Service program.
  - e) Initiate College-wide activities that relate to the Middle States Regional programs.
  - f) Plan and implement College-wide activities that relate to the Chapter projects.
  - g) Communicate with Campus Advisors bi-weekly regarding programs and projects.
  - h) Oversee the Hallmark Committee.
  - i) Appoint a Hallmark Committee chair, if needed.
  - j) Be familiar with all international, regional, and Chapter level programs.
  - k) May appoint an assistant to help with the duties of the office.
  
- 5) Recording Secretary
  - a) Take attendance at all meetings and ceremonies.
  - b) Record minutes of all executive and general meetings of the ANΩ Chapter.

- c) Maintain records of all meetings.
  - d) Maintain member contact information.
  - e) Attend to and maintain a file of all Chapter correspondence.
  - f) Maintain proper files of all present and past actions.
  - g) Maintain a record of service points for all active members.
  - h) Provide weekly status updates to the President, or as requested.
  - i) Keep an up-to-date copy of the Constitution and By-laws and have this copy present at all meetings.
  - j) Provide a copy of meeting minutes to the Membership, Chapter Executive Council, and HACC administration.
  - k) May appoint an assistant to help with the duties of the office.
- 6) Public Relations Secretary
- a) Write or approve press releases for the ANΩ Chapter to be submitted to HACC's Public Relations Department for review.
  - b) Write or approve press releases for the ANΩ Chapter to be submitted to HACC's Campus newspapers.
  - c) Prepare and maintain the ANΩ Chapter yearbook for ΦΘΚ Headquarters, Middle States Regional Headquarters, and State meetings and conventions.
  - d) May create a committee to prepare and maintain the ANΩ Chapter yearbook.
  - e) Create and distribute monthly newsletters, flyers, and publications to appropriate members, advisors, and faculty of HACC campuses.
  - f) Create and distribute an ANΩ semester newsletter.
  - g) Provide weekly status updates to the Chapter President.
  - h) Promote a greater awareness of the ANΩ Chapter and its activities to the members, faculty, community, and ΦΘΚ HQ and Chapter's Regional Coordinator.
  - i) Promote a greater awareness of the scholarship, leadership, fellowship, and service opportunities to the membership.
  - j) Advertise programs and activities of the ANΩ Chapter.
  - k) Work directly with the Chapter Executive Council and Committees of the ANΩ Chapter, Harrisburg SGA, HACC's Director of Public Relations, and the HACC Campus newspapers.
  - l) Oversee the Photography Committee, Website Committee, and Yearbook Committee.
  - m) Appoint committee chairs for Photography, Website, and Yearbook as necessary.
  - n) Present an oral report to the general membership at each general meeting.
  - o) May appoint an assistant(s) to help with the duties of the office.
- 7) Treasurer
- a) Meet with the Chapter President and the Student Government Association for the annual budget meeting.
  - b) Adhere to the Budget Guidelines of the Student Government Association.

- c) Prepare written financial reports for the Executive Committee on a monthly basis, and provide an oral presentation of the treasury to the body at each general meeting.
- d) Implement and oversee all Chapter fundraisers.
- e) Provide weekly status updates to the President, or as requested.
- f) Keep an accurate record of receipts and disbursements.
- g) Authorize and prepare requisitions for purchase orders, reimbursements, and expenditures that have been approved by the general body.
- h) Deliver written monthly financial records to Harrisburg SGA.
- i) Oversee the Ways and Means Committee.
- j) Appoint a committee chair for Ways and Means, as necessary.
- k) Give an oral report to the general membership on Committee updates.
- l) May appoint an assistant to help with the duties of the office.

#### **Section 4.04 Campus Liaisons**

- (a) Attend, or appoint a representative to attend, monthly ANΩ executive and/or general meetings.
- (b) Provide a written report of monthly activities of the campus to the Chapter President, Executive Vice President, and Web Chair.
- (c) Present an oral report to the general membership at each general meeting.
- (d) Provide weekly status updates to the President and Executive Vice President, or as requested.
- (e) Establish and attend at least one meeting per month on the regional campus, as per the Constitution Article VI, Section 6.01(b).
- (f) Record campus meeting minutes and send them to the Chapter President and Executive Vice President within one week after the meeting.
- (g) Send the list of meeting and activity attendees to the Recording Secretary on at least a monthly basis.
- (h) Work with the Vice President of Programs to initiate activities that relate to the ΦΘΚ programs, Middle States Regional programs, and Chapter projects.
- (i) Inform campus members of service opportunities.
- (j) Attend, or appoint a representative to attend, all SGA required meetings at their campus.
- (k) Adhere to all current Campus and SGA rules and regulations.
- (l) Attend the Chapter Leadership Workshop.
- (m) May appoint an assistant to help with the duties of the office.

#### **Section 4.05 Chapter Assistant**

- (a) Shall be appointed or removed by the Chapter Advisor(s), in consultation with the Chapter President, and shall serve one year subject to reappointment at the Annual Recognitions Banquet.
- (b) Be an alumni member in good standing with the ANΩ Chapter of ΦΘΚ.
- (c) Assist the Executive Council, as well as assist with any Chapter activity or event, when needed.
- (d) Assist with training and encouraging the Executive Board.

- (e) Assist with the Chapter Ceremonies, which may include, but are not limited to:
  - 1) Assist with obtaining necessary items for Orientation, Induction and the Annual Awards Banquet
  - 2) Assist with setup and disassembly of the Ceremonial room
  - 3) Assist with the setup of items in the Banquet room (placing plaques, banners, Kappa Cub, and Chapter awards on the appropriate tables)
  - 4) Assist with student sign-in for Orientation and Induction
  - 5) Assist with the Induction Ceremony, as directed
  - 6) Assist with returning items to their appropriate storage
- (f) Ensure appropriate items are engraved for the ANΩ Chapter Annual Recognition Banquet.
- (g) Assist the Chapter Advisor(s) and the Chapter with proofreading and submitting the Hallmark Award entries.
- (h) Assist the Chapter Advisor(s) and the Chapter President with the paperwork for ΦΘΚ and Middle States Regional levels.
- (i) Attend the Chapter Leadership Workshop.
- (j) Act as a professional Chapter representative at all Chapter, College, regional, and international events.

#### **Section 4.06 Executive Assistants**

- (a) The primary duty of the Executive Assistant is to assist their respective Officer in the carrying out of the duties and responsibilities as chosen by the Officer.
- (b) Does not have a vote during Executive meetings.

### **Article V. Committees and Projects**

#### **Section 5.01 Chairperson Duties**

- (a) May designate; in collaboration with the Vice President of Operations, Vice President of Programs, Public Relations Secretary or Treasurer; a Co-chairperson(s) from the ANΩ membership to assist with the duties of the committee. A Co-chairperson may be appointed for each campus on which the committee is active.
- (b) Responsible for the operation of the committee.
- (c) Adhere to Chapter's goals pertaining to committees and projects.
- (d) Communicate with each of the committee members.
- (e) Conduct periodic assessments of the Committee events and provide a written report of the achievements and assessment findings with possible solutions to the Executive Council.
- (f) Submit monthly written reports to the Chapter President, Executive Vice President, Public Relations Secretary, and Treasurer via the Chapter Event Description form as approved by the Executive Council.
- (g) Send the list of activity attendees to the Recording Secretary after each event on the Chapter Event Description form as approved by the Executive Council.

## **Section 5.02 Nature of Committees**

### **(a) Standing Committees**

Standing committees are permanent committees that are designed to assist in achieving ANΩ Chapter goals. The committees will consist of volunteers from the ANΩ Chapter membership, managed by a chairperson, and supervised by the respective Officer as stated herein.

### **(b) Ad-hoc Committees and Projects**

Ad-hoc committees and projects shall be established throughout the year, as needed. They shall be terminated when their goals have been achieved, or upon the recommendation of the Executive Council. Ad-hoc committees and projects shall be formed by the Vice President of Operations, Vice President of Programs, or by recommendation from the membership and approved by the Vice President of Operations or Vice President of Programs. The committees or projects shall consist of volunteers from the membership, led by a chairperson who is recommended by the Vice President of Operations or Vice President of Programs.

## **Article VI. Amendments**

The By-laws of the ANΩ Chapter may be amended at any time in the following manner:

- (a) Proposed amendment(s) must be submitted, in writing, to the Executive Council by any active member.
- (b) After review and approval by the Executive Council, the amendment(s) shall be presented to the entire membership for one full month.
- (c) The amendment(s) shall be open for discussion of the general membership. Approval shall require a three-fourths vote of the active members present at a General meeting.
- (d) Upon membership endorsement, amendment(s) shall be submitted to SGA, College administration and Phi Theta Kappa Headquarters for approval.
- (e) Upon approval, the amendment(s) shall be incorporated.