Phi Theta Kappa
Upsilon Delta Chapter
Constitution and By-Laws

Preamble

That academic excellence among students at Southwest Tennessee Community College may be nurtured; that opportunity may be provided for leadership training; that an intellectual climate may be promoted for an interchange of ideas; and that scholars may be imbued with desire for continuing education, we dedicate ourselves as members of the Upsilon Delta Chapter of Phi Theta Kappa. Among us, membership is a privilege earned by scholastic achievement, and we treasure the ideals of 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 Society is "Upsilon Delta Chapter of Phi Theta Kappa."

Article II
Purpose of the Society

The purpose of Upsilon Delta Chapter of Phi Theta Kappa is to recognize and encourage scholarship among students at Southwest Tennessee Community College. To achieve this purpose, Upsilon Delta Chapter of Phi Theta Kappa will provide opportunities for the development of leadership and service, for an intellectual climate for exchange of ideas, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Article III
Membership in the Chapter

Section 1: Types of Membership

The chapter consists of active, alumni, and honorary members.

A. Active Members

An active member of Upsilon Delta Chapter will be a student who has met the eligibility requirements for the chapter. An active member must have completed 12 semester hours at Southwest Tennessee Community College, not counting learning support or transfer hours, must have established a record of academic excellence as evidenced by a grade point average, not including learning support or transfer hours, of not less than 3.50. Certain past disciplinary actions taken by the college against a student may, upon full investigation and at the advisors' discretion, disqualify a student from membership.

B. Alumni Members

An alumnus/alumna member of the Upsilon Delta Chapter is a former active member of the society who is no longer enrolled at Southwest Tennessee Community College.

C. Honorary Members

An honorary member is a person who, in the opinion of the Upsilon Delta Chapter, has rendered distinguished service to the chapter or who exemplifies, to an extraordinary degree, the values of the chapter. Honorary membership may be conferred only by a formal nomination process and vote by the chapter.

Section 2: Maintaining Active Membership

To maintain active membership, a student should maintain a cumulative grade point average of not less than 3.30 Any student whose cumulative grade point average for classes not including learning support or transfer hours falls below 3.30 by the end of two consecutive fall or spring semesters is honor bound to inform the advisors of his or her academic standing. In such a case, unless the student's grade point average rises to 3.30, the student cannot claim active membership but may continue participating in chapter activities. The student may not hold office, may not vote, will not receive PTK recognition at commencement, and may not wear Phi Theta Kappa regalia at commencement. The student is also honor bound not to claim current active Phi Theta Kappa membership on academic or employment applications. A student whose grade point average does rise to 3.30 must inform an advisor of his or her eligibility to maintain active membership, upon which active membership will be reinstated.

Section 3: Revocation of Membership

The chapter advisors may, at any time, revoke a student's membership in Phi Theta Kappa based on that student's not, in the advisors' judgment, demonstrating the ideals of the Society. Such events might include but are not limited to disciplinary actions taken against the student by the college and cases of academic dishonesty. In such a case, there will be no refund of any dues paid to Phi Theta Kappa.

Article IV
Organization

Section 1: Chapter Officers

The Chapter officers will be the President, Vice-President of Scholarship, Vice-President of Service, Vice President of Fellowship, Vice-President of Public Relations, and Secretary.

Section 2: Executive Board

The executive board will be composed of all chapter advisors and officers. Any pro tem committee offers who may be appointed report to the executive board, but only elected officers may vote, advisors maintaining veto power.

Section 3: Duties of Officers

A. President

The president shall preside at all chapter and executive board meetings and shall perform such duties as pertain to the office of the president. The president will be responsible for developing and implementing a procedure for the training of officers; coordinating initiation services, attending Phi Theta Kappa conferences and activities when feasible, appointing and establishing necessary committees and chairpersons, voting only in case of a tie; representing the chapter at official school functions, and developing goals for the chapter. The president may assume or delegate the responsibilities of other officers in their absence. The president will maintain a documented, chronological report on all activities relevant to the office, reports to be given to the secretary, and will obtain approval from the advisors on all decisions.

B. Vice-President of Scholarship

The vice-president of scholarship shall perform such duties as pertain to the office of the vice-president of scholarship and act for the president in the absence of the president. The vice president of scholarship will be responsible for overseeing such projects, when relevant, as implementing the honors study topic; providing information to members regarding scholarship opportunities, attending Phi Theta Kappa conferences and activities when feasible; coordinating mini-conferences; and coordinating committees under the purview of the office. The vice-president of scholarship will maintain a documented, chronological report on all activities relevant to the office, reports to be given to the secretary, and will obtain approval from the advisors on all decisions.

C. Vice-President of Service

The vice-president of service shall perform such duties as pertain to the office of the vice-president of service. The vice-president of service will be responsible for overseeing such projects, when relevant, as developing community service projects, overseeing and implementing such projects; maintaining a liaison with appropriate college and community officials to facilitate all chapter service projects; and coordinating committees under the purview of the office. The vice-president of service will maintain a documented, chronological report on all activities relevant to the office, reports to be given to the secretary, and will obtain approval from the advisors on all decisions.

D. Vice-President of Fellowship

The vice-president of fellowship shall perform such duties as pertain to the office of the vice-president of fellowship. The vice-president of fellowship will be responsible for overseeing such projects, when relevant, as implementing the chapter's social activities; arranging for fellowship meetings with other chapters; coordinating the initiation receptions in cooperation with the president and advisors; and sending gifts and cards. The vice-president of fellowship will maintain a documented, chronological report on all activities relevant to the office, reports to be given to the secretary, and will obtain approval from the advisors on all decisions.

E. Vice-President of Public Relations

The vice-president of public relations shall perform such duties as pertain to the office of the vice-president of public relations. The vice-president of public relations will be responsible for overseeing such projects, when relevant, as gathering information from other chapter officers, advisors, and members to publish information through various forms of media; taking pictures at chapter events; acting as liaison between the chapter and the college, and promoting Phi Theta Kappa at all levels of the organization. The vice-president of public relations will maintain a documented, chronological report on all activities relevant to the office, reports to be given to the secretary, and will obtain approval from the advisors on all decisions.

F. Secretary

The secretary shall perform such duties as pertain to the office of secretary. The secretary will record the minutes , including the roll, of all regular membership meetings and executive board meetings and shall provide one copy of the minutes to each member of the executive board and one copy to the chapter records, which the secretary will be responsible for maintaining. The secretary will maintain The secretary may, when appropriate, be asked to share information about chapter activities with regional and international Phi Theta Kappa and to perform other duties as determined by the advisors and executive committee. The secretary will obtain advisor approval on all decisions.

Section 4: Selection of Chapter Officers

The chapter advisors, usually in consultation with the executive board, will each spring semester begin the process of selecting chapter officers. Normally, this will be done by asking interested members to apply for positions by submitting a resume and cover letter. Members may express interest, through one application, for more than one officer position. Chapter officers must be active members and remain active members during their tenure in office. Chapter officers must also plan to remain enrolled at Southwest Tennessee Community College for at least the next following academic year, fall and spring semesters. Officers appointed toward the end of the spring semester, usually in April, will begin duties immediately and continue serving until the following April, when new officers are appointed. If, for unforeseen reasons, any officer is unable to continue service, the advisors will appoint another member to complete that officer's term. Officers are not required to be enrolled at Southwest during summer terms.

Section 5: Replacement of Chapter Officers

Vacancies in the officer positions shall be filled by the advisors. Any officer may be removed from office if a complaint, signed by at least four active members in good standing, is received by a chapter advisor and if the removal is approved by a two-thirds vote of active members present at a chapter meeting. The advisors retain veto power over any attempt to remove an officer.

Section 6: Chapter Advisors

Chapter advisors will be oversee all chapter activities, including the development of the chapter calendar and implementation of all planned projects and programs. The advisors will represent the chapter to the administration of Southwest Tennessee Community College when necessary. Advisors will also advise the chapter on all matters. Chapter advisors will approve the appointments of all officers. Chapter advisors retain the right to replace any chapter officer at any time during that officer's tenure.

Article V
Meetings and Procedures

Section 1: Regular Meetings

There shall be regular chapter meetings, usually two a month during the fall and spring semesters, at such time and place as designated by the advisors.

Section 2: Special Meetings

Special meetings may be called by the executive board, by the chapter president, or by a petition calling for a special meeting, stating the purpose and signed by two-thirds of the active members (except that no action may be taken that is contrary to this constitution). Notice of all special meetings must be given to the membership in writing a minimum of 7 days prior to the called meeting.

Section 3: Voting

Each active member present at a regular or special chapter meeting is entitled to vote on each proposition presented to the chapter by the executive board, the offers, or the membership.

Section 4: Quorum

The active members present at a duly announced chapter meeting constitutes a quorum.

Article VI
Finance

Section 1: Tax Exemption

This chapter will 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. No part of its net earnings will benefit any private individual except for reasonable compensation paid for services rendered.

Section 2: Dues

Membership dues are fixed by the advisors, in consultation with the executive board, and must be paid before any member gains the rights and privileges of an active member.

Section 3: Expenditure of Funds

All dues, donations, grants, and other types of financial income will be expended for the purposes and benefit of this chapter. All significant expenditures as determined by the executive board will be approved by the executive board.

Section 4: Financial Obligations

No financial obligation shall be incurred by any officer, committee, or member except as authorized under authority of special interim action, approved by a vote of the active membership and approved by the executive board.

Section 5: Provision for Dissolution

If this chapter should be dissolved, the executive board, in consultation with the SGA at Southwest Tennessee Community College, shall distribute all the assets of the chapter remaining after payment of debts and liabilities to such institutions or associations as the majority of the executive board shall select which are exempt from taxation under Section 501 (a), are organized and operated exclusively for educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, and have purposes similar to the purposes of the chapter.

Article VII
Amendments

Section 1: Procedure

The constitution may be amended by an affirmative vote of ¾ of the active members present and voting at a meeting of the membership not less than one week following the introduction of the proposed amendment. A copy of the proposed amendment must be made available, in writing, to all active members, one week prior to introduction of the proposed amendment. The advisors retain veto power over any proposed amendments.

Section 2: Prohibition of Amendments

Amendments shall not prevent the chapter from operating exclusively for non-profit educational purposes and in a manner which makes the chapter tax-exempt or prevents the deduction of donations from taxable incomes to the extent allowed by the Internal Revenue Code No amendment to this constitution shall be contrary to the International or Tennessee Regional constitutions of Phi Theta Kappa No amendment to this constitution shall be contrary to the constitution to the Student Government Association of Southwest Tennessee Community College.

Article IX
By-Laws

Section 1: Purpose of by-laws

Any by-laws to the constitution will contain provisions relating to the ways the chapter conducts its affairs. Because the processes can change over time, the by-laws should be easily amended to reflect the organization's current activities rather than amending or ratifying a new constitution.

Section 2: Method of Introducing or Amending by-laws

By-laws to the constitution may be introduced or amended at an time. A proposed addition or amendment must be submitted to the executive committee by any executive committee member, who may accept or reject proposals by any active member. Approval of any new or proposed by-laws will require a ¾ vote of the executive committee. Advisors retain veto power over any proposed new by-law or by-law amendment.

Ratified
October 13, 2021