

**Phi Theta Kappa**  
Guidelines  
Of Alpha Nu Omega Chapter  
Of  
Phi Theta Kappa  
International Honor Society  
At  
HACC Lancaster

**Article I Name**

The name of this club shall be Phi Theta Kappa Alpha Nu Omega Chapter.

**Article II Purpose**

The purpose of this club is to promote scholarship, develop leadership and service and cultivate fellowship among qualified students of this chapter. We will provide supplemental fellowship and service opportunities specifically for the Lancaster members.

**Article III Membership Rules**

We will follow the membership rules of Phi Theta Kappa Alpha Nu Omega Chapter at HACC Harrisburg.

**Article IV Qualifications**

We will follow the membership rules of Phi Theta Kappa Alpha Nu Omega Chapter at HACC Harrisburg.

**Article V Officer Structure**

Section 1. This regional branch will have a liaison. The liaison will serve for one year. Nominations and letters of interest will be taken during the last 2 months of the spring semester. An apprenticeship or assistant liaison position will be available during the entire year to prepare interested parties to assume the liaison position the following year.

Section 2. Duties of the liaison:

- A. Attend monthly ANO executive or general meetings.
- B. Report monthly activities of regional branch to board via the written activity form.
- C. Establish monthly meetings on campus.
- D. Set the agenda and submit it in writing to board one week prior to meeting.
- E. Send the member sign in register to recording secretary.
- F. Initiate campus wide activities that tie in with PTK International honors study topic and service initiatives.
- G. Inform campus members of service opportunities.
- H. Maintain message board on PTK website accordingly.

- I. Develop strong relationship with executive board members, campus liaison and campus members.
- J. Attend the ICC meetings or designate a fellow Kappan in place of self.
- K. Follow all current SGA and Campus rules and regulations.
- L. Maintain office neatly and in an organized fashion.

**Article VI Committees**

We will follow the committee rules of Phi Theta Kappa Alpha Nu Omega Chapter at HACC Harrisburg as there will be no standing committees at Lancaster.

**Article VII Meetings**

Must be held monthly, they will generally be informal and run by the Liaison.