

*Chapter Bylaws*

*Lone Star College-CyFair*

*Beta Lambda Mu Chapter*

**BYLAWS of the**

**BETA LAMBDA MU CHAPTER**

**of PHI THETA KAPPA**

**CHAPTER 1. Name of the Chapter**

The name of this chapter of Phi Theta Kappa shall be Beta Lambda Mu.

**CHAPTER 2. Purpose**

The purpose of Beta Lambda Mu Chapter of Phi Theta Kappa at Lone Star College-CyFair 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**

 Types of membership in Beta Lambda Mu Chapter shall consist of member, provisional member, alumni member, honorary, and transfer member as defined in Article IV, Section 1 of the *Phi Theta Kappa International Constitution and Bylaws*.

1. *Member*
2. In addition to meeting membership eligibility requirements as stated in Article IV and Chapter 1 of the *Phi Theta Kappa International Constitution and Bylaws*, each candidate for membership in the Beta Lambda Mu Chapter must:
3. Have completed twelve (12) college-credit semester hours of associate degree and/or work force course work in the Lone Star College System with a Grade Point Average (GPA) of at least 3.5 on a 4.0 scale. Developmental courses are **not** used in the calculation of cumulative GPA since they are not college-level courses. Dual credit courses **do** count towards membership requirements and students in high school are eligible for membership. College credit courses will be taken directly from Lone Star College System transcripts and the fractional average (e.g., 3.49) will **not** be rounded up. Transfer credit from other institutions outside of the Lone Star College System will be considered, but not as the sole basis for admission.
4. Be currently enrolled at Lone Star College-CyFair for at least 3 semester credit hours.
5. Adhere to the school conduct code and possess recognized qualities of citizenship.
6. Once admitted, members must maintain a cumulative GPA of 3.0 to remain in good standing. Failure to maintain the required cumulative GPA will result in the member being removed from good standing as stated in the *Phi Theta Kappa International Constitution and Bylaws*, Chapter 1, Section 3. Failure to meet good standing requirements will cause membership and all membership privileges to be revoked.
7. *Provisional member*
8. In addition to meeting eligibility requirements as stated in Article IV, Section 1B of the *Phi Theta Kappa International Constitution and Bylaws*, a student must:
9. Have earned a cumulative GPA of 3.5 on all coursework completed in high school.
10. Be currently enrolled in associate degree course work at Lone Star College-CyFair, adhere to the school conduct code, and possess recognized qualities of citizenship.
11. Provisional members will pay local chapter dues, but are not required to pay the international and regional induction fee until they have qualified for full membership.
12. *Alumni member*
13. An individual must meet eligibility requirements as stated in Article IV, Section 1C of the *Phi Theta Kappa International Constitution and Bylaws*.
14. *Honorary member*
15. An individual must meet eligibility requirements as stated in Article IV, Section 1D of the *Phi Theta Kappa International Constitution and Bylaws*.
16. *Transfer member*
17. A member in good standing of another Phi Theta Kappa chapter shall be eligible for active membership in the Beta Lambda Mu Chapter upon validation of current active membership. Additionally, a student must:
18. Be currently enrolled at Lone Star College-CyFair for at least 3 semester credit hours.
19. Have initially earned a 3.5 cumulative GPA at a community college previously.
20. Adhere to the school conduct code and possess recognized qualities of citizenship.
21. Currently hold at least a 3.0 GPA as required of all active members.
22. Request a transfer and verification of membership and good standing from another chapter by March 30, so that transfers may be completed by the first week of April for Spring transfer requests, by October 31, so that transfers may be completed by the first week of November for Fall transfer requests.

**CHAPTER 4. Chapter Advisor(s)**

In addition to carrying out the duties as stated in the *Phi Theta Kappa International Constitution and Bylaws*, Chapter IV, Section 5, the Chapter Advisor(s) shall be responsible for overseeing the completion and submission of Membership Report Forms, Student Profile Forms, and fees to Phi Theta Kappa Headquarters. The Advisor(s) shall be a non-voting member of the chapter.

**CHAPTER 5. Officers**

1. All officers must be members in good standing of Phi Theta Kappa, have a GPA of 3.5, and must be carrying a course load of at least 6 semester credit hours (or equivalent) during the fall and spring semesters.
2. The Beta Lambda Mu Chapter of Phi Theta Kappa shall have the following officers: President, Vice President of Scholarship, Vice President of Leadership, Vice President of Service, Vice President of Fellowship, and Vice President of Records. The group of officers are known as the Executive Board. The Advisor(s) may appoint additional officers as needed.
3. At least one of the student officers shall be a freshman member of Phi Theta Kappa; this rule shall take effect after the spring 2018 semester.
4. Beta Lambda Mu Chapter of Phi Theta Kappa officers can hold lower positions in other RSOs at Lone Star College-CyFair, to include Student Government Association, Student Activities Board, and Honors College, but not as an Executive Board position.
5. All officers should abide by the Code of Ethics, to be signed prior to being inducted into their positions.
6. The duties of the President shall be as follows:
7. Preside over all general membership and officer meetings.
8. Appoint and establish any necessary committees.
9. Vote only in the case of a tie.
10. Serve as an ex-officio member on committees.
11. Present business matters to the organization.
12. Represent the organization at all times.
13. Serve as chapter representative to the Lone Star College-CyFair Student Government Association General Assembly.
14. Serve as head of the chapter’s Executive Board.
15. Work with the Advisor(s) to lead the chapter’s Hallmark Award efforts.
16. The duties of the Vice President of Scholarship shall be as follows:
17. Perform all duties of the President in the event of his/her absence.
18. Act as program chairperson for the Scholarship Hallmarks program.
19. Write the chapter’s Scholarship Hallmark Awards entry or find a chapter member to perform this task.
20. Serve as part of the chapter’s Executive Board.
21. The duties of the Vice President of Leadership shall be as follows:
22. Perform all duties of the President in the event of his/her absence.
23. Act as program chairperson for the Leadership Hallmarks program.
24. Write the chapter’s Leadership Hallmark Awards entry or find a chapter member to perform this task.
25. Serve as part of the chapter’s Executive Board.
26. The duties of the Vice President of Service shall be as follows:
27. Act as program chairperson for the Service Hallmarks program.
28. Write the chapter’s Service Hallmark Awards entry or find a chapter member to perform this task.
29. Serve as part of the chapter’s Executive Board.
30. The duties of the Vice President of Fellowship shall be as follows:
31. Act as program chairperson for the Fellowship Hallmarks program.
32. Write the chapter’s Fellowship Hallmark Awards entry or find a chapter member to perform this task.
33. Serve as part of the chapter’s Executive Board.
34. The duties of the Vice President of Records shall be as follows:
35. Take and read minutes of meetings.
36. Maintain records of the meetings.
37. Maintain a file of chapter correspondence.
38. Keep a full record of chapter functions.
39. Prepare and maintain the chapter scrapbook for regional, state, and international meetings and conventions in years the Executive Board decides to compete.
40. Serve as part of the chapter’s Executive Board.

**CHAPTER 6. Selection of officers**

1. In addition to maintaining requirements as stated in Chapter IV, Section 3 of the *Phi Theta Kappa International Constitution and Bylaws*, all candidates for office must be members of the Beta Lambda Mu chapter of Phi Theta Kappa, in good standing.
2. Selection of officers must take place during the spring semester of each year.
3. Officers shall hold office from May of the year in which they are selected to August of the following year.
4. Members interested in serving as officers may apply to the Advisor(s) during the spring semester of each year. The Advisor(s) shall review all applications and may interview candidates for office as well before making selections.
5. The Chapter Advisor(s) and Executive Board shall convene and consider all applicants when selecting new chapter officers based on criteria established by the Advisor(s).
6. In any case when an officer must resign his/her office, the Advisor(s) will appoint a replacement at their discretion.

**CHAPTER 7. Meetings**

1. All business meetings will follow the general agenda as shown:
2. *Order of business*
3. Call to order
4. Approval of the minutes
5. Committee reports
6. Old business
7. New business
8. Announcements
9. Adjournment
10. All meetings shall be governed by an adaptation of *Robert’s Rules of Order*.
11. The chairperson of special committees may call committee meetings. Procedures at such meetings are left to the discretion of the chairperson. Reports of each committee meeting shall be given to the members at the following chapter meeting.

**CHAPTER 8. Finances**

1. All members must pay the local, regional, and international fees prior to induction.
2. Disbursement vouchers must be submitted with supporting invoices and/or statements attached to the original invoice.

**CHAPTER 9. Amendments and Revision**

1. The Beta Lambda Mu President and Advisor (s) shall call a special meeting to revise or amend the chapter bylaws with at least two members of the Executive Board present.
2. 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 Phi Theta Kappa Headquarters and the Director of Student Life for final approval.

*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.*