International Honor Society of the Two-Year College

Chapter Bylaws

Lone Star College-Kingwood
Approved by Phi Theta Kappa International
(Date Approved)
CHAPTER 1. Name of Chapter

The name of this chapter of Phi Theta Kappa shall be Alpha Lambda Xi.

CHAPTER 2. Purpose

The purpose of Alpha Lambda Xi Chapter of Phi Theta Kappa at Lone Star College-Kingwood shall be the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this college.

CHAPTER 3. Membership

Section 1. Types of membership in Alpha Lambda Xi Chapter shall consist of member, provisional member, alumni member, and honorary member, as defined in Article IV, Section 1, of the Phi Theta Kappa Constitution and Bylaws. In addition, transfer and enhanced members are also types of membership in Alpha Lambda Xi.

A. Member. In addition to meeting membership eligibility requirements as stated in Article IV and Chapter 1 of the Phi Theta Kappa Constitution and Bylaws, each candidate for membership must have completed 12 semester hours of associate degree course work, with a Grade Point Average of 3.5 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship. 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 and Bylaws, Chapter 1, Section 3. After being removed from good standing, the member will have one semester to bring his or her Grade Point Average back to 3.0, failure to meet good standing requirements as stated in the Phi Theta Kappa Constitution and Bylaws will cause membership and all membership privileges to be revoked.

B. Provisional Member. In addition to meeting eligibility requirements as stated in Article IV, Section 1B of the Phi Theta Kappa Constitution and Bylaws, a student must have earned a cumulative Grade Point Average of 3.0 on all course work completed in high school. A student must be currently enrolled in associate degree course work at the two year college, adhere to school conduct code and possess recognized qualities of citizenship. Provisional members will pay local chapter dues to be established by advisor, but are not required to pay the international and regional induction fee until they have qualified for full membership.

C. Alumni Member. An individual must meet eligibility requirements as stated in Article IV, Section 1C of the Phi Theta Kappa Constitution and Bylaws.

D. Honorary Member. An individual must meet eligibility requirements as stated in Article IV, Section 1D of the Phi Theta Kappa Constitution and Bylaws.
E. **Transfer Member.** A member from another Phi Theta Kappa chapter may transfer membership to Alpha Lambda Xi Chapter if he or she is currently enrolled at Lone Star College–Kingwood and meets the membership eligibility GPA and requirements of the chapter.

F. **Enhanced Member.** Any member who meets the requirements of Enhanced Membership will receive special recognition at graduation as defined by the **Enhanced Membership Agreement** attached hereto.

**CHAPTER 4. Chapter Advisor**

In addition to carrying out the duties as stated in the *Phi Theta Kappa Constitution and Bylaws,* Chapter IV, Section 5, the chapter advisor shall be responsible for overseeing the completion and submission of Membership Report Forms, Student Profile Forms, and fees to Headquarters. The advisor shall be a non-voting member of the chapter. The chapter advisor shall be responsible for settling disputes within the chapter by some type of aberration.

**CHAPTER 5. Officers**

*Section 1.* All officers must be members of Phi Theta Kappa, in good standing, have a Grade Point Average of 3.0 and must be carrying a course load of 6 semester hours. (Course load requirement will be waived during the summer term and due to any medical restrictions.) Officers are expected to be present at all meetings and events. In addition, officers are required to attend all officer meetings, a summer planning meeting, and the Texas Honors Institute (end of July). Those officers who miss more than six events and/or meetings per calendar year may be removed from their elected or appointed office. Any chapter officer may propose the removal of another officer for cause at any regular meeting. A vote will be held at the first meeting following the raising of the issue. The officer will be removed by an affirmative vote of three-fourths of the members present.

*Section 2.* The Alpha Lambda Xi Chapter of Phi Theta Kappa shall have the following officers: President, Executive Vice President, Vice President of Scholarship, Vice President of Leadership, Vice President of Service, and Vice President of Fellowship. Any regional or international officers active in the chapter shall also serve as ex-officio officers. The chapter may elect additional officers as deemed necessary.

*Section 3.* The duties of the **President** shall be as follows:

a. Plan and preside over all chapter and officer meetings.

b. Appoint and establish any necessary committees.

c. Vote only in case of a tie.

d. Serve as an ex-officio member on all committees.

e. Present business to the chapter and keep the membership apprised of the status of projects and upcoming events.

f. Arrange and coordinate the Summer Officer Training session for the incoming officer team.
g. Work with advisors to lead the chapter’s Honors in Action Project and College Project efforts.

h. Coordinate of the chapter’s Spring and Fall Orientations and Inductions.

i. Represent the organization at all times.

j. Help write all regional and international Award entries.

k. Serve as head of the chapter’s Executive Board.

Section 4. The duties of the **Executive Vice President** shall be as follows:

a. Perform all duties of the president in the event of his or her absence; and/or serve as president in the event the president is unable to complete his or her term of office.

b. Appoint and head a committee to review and/or revise the chapter bylaws as needed.

c. Maintain records of all chapter and officer meetings, including taking roll, preparing minutes, and maintaining copies of newsletters and correspondence with faculty, staff, and other campus organizations.

d. Read minutes of meetings to the officers and general membership at chapter and officer meetings as well as disseminate electronically.

e. Serve as an ex-officio member on all committees.

f. Coordinate of the chapter’s Spring and Fall Orientations and Inductions.

g. Represent the organization at all times.

h. Serve as the chapter representative to the LSC-Kingwood Student Government Association Council.

i. Help write all regional and international Award entries.

j. Serve as part of the chapter’s Executive Board.

Section 5. The duties of the **Vice President of Scholarship** shall be as follows:

a. Serve as chairman for the Honors in Action Project.

b. Maintain a journal recording the Scholarship focus of elements used to plan and implement the chapter’s Honors in Action Project.

c. Give report to the officers and general membership on a monthly basis.

d. Oversee goal setting and implementation of the International Honors Study Topic within the chapter.

e. Plan and make all arrangements for participation in the Satellite Seminars.

f. Assist the President and Executive Vice President in the preparation of the chapter Orientations and Inductions.

g. Represent the organization at all times.

h. Help write all regional and international Award entries.

i. Serve as part of the chapter’s Executive Board.

Section 6. The duties of the **Vice President of Leadership** shall be as follows:

a. Serve as chairman for the College Project.

b. Maintain a journal recording the Leadership focus of elements used to plan and implement the chapter’s Honors in Action Project.

c. Give report to the officers and general membership on a monthly basis.
d. Organize and implement events involving campus, community, and chapter leadership activities.

e. Organize and plan the chapter-sponsored “Meet the President” event if the chapter votes to host the event.

f. Assist the President and Executive Vice President in the preparation of the chapter Orientations and Inductions.

g. Represent the organization at all times.

h. Help write all regional and international Award entries

i. Serve as part of the chapter’s Executive Board.

Section 7. The duties of the **Vice President of Service** shall be as follows:

a. Identify projects that are beneficial to the community in which chapter members, campus officials, community members, and other members of the International Society at both chapter and regional levels can participate.

b. Maintain a journal recording the Service focus of elements used to plan and implement the chapter’s Honors in Action Project.

c. Give report to the officers and general membership on a monthly basis.

d. Serve as Team Captain, organize all fund raising events, and plan the chapter’s annual Relay for Life event should the chapter vote to participate.

e. Assist the President and Executive Vice President in the preparation of the chapter Orientations and Inductions.

f. Represent the organization at all times.

h. Help write all regional and international Award entries

i. Serve as part of the chapter’s Executive Board.

Section 8. The duties of the **Vice President of Fellowship** shall be as follows:

a. Organize and implement programs to provide an atmosphere for scholarly fellowship.

b. Maintain a journal recording the Fellowship focus of elements used to plan and implement the chapter’s Honors in Action Project.

c. Give report to the officers and general membership on a monthly basis.

d. Prepare and maintain the chapter scrapbook for the Regional Yearbook award submission at the Regional Convention should the chapter vote to participate.

e. Maintain the chapter website.

f. Market and advertise all chapter events.

g. Update chapter phone list, e-mail addresses, mailing addresses, and birthdays each semester.

h. Provide and promote fellowship amongst members of the Society, locally and regionally; with other campus clubs/organizations; with members of faculty and staff, and with members of the community at large.

i. Assist the President and Executive Vice President in the preparation of the chapter Orientations and Inductions.

j. Give a report to the officers and general membership on a monthly basis.
k. Maintain records in connection with the Enhanced Membership program.
l. Organize the membership drive each semester for qualified students.
m. Represent the organization at all times.
n. Help write all regional and international Hallmark Award entries.
o. Serve as part of the chapter’s Executive Board.

Section 9. All officers are not limited to the above listed duties of their position. Officers may inquire more responsibilities or duties as they come necessary or needed for the success of the chapter throughout the year.

CHAPTER 6. Election of officers

Section 1. In addition to meeting requirements as stated in Chapter IV, Section 3 of the Phi Theta Kappa Constitution and Bylaws,* all candidates for office must be members of Phi Theta Kappa, in good standing.

Section 2. Elections must be held no later than the meeting preceding the last meeting during the spring semester of each year.

Section 3. Candidates should be prepared to serve the full Board year (May of the year they are elected to May of the following year). If they are aware at time of nomination or election that they will not be a student at LSC-Kingwood during the Board year, they should withdraw their candidacy.

Section 4. A member cannot hold the same office two years in a row. A member cannot serve on the Executive Board for more than three years.

Section 5. Members interested in serving as officers may apply to the advisor during the spring semester of each year. Nominations from the floor can also be made during chapter meetings. The advisor or advisor team shall review all applications and may interview candidates before members run for office.

Section 6. Members running for office will submit and officer application to the advisor one week prior to the election. Candidates will be required to submit a short essay of 100 words or less in writing stating why they want to hold that particular office. These essays will be used by candidates in lieu of campaigning and will be placed onto the ballot for voting members to read. To ensure a fair and equitable election process for all members running for office, no campaigning will be permitted.

Section 7. Candidates for Chapter President will be required to submit an essay of 500 words or less in writing stating their visions and goals for the chapter as well as why they want to hold this office. These essays as well as a photo (which needs to be submitted with officer application) will be posted on the chapter website for members to read. President Candidates will also be required to give a 1-3 minute speech at the chapter meeting in which voting occurs.
Section 8. All votes must be placed in person by paper ballot or via email using the member’s email address on file with the chapter. A simple majority vote shall elect any officer.

Section 9. In any case, when an officer must resign his office, the contact advisor or team of advisors will appoint the replacement at his/her discretion with input from the officer team.

CHAPTER 7. Meetings

Section 1. All business meetings will follow the general agenda:

Order of Business
a. Call to order
b. Roll call
c. Reading and Approval of the written minutes
d. Committee reports
e. Old business
f. Current business
g. New business
h. Announcements
i. Adjournment

Section 2. All meetings shall be governed by an adaptation of Robert’s Rules of Order.

Section 3. Special committee meetings shall be called by the chairman of said committee. Procedures at such meetings are left to the discretion of the chairman. Reports of each meeting shall be given to the members at the following chapter meeting.

CHAPTER 8. Finances

Section 1. All members must pay the local fee prior to induction or make arrangements with the contact advisor.

Section 2. Disbursement vouchers must be submitted with supporting invoices and/or statement attached to the original invoice. Receipts must be submitted for pre-approved expenditures.

CHAPTER 9. Behavior Standards

Section 1. All members of Alpha Lambda Xi chapter shall conduct themselves in such a way as to reflect honorably on the Chapter, the College and the Society as a whole, whenever said member is engaged in any chapter-sponsored activity, or is representing LSC-Kingwood and Alpha Lambda Xi at events on- or off-campus.

Section 2. In the case of a member behaving inappropriately while representing the chapter, the member shall be given a formal hearing before the chapter
officers, at which time the nature of the inappropriate behavior shall be discussed with the member. If appropriate, witnesses of the behavior may address the board or if from another chapter may submit in writing their complaint to substantiate allegations of misconduct. The member will be offered the opportunity to explain the behavior and any extenuating circumstances which may be related to the incident. The officers may at this time choose to place the member on probation, during which time any additional case of misconduct will result in permanent removal from the chapter. Such removal shall require a formal complaint be filed with the chapter officers, detailing the nature of the problems, and will result in a formal hearing to be conducted by the Chapter President, or in the case of the charges being filed against the President, by the highest-ranking officer serving at the meeting. All such events shall include the chapter advisor.

Section 3. If the charges are sufficient to merit expulsion under this rule, the presiding officer shall call for a secret ballot to be cast by the officers, and a vote of three-fourths of the officers present shall result in a request to the college administration for an administrative withdrawal of the member from the chapter. If such withdrawal is approved, it will be recommended that the member lose his/her Phi Theta Kappa membership at all levels of the society.

Section 4. Any negative behavior by a member which results in the involvement of the campus/college Public Safety department and if after an investigation by said Public Safety department documents the negative behavior; the documentation will be just cause for recommending the immediate termination of the membership of said member.

CHAPTER 10. Travel to Phi Theta Kappa Events

Section 1. All members traveling to a Phi Theta Kappa District, Regional or International event or activity are required to meet with the Advisor or travel coordinator to discuss the event and the chapter/college expectation of travelers.

Section 2. All members traveling to a Phi Theta Kappa District, Regional or International event or activity shall read and sign the appropriate travel forms including but not limited to a Lone Star College System Participant Release: On-Campus and Off-Campus Activities form, and Phi Theta Kappa Travel Requirements and Expectations form. Members failing or refusing to sign any of these forms will be denied travel to the subject event.

Section 3. All communication regarding travel will be communicated to scheduled travelers via email. Scheduled travelers are responsible for contacting the advisor or travel coordinator for travel updates on a weekly basis and confirming travel arrangements two days before the departure date if they are not receiving the emails.
CHAPTER 11. Amendments and revision

Section 1. The chapter bylaws may be amended by a vote of two-thirds of the members present at any regular meeting, provided that the proposed amendment has been presented at a previous meeting. Any changes to the bylaws must be sent to Headquarters for final approval.

* Refers to the Phi Theta Kappa International Constitution and Bylaws.

*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.*