

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

## **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.

## **Article I. Name of the Chapter**

The name of this Chapter of Phi Theta Kappa Honor Society shall be "Alpha Nu Omega."

## **Article II. Purpose of the Chapter**

The purpose of Alpha Nu Omega (ANΩ) Chapter of Phi Theta Kappa (ΦΘΚ) Honor Society at Harrisburg Area Community College, Central Pennsylvania's Community College (HACC), shall be the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among eligible students of this College.

## **Article III. Insignia of the Chapter**

### **Section 3.01 Emblem**

The emblem of this Chapter shall be a diamond enclosing a world globe with a representation of the head of Athena, Goddess of Learning. On either side of her, there is a band of laurel. Above the diamond are the Greek letters of ΦΘΚ on the top left and the Greek letters of ANΩ on the top right.

### **Section 3.02 Colors**

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

## **Article IV. Membership in the Chapter**

### **Section 4.01 Types of Membership**

Alpha Nu Omega shall be officially affiliated with the international organization of Phi Theta Kappa Honor Society. The Chapter shall consist of active, inactive, transfer, alumni, and honorary members.

#### **(a) Membership Status Definitions**

- 1) “Good standing” is defined as an active or inactive member who has satisfied all membership requirements as set forth in the ANΩ Chapter Constitution and Bylaws.
- 2) “Member not in good standing” is defined as an active or inactive member who has not fulfilled membership requirements as set forth in the ANΩ Chapter Constitution and Bylaws.
- 3) “Probationary status” is defined as a member who fails to maintain a minimum grade point average (GPA) of 3.25. Members will be granted one semester in which to regain a GPA average which has fallen below the minimum requirements. The member remains in good standing during probationary status and no service points are required.
- 4) A student who graduates while on probationary status shall not receive recognition as a member of Alpha Nu Omega Chapter of Phi Theta Kappa Honor Society on their diploma.
- 5) “Cumulative GPA” is defined as the average grade earned by a student, figured by dividing the grade points earned by the number of credits attempted. Only college-level courses are used to determine this number.
- 6) “College-level” is defined as any course which is 100-level or above.

#### **(b) Active Members**

- 1) “Active” is to be defined as a member currently enrolled and carrying at least three (3) college-level credits per semester at HACC.
- 2) An active member of ANΩ shall be a student who has met the requirements stated herein in Article IV, Section 4.02 for membership, and Bylaws Article II, Section 2.01 that has been duly inducted into the Phi Theta Kappa Honor Society; and maintains good standing with HACC.
- 3) To maintain active membership, a student must maintain a cumulative GPA of 3.25 as per the Bylaws, Article II, and Section 2.01.
- 4) An active member of ANΩ Chapter should possess recognized qualities of scholarship, service, leadership, and citizenship.

#### **(c) Inactive Members**

- 1) “Inactive” is to be defined as a member who is not currently enrolled in at least three (3) college-level credits at HACC.

2) An inactive member of the ANΩ Chapter is a student who has met the requirements for membership; who has been duly inducted into the Phi Theta Kappa Honor Society; and maintains good standing with HACC, but is not currently enrolled in any classes. Inactive members may participate in Chapter activities and functions. However, an inactive member shall not vote or hold any official leadership position.

**(d) Transfer Members**

Upon acceptable verification, members in good standing of Phi Theta Kappa Honor Society chapters from other two-year colleges who transfer to HACC shall be recognized as members of the ANΩ Chapter.

**(e) Alumni Members**

“Alumni Member” is a former member of the ANΩ Chapter whose active membership was concluded in good standing. They are permitted to attend all ANΩ Chapter activities and events, but are not required to perform service duties. Alumni/Alumnae members shall be entitled to all the privileges of active members, except the right to vote or hold an Officer position.

**(f) Honorary Members**

Honorary membership may be granted to persons who have rendered distinguished service and support to the ANΩ Chapter. The candidates for Honorary Membership will be approved by a majority vote of the Executive Board and shall be inducted at the next Induction Ceremony. Honorary members are permitted to wear regalia associated with membership. They are permitted to attend and participate in all ANΩ Chapter activities and events, but they are not required to perform service duties. Honorary members may not vote or hold an Officer position.

**Section 4.02 Eligibility of Membership**

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 HACC and have attained a cumulative GPA of at least 3.50. 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.

**Section 4.03 Revocation of Membership**

In the event that a member does not meet the minimum requirements as stated in Article IV, Section 2 of the Constitution, the name of the member shall be removed from the Chapter and the national membership rolls.

## **Article V. Executive Council**

The Executive Council of the Chapter shall be the principal body of the Alpha Nu Omega Chapter and shall consist of the Chapter Advisor(s), Campus Advisors, Executive Board, campus Liaisons, Chapter Assistant(s), and Executive Assistant(s).

### **Section 5.01 Chapter Advisors**

The President of HACC shall appoint the Chapter Advisor(s). The Chapter Advisor(s) shall be responsible for the guidance of Chapter activities in accordance with the Alpha Nu Omega Bylaws, Article IV, Section 4.01. The Chapter Advisor(s) shall not be a voting member of the Alpha Nu Omega Chapter.

### **Section 5.02 Campus Advisors**

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. The Campus Advisor(s) shall be responsible for the guidance of campus activities in accordance with the Alpha Nu Omega Bylaws Article IV, Section 4.02 for their respective campus.

### **Section 5.03 Executive Board**

#### **(a) Officers of the Chapter**

The Alpha Nu Omega Chapter of Phi Theta Kappa Honor Society shall have the following officers: Chapter President, Executive Vice President, Vice President of Operations, Vice President of Programs, Recording Secretary, Public Relations Secretary, and Treasurer.

#### **(b) Terms of Office**

Chapter officers shall be elected by the active Alpha Nu Omega Chapter membership at the April general meeting for a one-year term. Chapter officers will be installed at the Awards Recognition Banquet. Term of Office shall commence at the conclusion of the May Alpha Nu Omega Chapter Leadership Workshop and will terminate at the following May Leadership Workshop.

#### **(c) Eligibility**

Officers must be a member in good standing of Alpha Nu Omega Chapter in accordance with Article IV, Sections 4.01 and 4.02 set forth herein.

**(d) Nominations to Office**

- 1) Nominations to office in the Alpha Nu Omega Chapter shall be conducted at the meeting preceding the last meeting of the spring semester, and may be made until the last meeting of the spring semester.
- 2) Nominations to office in the Chapter shall be recorded at the general meeting held just prior to the date of elections in the spring semester.
- 3) The member nominated must be present to accept the nomination by the date of election for that specified office.

**(e) Election to Office**

- 1) All candidates for office must be a member of the Alpha Nu Omega Chapter in accordance with Article IV, Sections 4.01 and 4.02 set forth herein.
- 2) A simple majority vote shall be necessary to elect each officer.
- 3) The Chapter President may appoint an interim officer in the event of a vacancy on the Executive Board in accordance with the Bylaws, Article IV, Section 4.03 (b.1).

**(f) Removal from Office**

- 1) An officer shall be removed from office upon submission of a voluntary resignation.
- 2) As stated in the Constitution Article 5, Section 5.03, with just cause, the general body may remove an officer from their position, by a simple majority vote of those present at the general meeting, for such acts as gross negligence of duty or incompetence.
- 3) If an officer is no longer an active member of the Chapter as defined by the Constitution Article IV, Section 4.01(b), the position is forfeited.
- 4) If officers cannot fulfill their duties for a minimum of one full semester, then their names will not be engraved on the official Officer Board for that term.

**(g) Vacancies**

Upon a vacancy on the Executive Board, the Chapter President shall appoint an active member of the ANΩ Chapter to the position of interim officer. At the next regularly scheduled general meeting, the members shall nominate and elect an active member, by simple majority vote, to fill that position for the balance of the unexpired term. If no active member accepts a nomination to the open position, then nominations will stay open until the next general meeting.

**(h) Duties of Officers**

The duties of the Officers shall be consistent with the Alpha Nu Omega Bylaws, Article IV, Section 4.03.

#### **Section 5.04 Chapter Assistant**

The Chapter Assistant(s) shall be responsible for assisting the Chapter Advisor(s) and Chapter Officers in accordance with the Alpha Nu Omega Bylaws, Article IV, Section 4.05.

**(a) Eligibility**

The Chapter Assistant(s) shall be an alumni member in good standing with the Alpha Nu Omega Chapter of Phi Theta Kappa Honor Society. The Chapter Assistant(s) shall not be a voting member of the Alpha Nu Omega Chapter.

**(b) Term of Office**

The Chapter Assistant(s) shall be appointed by the Chapter Advisor(s) in consultation with the Chapter President and shall serve one year subject to reappointment at the Annual Recognitions Banquet.

**(c) Removal from Office**

The Chapter Assistant(s) shall be removed by the Chapter Advisor(s) in consultation with the Chapter President if not performing their duties as stated in the Bylaws Article IV, Section 4.05; or by voluntary resignation.

#### **Section 5.05 Executive Assistants**

The Alpha Nu Omega Executive Assistant(s) will be appointed by the Officer. The Officer will inform the Executive Council.

**(a) Term of Office**

Term of Office shall coincide with the term of the appointing Officer.

**(b) Eligibility**

The candidate for Executive Assistant(s) shall be an active member of the Alpha Nu Omega Chapter.

**(c) Duties of the Executive Assistants**

The duties of the Executive Assistant(s) shall be consistent with the Alpha Nu Omega Chapter Bylaws Article IV, Section 4.06.

**(d) Removal from Office**

An Executive Assistant may be removed from office if he or she is no longer an active member of the Chapter as defined by the Constitution Article IV, Section 4.01(b); by voluntary resignation; or for such acts as gross negligence of duty or incompetence.

**Section 5.06 Campus Liaisons**

The Chapter President in conjunction with the Campus Advisor will appoint the Alpha Nu Omega Campus Liaison(s).

**(a) Term of Office**

Term of Office shall be for a minimum of a one-year term. It shall be from the date of their appointment and will terminate when they resign their position.

**(b) Eligibility**

The candidate for Campus Liaison(s) shall be an active member of the Alpha Nu Omega Chapter and have a vested interest in that campus.

**(c) Duties of the Campus Liaisons**

The duties of the Campus Liaison(s) shall be consistent with the Alpha Nu Omega Chapter Bylaws Article IV, Section 4.04.

**(d) Removal from Office**

A Campus Liaison shall be removed by the Chapter President in conjunction with the Campus Advisor(s) if not performing their duties as stated in the Bylaws Article IV, Section 4.04; if he or she is no longer an active member of the Chapter as defined by the Constitution Article IV, Section 4.01(b); or by voluntary resignation.

**Article VI. Meetings and Procedures**

A minimum of one (1) Advisor shall be present at every meeting of the Alpha Nu Omega Chapter.

**Section 6.01 Meetings**

**(a) Executive and General Meetings – Order of Business**

- 1) Call to order and singing of the official song
- 2) Guest speaker, if scheduled
- 3) Reading of the minutes
- 4) Action items

- 5) Officer reports
- 6) Committee and Project reports
- 7) Chapter Advisor report
- 8) Campus reports
- 9) Miscellaneous reports, if required
- 10) New Business
- 11) Announcements
- 12) Adjournment

**(b) Campus Meetings**

- 1) At a minimum, campus meetings shall be scheduled as per Bylaws, Article III, Section 3.04.
- 2) Campus meeting procedures are at the discretion of the campus Advisor(s) and/or Campus Vice President of Chapter Operations.

**(c) Committee and Project Meetings**

- 1) Meetings may be called at the discretion of the Committee or Project Chair.
- 2) Meeting procedures are at the discretion of the Chair.

**Section 6.02 Procedure**

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

**(a) Quorum**

- 1) A quorum for the purposes of a General Meeting is herein defined as a minimum of five (5) active members, not to include the Executive Council.
- 2) A quorum for the purposes of a Campus Meeting is herein defined as a minimum of three (3) active members, not to include the Executive Council.
- 3) A quorum for the purposes of an Executive Meeting is herein defined as the majority of the Chapter Officers.
- 4) A quorum for the purposes of a Committee or Project Meeting is herein defined as a minimum of two (2) active members, including the Chair.
- 5) A quorum must be achieved before any Chapter Meeting can be called to order.

**(b) Voting**

- 1) Executive Meetings
  - a) Chapter Officers are entitled to one vote per item at Executive Meetings.
  - b) Voting privileges are exclusive to the Vice Presidents, Recording Secretary, Public Relations Secretary, and Treasurer; the Chapter President shall only vote in the event of a tie.
  - c) Proxy votes shall not be accepted.

2) General Meetings

- a) Active members are entitled to one vote per item at General Meetings.
- b) Proxy votes shall not be accepted.

**Article VII. 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.

**(a) Arts Center Committee**

The Rose Lehrman Arts Center hosts a variety of entertainment for students and the public. Volunteers will average approximately four hours of work per performance and may watch the program during idle time. Responsibilities for this committee include: ushering, staff and manage the coat check booth, sell refreshments at the concession stand. May be asked to host the art gallery during displays and exhibitions. May be assigned ad-hoc duties. Approximately 4 to 6 volunteers are needed for each performance.

**(b) Ceremony Committee**

Members of this committee are responsible for various duties at the College's events. Some events include Chapter Orientation and Induction (fall and spring); College Commencement (winter and spring); College Convocation; Nurse pinning and striping. Responsibilities for this committee include: help with seating and assuming other duties assigned by the College's administrator in charge of the commencement exercises, gather articles needed for Orientation and Induction, assist in setting up, and return articles to their appropriate places, act as student Marshall's at Induction, assist with various duties at Orientation and Induction. May be assigned ad-hoc duties. Training provided at each event. Approximately 15 to 20 volunteers are needed for each event.

**(c) Hallmark Committee**

Members of this committee are responsible for writing the three Chapter essays for Scholarship, Leadership, and Service. Responsibilities for this committee include: in mid-October, work closely with the Executive Board to understand the activities and the events the Chapter participated in during the calendar year. In mid-November, members will begin writing the essays and submit them to the Executive Board. May be assigned ad-hoc duties. Approximately 5 volunteers are needed for this committee.

**(d) Photography Committee**

Members of this committee are responsible for photographing events involving Alpha Nu Omega members. Responsibilities for this committee include: taking pictures of Alpha

Nu Omega members at events and ensuring the Website and Yearbook committee chairs get copies of the pictures. Members of this committee must have own photography equipment. Developing costs will be reimbursed.

Pictures must be submitted to the Public Relations Secretary AND the Web Chair with the following specifications: 1) Pictures must be submitted via digital media; and 2) indicate the name of the event, the date of the event, and the location of the event. Each Campus is responsible for providing pictures from their campus event(s). All photographs submitted will be the property of Alpha Nu Omega to be utilized in various publications. May be assigned ad-hoc duties. Volunteers vary by event and Photography Chair.

**(e) Ways & Means Committee**

Members of this Committee are responsible for the financial matters of the Alpha Nu Omega Chapter as directed by the Treasurer. Responsibilities for this committee include: set up and sell apparel, commencement regalia, and other various items at the Induction ceremonies, various general meetings, and Commencement. Works in cooperation with the other committees as directed by the Treasurer and responsible for the apparel catalog. May be assigned ad-hoc duties. Approximately 6 to 10 volunteers are needed for this committee.

**(f) Web Committee**

Members of this Committee are selected at the discretion of the Web Chairperson and Public Relations Secretary. Responsibilities for this committee include: verify the existing links on the Chapter website, obtain information to be posted on the website as directed by the Web Chair. May be assigned ad-hoc duties. Approximately 5 volunteers are needed for this committee.

**(g) WITF Committee**

Members of this committee work with WITF radio and television stations and participate in various telethons as directed by the WITF station personnel and WITF Chair. Responsibilities for this committee include: answer telephones and record pledges, read items for radio, if necessary. May be assigned ad-hoc duties. Number of volunteers needed vary by event.

**(h) Yearbook Committee**

Members of this Committee are selected by the Public Relations Secretary. Responsibilities for this committee include: creating a visual historical yearbook of the Alpha Nu Omega Chapter events. Members of this Committee work under the direction of Public Relations secretary, in conjunction with the Photography committee. The

presentation of the yearbook will be at the annual awards banquet. May be assigned ad-hoc duties. Number of volunteers is determined by the Public Relations Secretary.

## **Article VIII. Finances**

### **Section 8.01 Tax Exemption**

The Chapter shall be operated exclusively for educational purposes and is exempt from taxation under Section 501(a) and described in Section 501(c)(3) in the Internal Revenue Code. Capital funds shall not be disbursed to the benefit of any private individual, except that reasonable compensation may be paid for services actually rendered.

Tax Exemption paperwork is available upon request.

### **Section 8.02 Membership Fees**

#### **(a) International and Regional Dues**

Eligible members shall pay a one-time membership fee to the Alpha Nu Omega Chapter, as per Phi Theta Kappa international and regional requirements.

#### **(b) Local Dues**

All active members must pay local dues, if any.

### **Section 8.03 Chapter Financial Statement**

The Treasurer shall present a complete financial statement to the membership at each General Meeting.

### **Section 8.04 Chapter Financial Obligations**

Expenditures of the Chapter shall be approved by a vote of the general membership, except as authorized within the annual budget.

### **Section 8.05 Chapter Fiscal Year**

The fiscal year of the Alpha Nu Omega Chapter shall be in conjunction with HACC's fiscal year.

### **Section 8.06 Provision of Dissolution**

In the event the Alpha Nu Omega Chapter should cease to operate as provided for in its Charter of Incorporation or in its Constitution, the accumulated assets shall be distributed by HACC in

accordance with the laws of the State of Incorporation and the laws of the United States of America.

**Article IX. Amendments to Constitution and Bylaws**

The Constitution and Bylaws of the Alpha Nu Omega 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 the Student Government Association on Harrisburg's Campus, College administration, and Phi Theta Kappa Headquarters for approval.
- (e) Upon approval, the amendment(s) shall be incorporated.